

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 15 March 2021 at 6.00pm**

- Present:** Belinda Rynhart (Chair), Dominic Killalea (Principal), Annette Atkins, Jo MacDonald, Evžen Novak, Catherine Hill, Solomon Daniel, Arunan Noble, Matthew Wood
- Apologies:** Wyatt Page
- Visitors:** Prue Isaacs (International Director)
- In attendance:** Alison Jeffery (Board Secretary)

1. Strategic business:

1. Māori mentoring programme

- The Board discussed the proposed Māori mentoring programme which is similar to Pasifika PowerUP, a programme run at WHS in the past which was effective. The proposed programme is not the same as the BGI programme which focuses on wellbeing.
- Board members queried whether the budget was sufficient to have an impact for this group of students and discussed whether additional funds should be made available for tutoring e.g. to increase the number of tutors available per session?
- How are students being selected? Targeting students who are identified as needing support.
- It was noted that koha for speakers had not been included and that the kai cost should have been recorded as \$6900.
- The board discussed flexibility with funding. This could enable additional students to attend while keeping the student: tutor ratio of 4:1.
- The Board is supportive of the project and open to granting approval for additional funding up to \$30,000 should it be required e.g. if a larger cohort is identified, koha needed for speakers.
- The Board requested a report (in person as well as written), at the end of week 10 to look at the project's progress.

2. Analysis of variance

- The inclusion of Digital Technology in the Junior Curriculum was discussed. It was noted that the change in this area is the result of an MoE directive that includes Digital Technology as a core subject at Year 9.
- Clarification of shared rōpū changes at Years 9 and 10 was sought. These grew from the Digital Technology changes which were driven by the need to have more than one class a week to provide better continuity for students.
- Barriers to Māori and Pasifika learners were discussed and focused on possible flaws in course programming relating to Maths. The Board focused specifically on MAT123 and concerns that the course is not working for students. The student representatives find the autonomy of the course a significant change in style from the Junior School Maths teaching. The student representatives recognised that the course is still developing and that it can work well for good independent learners but is more challenging for those who do not have this skill. Adjustments have been made to the programme and it is now more structured than it was initially. In all areas, there will be students who find an approach challenging, so the important focal area becomes identifying students experiencing difficulties and intervening.
- The Head of Maths will be invited to the April meeting to discuss MAT123.
- Māori have success as Māori: it was noted that this area had not progressed as far as would have been ideal. Further progress is anticipated this term. Targets for 2022 will be set in Term 3.
- It was noted that the number of stand downs had risen and that the number of restorative interventions had decreased. It is not clear whether this is down to a lack

of trained facilitators, less recording of restorative interventions that may have taken place, or simply fewer restorative interventions. DPs and most Heads of Faculty have been trained and additional staff will be identified for training this year.

- Iwi relationships. A hui is planned for Saturday April 10 with a focus on sharing histories of Pukeahu and the WHS site's past. The hui includes representatives from different iwi. The ambition is to create an advisory group, however, convening the group is proving challenging. If the group can be convened, the wider school community will be invited to the hui.
- Success / achievement are terms used widely in the report. Does the Board have a sense of what these terms refer to? It is referred to in every enrolment interview and often the answer is 'I want them to be happy'. Catherine, as a teacher can link to NCEA results but it can also relate to regular conversations with students to understand that on a personal level e.g. attending school. The need to be specific in defining success / achievement in different contexts was noted. Awareness of different categories of success. Consider wording e.g. improvement may be more pertinent than success in some contexts.

2. Functional business:

i. Minutes of last meeting

Jo MOVED: THAT the minutes of the meeting held on 15 February be accepted.

CARRIED
Evžen

ii. Matters arising

- Sick pay for CEC tutors
 - Dominic followed this up with CEC following the 15 February meeting.
- Schedule of delegations
 - The following property delegation was added to the existing schedule:
 - The Board delegates to the Deputy Chair, Evžen Novak, authority to approve and execute any documents relating to the implementation of the five year property plan approved by the Board (July 2018), and within the approved budget. The Board retains responsibility for the approval of all operating capital and 10 year property development plan budgets and amendments.
- Te Whānau a Taraika board representative
 - At the recent hui, two parents expressed interest and will be invited to the April 12 meeting.

iii. International Department report

- Prue spoke to her report, framing it in the context of COVID-19 and the changes that it necessitated in the International Department.
- *Erratum*: international students are not going to Australia. The pilot programme has been cancelled.
- WHS is doing well compared to other schools with international programmes. Wellington as a whole is doing well.
- The Wellington International Student Association event on Friday 12 March, was an inaugural event for this sector
- The International Department performed exceptionally prior to lockdown, responding to sudden changes e.g. border closure, repatriation, homestay parents opting out of the programme, the need to re-home students at short notice.
- A shift in the nationalities of international students over the past two years was noted.
- In 2021, WHS has 31 international students, most of whom are long-term Asian enrolments who are also taking NCEA. There will be no end of year programme in 2021 for this reason.
- If nothing changes in 2021, 2022 will see the department starting with 13 students.

