

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 15 February 2021 at 6.15pm**

Present:	Belinda Rynhart (Chair) Dominic Killalea (Principal), Annette Atkins, Jo MacDonald, Evžen Novak, Catherine Hill, Arunan Noble, Matthew Wood
Apologies:	Solomon Daniel, Wyatt Page
Visitors:	None
In attendance:	Alison Jeffery (Board Secretary)

Strategic business:

- i. Annual Plan 2021
 - The Education and Training Act 2020 contains four new Board objectives: - education achievement, safe environment, inclusivity, Te Tiriti o Waitangi. These came into effect on 1 January 2021.
 - Do the school's Annual Plan's strategic goals line up with those in the new Act? The Board felt that the goals in the Annual Plan might be framed slightly differently than those in the new Education and Training Act but agreed that they do speak to the areas defined in the new Education and Training Act.
 - To be reviewed further in the March meeting.
- ii. NCEA results
 - Dominic spoke to the NCEA results. National and decile averages at Levels 2 and 3 have gone up - LRCs may have slightly overcompensated at these levels. At Level 1 it appears accurate.
 - UE a positive. Level 2 dropped slightly in 2020 but has been consistent over the past 5 years.
 - Many students, especially foreign fee paying students, do not sit NCEA. The WHS international student experience does not focus on NCEA - only 50% sit NCEA - yet all FF are included. 79 students joined the school in Year 11-13. This is far higher than other schools. Of the 22 new Year 11, only 5 achieved NCEA. The students who had been at WHS since the start of Year 9 achieved above the decile. This is an ongoing issue.
 - Literacy and Numeracy tracked at the same level at Level 1. Two issues identified surround course delivery and this is being worked on.
 - Whether PAT tests could be used as a baseline was requested.
 - Māori achievement statistics are poor. Pasifika statistics are also not strong but these are based on a far smaller cohort. WHS continues to work with Poutama Pounamu.
 - SLT and the Heads of Faculty are working on understanding the data and working on solutions.
 - The Board expressed disappointment in the Māori achievement statistics. Boys and Girls Institute are going to work closely with WHS to mentor Māori. These are former students who wanted to improve things based on their own experience. The school has received funding for this. Charlene James-Meijer and Suzanne Meijer have approached Dominic with regards to mentoring for Māori - looking at tutoring, open evenings and opportunities from Māori tutors. The Kāhui Ako is also working around Māori students and future plans include WHS Māori students working with students from feeder schools building a longer reaching vision for Māori students. Kāhui Ako also work with Poutama Pounamu to focus in this area. Work with Poutama Pounamu is recognised as an area that was slowed by COVID-19. That work will continue this year.
 - Is there a particular subject or area in the core subjects that Māori are struggling? Areas of strength include sports science.
 - The Board asked about the range of ability. The danger is that a deficit view is taken if the average becomes the focus - the range represented could actually be quite wide and include some high levels of achievement.

- Discrepancies in the way students with multiple ethnicities are prioritised in the NCEA statistics are being examined (e.g. Vietnamese was prioritised over Māori for one student and the reason for this is unclear). The extent of this is not yet clear.
- iii. EAP Services
- EAP is no longer a part of All of Government services.
 - Staff access to EAP services is supported by the Board. The Board recognises the benefits of having the ability to offer support to staff.
 - The Board approved continuation of offering EAP services to staff.
- iv. Enrolment scheme guidelines and instructions
- This was presented to the Board for their information.

Functional business:

- i. Election of the Board Chair
- The Board discussed the role of the chair and the distribution of work. Dominic will seek advice from NZSTA with regards to dividing the role and the possibility of this.
 - Belinda was nominated as chair. This was accepted by the Board.
 - The need to formally define and delegate roles for Board members was discussed.
 - Evžen agreed to take on all property-related issues and remain Deputy Chair. There is the need to agree that Evzen as Deputy Chair will be able to sign this off. Annette to remain on the Finance Committee.
 - The Board expressed their appreciation for Annette's work during her year as Board chair.

- ii. Minutes of last meeting

Catherine MOVED: THAT the minutes of the meeting held on 30 November be accepted.

CARRIED
Jo

- iii. Matters arising from the minutes
- **CEC:**
 - Further to Nigel's attendance at the November 2020 meeting, he provided a written explanation of the issue he raised about tutors' entitlement to sick pay. That explanation included advice from Edpay that its approach is that if an employee receives two payslips in a six month period, this is considered continuous employment and the employee is therefore entitled to sick pay.
 - The Board agreed that they need to review the ACE Adult and Community Education Collective Agreement before confirming the nature of any further action.
 - **Prizegiving discussion**
 - Suggestions were added to [a shared GoogleDoc](#).
 - Agreement that broad recognition is positive, but student representatives felt that the notion of prizegiving is recognising excellence so the trick would be finding a balance which the rōpū based recognition would provide.
 - Group prizes had featured more prominently in prizegivings prior to 2020. e.g. Kapa Haka, Physics Tournament. It was uncertain why fewer groups featured in 2020. This is something that Dominic will keep an eye on.
 - The viability of having separate prizegivings for each year group was discussed. This could also facilitate the incorporation of Sports Awards for that year group.
 - A further approach could be a separate Year 11 prizegiving - but could that devalue those students' experiences of a prizegiving?
 - Other ways of recognition include a leavers' dinner. This has not been done before. What could it look like? An evening after exams, perhaps in the Riley

Centre. This could include special contribution awards, music from the various bands etc. It would recognise everyone who has been part of a year group.

