

# WELLINGTON HIGH SCHOOL – BOARD AGENDA

Notice of a meeting to be held on **Monday 11 April 2022 at 6.00pm**

**Present:** Dominic Killalea (Principal), Annette Atkins, Jo MacDonald (Stand in Chair), Wyatt Page, Evžen Novak, Theo Melville, Eve Ashby.

**Apologies:** Belinda Rynhart, Solomon Daniel, Nicky Birch, Mia Rosemergy.

**Visitors:** Nigel Sutton, Mary Maughan, Lulu Shepherd.

**In attendance:** Jess McKnight (minutes).

- The meeting opened with a karakia.
- Moved to an online meeting on suggestion of Annette.

## Minutes of last meeting

Wyatt *MOVED: THAT the minutes of the meeting held on 14 March be accepted.*

CARRIED  
Dom

## Matters arising

- There were no matters arising.

## Reports

### CEC 2021 report

- Nigel mentioned that this was a record year despite Covid, the best year in CEC history. The year ended up being \$40,000 above previous best in 2019 – Nigel mentioned that he was expecting higher, but needed to remember there are always challenges.
- Challenges last year were the lockdown during Term 3, and health issues within a small team.
- Three and a half full time staff, which is the right size to deal with surge years, but still a good size for when it's quiet.
- Double the profit from 2017 to 2021. \$140,000 in 2017, and \$288,000 in 2021. Just because this growth is what the CEC can achieve, that does not mean this is what the CEC will always achieve.
  - Funding went up from last year, and pricing will need to go up, particularly at the end of this year.
- In terms of courses run, last year was at the highest number – the ability to ask tutors to put on more classes due to courses selling out – there were around 150 courses offered.
- Utilised all government funding – \$276,000. Over utilised most of the funding, which is great.
- Struggling currently with keeping and finding Te Reo tutors due to the great demand for Te Reo classes. Due to borders opening, a lot of tutors that were planning to leave earlier are taking the opportunity to leave now.
- There was a 24% increase in government funding at the end of the year. Decade long battle won.
- Internal team remained the same, except for the caretaker, Jaden Killalea, but we are now entering an area of stability with the new caretaker. It was difficult to have a suboptimal caretaker in between during a busy year in 2021.
- Evžen asked what the average class size was, and if it was consistent. What was the minimum and the maximum? Nigel answered that it varies greatly and depends mostly on the tutor. Te Reo tends to be the biggest classes, up to 20 people in a class, but this often sees a lot of people stopping during the term of the course. The lowest class sizes are around 8, and this is due to outside limitations, or tutor request.
- Annette asked about the strategic plan for CEC. Nigel said that there used to be a strategic plan that was just recycled each year, only the date was changed. Instead, Nigel operates

on an end of year retrospective that analyses long term and short term goals. Overall, there is not a massive level of change within the operations of CEC, and when there is, it comes to an analysis of goals. The new government requirements are more key drivers of the direction of the CEC's goals.

- Jo thanked Nigel for his report.
- Nigel Sutton left the meeting.

### Principal's report including property

- Dom gave an update on the Covid cases. There were 14 cases reported today, which is the highest Monday cases in a few weeks. This is disappointing due to the previous downward trend. There have been around 315 student cases in total so far.
- This term has been highly impacted by Covid, a lot of what has been done has been largely reactionary, as the changes have been unsettling for staff and students. This means that we are not as far into our plan as we would have hoped. The changes in government/Ministry advice have been some of the hardest things to deal with.
- Health and safety reports – better information than we've had in the past.
- Summer sport is wrapping up this week. Final game for water-polo on Thursday night.
- Māori achievement
  - Working with Suz and Char around Ngā Manaakitanga – need a sustainable model. They put in a massive amount of work last year, which worked very well, but was almost too much work for the two of them. Working on getting something sorted for Term 2.
  - No funding for BGI mentoring, so may not be continuing.
  - Creatives in school project is starting next term. This is around the strong understanding of Maori performance in theatre.
  - Year 10 Aotearoa histories course has started, positive feedback so far.
  - Good numbers enrolled in Te Reo Maori courses.
  - The Te Ao Maori course is in its fifth year, which means that every year group has now been a part of the course.
  - More work needs to go into the graduate program.
- Strategic planning – will come back to that later in the meeting.
- ERO focus and plan – Karen Spencer ran in Dom's absence due to illness. Dom was unwell last week, and was testing negative for Covid, but was still unwell. There is some feedback that Dom will be forwarding to Maddie Haydock.
- Government has approved the entry of 5000 international students across all sectors, and of those students, we have been assigned five. We have filled four of those places. This financially erases our projected deficit. International students coming in is very exciting, four German students arriving for the start of term 3.
- Health and safety risk assessment, the Ministry is worried about vulnerable students, so unvaccinated staff/contractors is a worry. For now, all staff are vaccinated, so there is no risk.