- The key challenge is support: support for 16 year olds who have not seen their families since January 2020 and who may not see them for another 18 months. The department members are very much aware of the possibility that there are students who may face mental health challenges.
- Department morale is strong.
- Di Jordan has reduced her hours.
- Later in 2021 the department is anticipating a focus on homestay recruitment. Some families may not continue as homestay parents and others are looking at taking on local boarders instead of international students
- Recruitment drives for homestay parents have not been needed recently. The International Department has put aside funds to focus on this area when the indication is that international students can return. The Board recommended that previous homestay parents be involved in a recruitment drive.
- The Board asked whether the new promotional video could include voiceovers in different languages. That was considered for the Vietnamese consortium but feedback from this group suggested that families who are considering an international programme prefer to hear international students speaking in English.
- Agencies that Prue has been in discussion with are considering January 2023 as the likely date for international student return. It was noted that INZ visa processing will take time once the border re-opens.
- Agents are also diverting students towards Canada and the US where the borders are currently open and fees may also be cheaper.
- The possibility of international consortium groups in NZ was raised. Wellington Girls' College and Wellington College work together already and the private schools work as a consortium. WellingtonENZ coordinates overall promotion of Wellington as an international student destination.
- The Board extended their thanks to the International Department staff

iv. Principal's report

- It was noted that the NCEA report linked to from Dominic's report includes reflections from HoFs and Deans.
- The enrolment intake at Year 9 was not as high as anticipated. Compared to previous years, enrolments were submitted much earlier for this year group in 2020.
- Staffing changes: although it is a blow to lose Kylie Merrick, a new teacher has been recruited who comes with industry fashion experience as well as teaching experience.
- Gus Donaldson has resigned. His position has been advertised but it is anticipated that this subject area (Hard Materials) will be difficult to fill.
- John Wilkinson will stay until the end of Term 2 and this post will be advertised in April.
- Senior staffing changes continue to be discussed by the team.
- The Business Manager / Associate Principal and additional admin support would be complementary roles.
- Matthew Wood has decided to step down from the Board. NZSTA advice related to this was included in Dominic's paper.
- Arunan suggested Stella Meikle support him as student representative in the same way that Willow Ashby and Aidan McDougall had supported the student representatives in 2020.
- Principal's performance management. Dominic to suggest who could contribute to this process.
- Sport - the increase in numbers is a positive development.
- Australian High Commission breakfast. Dominic attended this event with three students for whom it was a valuable experience. It featured a speaker who had been born in a Cambodian work camp during the war, who was an incredibly powerful speaker.

v. Students' report

- The Unity Picnic was held on the field today, recognising the 2nd anniversary of the Christchurch terror attacks.

- Membership has been confirmed for Student Council. This year's Student Council is more diverse and the student representatives consider that it is better balanced overall. The council's aim is to consolidate progress made in 2020.
- The purpose of the Student Council is to advise the student representatives on the board and to act as a conduit for reports from across the student body. Its secondary purpose is organisation of student leadership to plan events e.g. the Blood Drive.
- The student representatives were asked whether there were any other benefits to being on the Student Council? Those listed include experience on a student led community platform, building connections across the school community.
- This year there are three representatives from each of year 9 and 10 to balance the younger age group against the seniors. This decision was made in conjunction with senior students Vita, Hannah and Mr Tavernor.
- Matthew will chair the inaugural meeting and have a seat on the Student Council if he wishes to take it after 31 March.

vi. Property

- See Dominic's report

vii. Finance

- A finance report will be circulated for future meetings. This will identify key points of information for the Board. NZSTA being asked to advise on the content.
- The 2021 budget is running well - currently estimating a loss of \$38,000 by end of year.
- The \$376,000 surplus from 2020, will be confirmed post-audit.
- Cleaning companies are being invited to submit tenders for providing cleaning services. We are asking that their quotes include the cost of paying the cleaners a living wage.
- Voluntary donations are double what they were at the same point in 2020. This has been put down to increased use of the parent portal and online payments.

viii. Health & Safety

- NZSTA has been asked to advise what the Board should expect to receive in terms of reporting in order to know that risks for the school community are being managed / mitigated.
- Health and Safety will be added to the Principal's report in future.
- A lab manager has been appointed to meet legal requirements. This is HoF Science, Nicola Dow. A meeting was convened to discuss chemical disposal from other departments (Technology and Art). Having someone in this role is in its early stages.
- GOSH includes incident reporting and this will be shared with the Board each month.
- Signage has been updated around the saws in Woodwork and Technology.
- The board requested that Incident and accident reporting, plus follow up to these, is reported as a snapshot each month. Names must be redacted to respect the Privacy Act.
- The board was reminded that changes to the Privacy Act last year means that serious privacy breaches must be reported to the Privacy Commissioner's Office.

ix. Kāhui Ako report

- The kaitiaki group met during the week commencing 8 March. The group has a good sense of momentum and purpose and has been hearing from different Kāhui Ako teachers about their areas of work.
- The main area that parents are interested in is transition.
- A cross-board training event focusing on obligations under Te Tiriti and cultural relationships has been proposed. The Board indicated support for this.
- The Kāhui Ako staff and Poutama Pounamu have been running PD over the past few weeks on a number of themes.
- Across the Kāhui Ako a database of learning needs has been under construction. Learning needs data is not automatically transferred between schools. This project could enable the schools, as a group, to employ someone to meet the group's needs e.g. a speech therapist to meet the needs of students across the group.
- The Kāhui Ako teacher only day takes place on 1 April.

x. Correspondence received by the Chair and actions taken

- The STA News included information on physical restraint changes and the need to report it. Dominic confirmed that if the need to use physical restraint arose, it would be reported in-committee.
- The correspondence was received by the board.

3. AOB

- Solomon will attend the next NZSTA governance workshop and is also attending the Rotorua NZSTA conference
- Annette thanked the board for the flowers that she received as outgoing board chair.

4. In committee

- *The meeting moved to in committee at 8.21pm*

The meeting closed at: 8.23pm.