- The Board discussed whether parental involvement throughout the students' career might be central to the success of this? Would greater levels of parental involvement need to be fostered for this to succeed?
 - It was noted that the end of year is particularly busy for the Year 13 Dean who is then transferring into the Year 9 Dean role the following year, and is occupied with the incoming cohort.
 - Inviting parents to the Year 13 leavers' assembly was discussed as a possible middle-ground.
 - The Board agreed that the Student Representatives canvas their peers with regards to a proposed Leavers' Dinner.
 - Dominic will discuss the idea with local principals to see what avenues are adopted by other schools.
 - The Student representatives felt that a separate prizegiving for Year 11 might result in a sense of disconnect, not quite recognising them as seniors. However, it might be a more positive event for a Year 11 parent who attends an event focused on their students' year group rather than sitting through the Senior Prizegiving which focuses more on Year 12 and 13.
 - The Board's recommendations regarding prizegiving will be passed to SLT.
 - Annette had emailed in response to the email. No further action from the Board in this respect.
- **Board social**
 - This is confirmed for 1 March.

iv. Te Whānau a Taraika board representative

- The first Te Whānau hui of 2021 will take place on 22 February.
- Board representation will form part of the agenda.

v. NZSTA conference and AGM

- The Board nominated Solomon to attend on the Board's behalf.

Evžen MOVED that Solomon be the Board's delegate for the NZSTA AGM.

*Carried
Jo*

- The Board also extended the offer of attending the NZSTA conference to Wyatt.

vi. Policy review term 1

- Policy review were adopted as follows:
 - Home learning - Jo, Catherine
 - Finance and Property Management Policy - Evžen, Annette

vii. Correspondence received by the Chair and actions taken:

- **Papa Taiao** - The Papa Taiao report was received by the Board.
- Papa Taiao is an external provider who works with WHS to provide several courses. These courses are complementary to the WHS curriculum and are well-received by students.
- **NZSTA Student Representatives** - Annette spoke to the NZSTA response clarifying the student representatives' role regarding situations in which they could experience conflict.

vii Principal's report

- Dominic spoke to his report.
- NCEA results were covered under Strategic business, item ii.
- Enrolment will be followed up in March after the 1 March roll return.
- The school is waiting to see what form ERO will take.
- Creatives in Schools: two projects have received funding this year.

- The Boys and Girls Institute will be mentoring Māori students and funding has been received in support of this project.
- The post of Business Manager will be advertised towards the end of February. Other school's business manager - 80% of property remit. Good opportunity to redistribute roles and relieve pressure.

viii. Students' report

- The student representatives spoke to their report highlighting proposals for the Student Council in 2021. A timeline has been set with applications due 1 March and a plan for the first meeting by 21 March.
- Aroha Day has been postponed due to the move to Level 2, ideally it will take place on 23 February.
- Profits from the Feminist Club Valentines' donations have been made to a Mental Health charity.
- The Student representatives were asked how members of the Student Council would be selected. The application form solicits applicants' views on leadership and what they can bring to the Council. Input from senior staff would be sought. The ideal is a mix of previous Council members and new ones. They are actively seeking diversity and representation from all year groups plus club leaders, sports captains, WERO leaders, Māori tikanga representatives and international representation.
- What are the routine changes to the constitution? The constitution was reviewed and some work has been undertaken to reduce contradiction and make it more robust. The work will be reviewed by members of SLT and other Student Council members. If the revision causes conflict then the review will continue.
- Does the Student Council have in mind what it wants to achieve? It aims to continue the work of the 2020 Student Council. They also seek to develop school events and to promote the Student Council's involvement in these events.

ix. Property

- Covered in the Principal's report. It was noted that the Board's involvement in the Master Planning process is anticipated to be greater than in 2020.

x. Finance

- The surplus for 2020 has turned out to be \$445,715.
- The MoE provided \$111k to support international staff wages in 2020.
- 2021 is likely to be a more challenging year.
- Budgeting tends to be conservative in terms of projected income. Projected loss for 2021 is \$38k - but if CEC turns the same profit as in 2020 the difference would be a profit of \$4k.
- What happens to the surplus? Some may need to go into topping up projects in the building plan. Until more is known from master planning significant investment is unlikely although projects already supported by the Board (e.g. turf) will continue.
- Operating budget shows a deficit although it is unlikely to realise that. Similar operational projection to 2020.
- The Board expressed their appreciation for John Wilkinson in his role as Business Manager.

In committee

The meeting moved to in committee at: 8.27pm

AOB

The meeting closed at: 8.43pm.