### **Property**

- The main issue was around a leak in the music band room, which took the room out of action for most of the term. There was a bottle in a pipe which seemed to be causing the leak.
- The other notable part of the property report was the two areas where we need improvement on the movement of air, art block and library – the library is the worst in the school since it does not filter in fresh air through the heat pumps, they just move stale air around. Looking at getting AC, which the Ministry is on board with.
- Wyatt asked about the leaking roofs mentioned in the report: leak on Level 5 at the top of the stairs (unsure what is causing it), new leak on the stairwell on the western side of the main block, roofing has come away. Ministry money is available to repair – the Ministry approved the project.
- Earthquake report: architects are meeting with WCC to discuss.

### Finance report

- Annette drew attention to the 2021 draft report.

- The March report year to date indicates a surplus of \$350,000 compared to the budget of a loss of \$36,000, which is very ahead of where the budget was.
- This head start may not produce a trend, these things tend to yo-yo and balance out.
- The CEC has noted that it may turn out that people are paying in advance for courses now, to bank for courses later on in the year when Covid has hopefully peaked and fallen.
- Annette asked for questions, of which there were none.
- Moved to the proposal to provide an onsite flu jab for staff, could come from the budget that has already been approved for the 2022 year. Balancing the cost of the flu shots with the potential cost of absent staff later in the year due to flu and sickness.
- Dom mentioned that in the previous years, vouchers have been more expensive, but has more coverage and is more convenient for staff, and ends up to be not that much more expensive due to staff being able to get vaccinated through other ways, e.g. GPs.
- The finance meeting approved and is simply waiting on the board to approve. Recommend approval from the finance committee.
- Evžen asked about the cost, which is that on-site visits cost \$30.50 per person whilst vouchers cost \$38.50 per person.

*Evžen moved: Proposal that the Board approves that we pay for the vouchers or other equivalent plan for staff to be vaccinated put forward by Dom.*

*CARRIED  
Wyatt*

- There were some issues about the list of Board representatives on the annual report. Some of the names and dates were incorrect. Jo mentioned that if this was going to be a correct representation then it could stand to be a little more pedantic. Dom said that he would bring this up with Sue, and that Alison would have a correct list.

### Students' report

- Eve brought up the Deputy Principal panel, which has had very good feedback from the student reps, and the student reps have expressed their interest in being involved again when possible. This panel has not led to any appointment yet.
- Student council has plans around making a strong, united group, however this is facing challenges due to covid, and is still looking for a Year 11 rep.
- Current events include the university visits for senior students, neurodiversity week was a little disturbed by Covid, but was ultimately still a success.
- Donated the money from the Valentine's Roses to Rainbow Youth.
- Clubs like the Awhina homework club have been great and consistent for students. Eve said that she had been there personally and had found it incredibly helpful.
  - Dom mentioned specifically that this was a testament to the legacy of Mike Neville, who was the one person who was there every week.
- WERO leaders are starting a new initiative going to He Kākano at lunchtimes, to show leadership skills and get involved.
- Summer sports have been wrapping up, and there has been a good turnout for enrolment on winter sports.
- Covid has been difficult on the student body, but people are coping well and looking forward to the rest of the year, hopefully post-peak.
- Student proposal from Issy Nicholas – she is working with The Chip Packet Project NZ which is an organisation dedicated to supporting the less fortunate whilst combating environmental issues. She wants to have a collection point at the school where students can drop off their chip packets, which the project will use for making survival sheets, pillows, and torso mats for distribution to those in need through their local charities and community groups. Eve suggested the promotion and awareness could help the student body to get involved.
  - Evžen asked what these blankets would be used for, Eve answered that the initiative is primarily for the homeless and less fortunate.
- Dom spoke on the Deputy Principal interviews, of which there were only 3, the preferred candidate did not have a flattering report from their current principal, therefore is not appropriate. Dom has decided that we will keep with the current plan of keeping Nicola and Edward as acting DPs.
- Annette asked what sort of interest has been had in the student council by Maori and Pasifika students. Eve mentioned that they wanted a Maori representative, but did not want

