

# WELLINGTON HIGH SCHOOL – BOARD MINUTES

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Minutes from the meeting held on **Monday 14 February 2022** at 6pm

**Present:** Belinda Rynhart (Chair), Dominic Killalea (Principal), Annette Atkins, Jo MacDonald, Wyatt Page, Eve Ashby, Theo Melville

**In attendance:** Alison Jeffery (Board Secretary)

**Apologies:** Evžen Novak, Solomon Daniel

**Visitors:** Mary Maughan, Mia Rosemergy, Lulu Shepherd

The meeting opened with a karakia.

## **Election of Board Chair**

Belinda was confirmed as Board Chair until the triennial elections in September 2022.

## **Minutes of last meeting**

The following point was revised before the minutes were accepted by the Board:

### Policy review:

Once the revised Māori Educational Success as Māori policy is received from SchoolDocs it will be communicated to the wider community and the Board.

*Jo MOVED: THAT the minutes of the meeting held on 13 December be accepted.*

CARRIED  
Wyatt

## **Matters arising from the minutes**

### Correspondence:

Dominic confirmed that he has replied to the letter received from Nicola Bark in late 2021. This letter was received by the Board on 13 December, too late to be tabled at the December meeting.

## **Principal's report including property**

- Dominic referred to the mask mandate. Seven exemptions have been reported and a low level of correspondence, unfortunately some of it abusive, received.
- The school's first (unplanned) fire drill of the term took place on day 1. While the field is being turfed it is not the main evacuation site but if needed the school would be evacuated to that area rather than to the smaller evacuation hubs.
- Students transferring from other schools: the majority of other city schools see far fewer students arriving as a result of transfer compared to WHS. NCEA data for students transferring part way through high school show generally lower results although there are exceptions to this. Lower achievement at NCEA does not refer to other areas of success. This will be the focus of the school's work with ERO.
- This year will be a big year in terms of the strategic plan which will be the focus of Term 2. The school is considering bringing in an external consultant to work with the school, Board and community in this area.
- The Year 10 Aotearoa Histories course is underway.
- The Principal's report was accepted by the Board.

## **Budget approval and finance report**

- The Budget was reviewed by the Finance committee on 14 February.
- It was noted that the Budget is projected to result in a deficit of around \$155k by the end of 2022.
- CEC has revised its forecast down by approx \$200k. The CEC Director is concerned about enrolments and this has led to this revision.
- See CEC figures within the budget.
- At the end of 2021, the school's surplus was around \$750k and this will service the deficit.
- The Finance committee accepted the budget for 2022.

## **Students' report**

- The student representatives spoke to their report. They have observed that some students are not wearing masks and requested clarification about how this is followed up.
- Secondly, concerns about online learning were raised.
- Thirdly, students were not sure what would happen if / when there is a confirmed case in the school.
- It was agreed that these concerns were addressed in the Principal's community update email on Friday 11 February.
- The student representatives have coordinated a rose swap with WC, WEGC and Rongotai which has taken a lot of time but been well received. It has also been a good way to connect with student leaders from the other schools.
- The student representatives express disappointment and understanding about the need to reformat Aroha Day into an online event and postpone the Athletics Carnival.
- The Student Council will be starting up in the next few weeks with a meeting calendar in place for the year.
- The student reps were thanked for their report.

## **Strategic Business**

### **Board Annual Plan 2022**

- The Board reviewed the plan for 2022.
- The policies will be reviewed by SLT first and this will be brought back to the Board for the March meeting. Jo volunteered to lead in this area from the Board.
- The MoE recommendations and focuses for March are all under way:
  - Charter and budget ratified (B)
  - Charter shared with community (P/B)
  - System set up for monitoring / review of progress for targeted students (SL / T)
  - Implement support for targeted students (SL / T)
- The annual plan will remain a standing agenda item for the Board in 2022.

### **COVID-19 business continuity plan**

- The Board expressed their appreciation for the level of detail included and thanked Dominic for the time that had gone into the work putting the plan together.
- The current situation is that, if there are COVID-19 cases in the school, the school will most likely not close. However, there are circumstances that may force this e.g. all First Aid qualified staff are away; ICT related problems that might arise if that team was absent. SLT have been looking at staffing and responsibilities to try and ensure the greatest level of resilience possible.
- The Board asked about masks for schools and students and whether or not these were available. The Ministry of Education supplies masks for staff use and the school is also providing masks for students where needed.

### **Principal's performance review sign off**

- The Board Chair will meet with Dominic to complete this. A document will be sent to the Board to receive this as soon as possible.

### Communications with the Board

- It was noted that Board communications required strengthening, particularly in regards to the need to facilitate more efficient communications. Email clients can be inconsistent in terms of notifications pushed to phones. As a Board member, it can be difficult to know whether other Board members have seen or not seen a message but not responded to the whole Board, or whether they have sent an individual response or have been unable to respond at all.
- The Board discussed setting up a WhatsApp group / sending group texts as ways of prompting Board members to respond to Board emails. These messages would be solely a prompt or way of checking that messages have been seen by all.
- The Board opted for group texts.

**ACTION:** The Board Secretary will send updated contact information to all Board members.

### Functional business

#### Election of Staff Representative

- Business Manager, Sue Kemp was confirmed as the Returning Officer for the staff representative election.
- The timeline for the election was shared with the Board.
- It was noted that there are no nominations so far.

#### Schedule of Delegations

Wyatt *MOVED:* THAT the updated schedule of delegations be adopted by the Board.

CARRIED  
Annette

#### Board Manual and code of conduct

- It was noted that the Board manual required updating and a volunteer was sought to coordinate this. Jo and Wyatt agreed to lead the project. The question was raised about whether this document was necessary.

**ACTION:** The Board Secretary will source the current templates from NZSTA and share with Jo and Wyatt who will report back to the Board later in the year.

- The Board agreed unanimously to adopt the NZSTA Code of Conduct

#### Conflicts of Interest

- The Board was reminded of the need to maintain an updated Conflicts of Interest register and asked to resubmit .

#### Policy review Term 1:

- See strategic business: Board annual plan

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

Date	From	Concerning	Action
<b>Magazines, Newsletters, Promotional</b>			
07.02.2022	Ministry of Education	Education Gazette, Vol 101, No.1	
<b>Letters and Addressed Mail</b>			
10.12.2021	Lucy Ross	Consent for BOT funded property project	
13.1.2022	Alex Hills	Follow up to 13 December Board meeting	
2.2.2022	Melanie Haycock	Mandatory Masking	

- The correspondence was tabled at the Board meeting.
- It was noted that all letters and addressed mail have been responded to and no further action is required.
  - A response to Alex Hill's email was included in the Board's reply, sent on 3 February
  - The Board supported the Principal's response to Melanie Haycock's email, sent at the end of 2021.

***In committee meeting***

The meeting moved to in-committee at 7.24pm