it to appear tokenistic. Unfortunately there has been no interest yet, but hoping on working towards it, and having the council open all year round with a spot for a representative. Annette suggested allowing space for a couple of people.

## **Strategic Business**

### ERO

- Dom noted that there was not much more to say, open for comments or questions on the plan.
- There will be an initial profile report which will state basic information about the school. Then ERO will issue a report about Board assurances, policies, etc. Finally, after 3 years ERO will release an evaluation report based on the current focus and plan. Maddie Haycock has given the SLT a say on the profile. Maddy has shared a draft of the profile report with SLT who will feedback to her this week.

### Strategic planning - Gabrielle Wall proposal

- Gabrielle Wall has proposed quite a tight timeline for the strategic plan, which Dom suspects is due to his absence in Term 3, and recommends that the plan moves ahead, but that the timeline is stretched out. He then asked for any feedback or thoughts about the plan and the costs.
- Jo said that she liked the approach and the rationale provided. She mentioned that it did look pricey, but also high quality.
- Wyatt also thought it looked very good, but was surprised about the tight timeline, as mentioned by Dom, which he can talk to Gabrielle about.
- Jo asked if there were any student perspectives on the proposal, and Theo mentioned that he had a quick look, but did not have a lot of context with analysing proposals, but mentioned that it was good to see that there was opportunity for student involvement in the strategic plan.
- Dom mentioned that it was nice to have an outside perspective instead of dictating for SLT.
- The Board is happy to proceed with the strategic plan.

*Evžen moved: That the Board supports the proposal for the strategic plan.*

*CARRIED  
Wyatt*

## **Functional business**

### Māori Educational Success policy - feedback from hui

- Annette spoke on the views raised at the hui, everyone had seen a copy of the current policy, which received many suggestions but also many questions that require meeting back with the group with a follow up, which will be raised at the next hui further in the term.
- The next step after the next meeting with the Whanau group is to present back to the board an updated version after the next hui, which will be at the beginning of next term.
- The policy didn't seem to connect to the school's values specifically, one of the questions raised specifically was: how does it connect to the whenua? These were issues raised that started an excellent conversation which will be continued in the first hui of the term, and then will be presented to the Board.
- One of the other big questions that came from the hui was "what is the role of whanau?", to which the answer was "what role do whanau want to play?".
- This was really the beginning of a larger conversation, which had a very productive start, working on what to propose to the board as new or updated policy.
- At the moment we have our current Māori Educational Success policy in place, and this will stand until we decide what we would like to put in place in the future.

### Board Manual update

- Due to Wyatt's concussion, Jo and Wyatt have been unable to meet up. The documents have been opened, but understandably not much has been able to be done at this stage.
- Alison has provided all the templates and examples of what is needed in a Board manual.
- Jo expressed a need to modernise and also condense the information provided in the Board Manual for ease and simplicity.
- Evzen asked if there could be a link provided to the Board Manual documents so he could have a look at them.
  - [Current Board manual](#)

**Correspondence received by the Chair and actions taken:**

Date	From	Concerning	Action
<b>Magazines, Newsletters, Promotional</b>			
28 March 2022	Ministry of Education	<a href="#">Education Gazette Vol 101, issue 3</a>	
<b>Letters and Addressed Mail</b>			
None			

***The meeting moved to in-committee at 7.52PM***

***The meeting closed at 8.12PM***