

**Minutes of Wellington High School Board Meeting
Held 18 October 2021 at 6pm online**

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

Introduction

Minutes of last meeting

An amendment to the minutes of 13 September was requested. The minutes need to reflect that Belinda left the meeting due to a conflict of interest while the appointment of Moore Markhams as the school auditor for the next three years was discussed. The amendment will be made before minutes of the meeting are published.

Arunan MOVED: THAT the minutes of the meeting held on 13 September be accepted.

CARRIED
Jo

Matters arising from the minutes:

Feedback from the master planning discussion has been submitted. The outcome of this is not known yet. The school is waiting for feedback from the design review panel.

Reports

Health and Safety Protocols in Science (Nicola Dow)

- Nicola spoke to her report, providing an overview of the Health and Safety protocols followed by the Science faculty.
- The department is tightly bound by Code of Practice which was last updated in 2017.
- With regards to the Health and Safety at work Act, a HSNO guide (codes of practice for hazardous substances) should have been provided at the end of 2020. This has not been published so the Code of Practice remains the guide that needs to be followed.
- There are active discussions focused on best practice in NZ Science teachers' online forums: there is good collaboration and pooling of knowledge.
- The Board asked whether specialist relief teachers were used in Science. There are no specialist relief teachers but information regarding protocols in Science Labs is included in the relief teacher information pack. No relief teacher would be expected to run a practical, for example.
- How Science protocols fit into wider Health & Safety system was discussed. All incidents logged through GOSH which is the same school wide. Nicola has an open door policy as it is easier to discuss any incidents directly to ensure a speedy response. Health & Safety is often a focus in faculty meetings too.

Health and Safety Update (Megan Southwell)

- Megan spoke to her report focusing on risk mitigation, identifying successes and the next steps that need to be taken where applicable.
- Fire system now functions perfectly: this is a project that it has taken a long time to complete.
- Evacuation practices have not been possible during COVID Levels 2 and 3, but if an alarm sounds this will always result in an evacuation.
- A temporary evacuation scheme for proposed turf work next year will need to be signed off with the Fire Service. Logistically, people cannot congregate around the bottom of either Main block or Science during an evacuation so instead the school is looking at Pukeahu and whether there are other areas locally that could be used as evacuation zones.
- The Board asked about the risks associated with not taking a roll as part of evacuation processes. This is not an MoE requirement. Wardens check each floor with a second warden controlling the building. This is essential not only in ensuring that a building is empty but also in ensuring that no body goes back into an evacuated space before the Fire Service permit it.
- He Kākano will always be roll called as part of an evacuation and there will also be a list of students for whom this is an extremely stressful situation. These students may find themselves unable to leave a building because of the stresses they experience.
- Lockdown process: the MoE no longer wants scenario-based practices because of the stress these can cause. Talking through lockdown in rōpū is therefore the way in which this is managed.
- Responsibilities e.g. locking electronic exterior doors can be managed through a centralised system from Megan's office. Other doors e.g. classrooms, are the responsibility of the individual teacher. The work centralising door locking has been an extension to the 5YA.
- Health and Safety committee: Megan completed the two day Worksafe course this year.
- The Board asked about near-misses. Statistically (country-wide) there are likely to be around 20 near-misses before a significant accident occurs so if staff and students are reporting near misses this helps reduce risk as work can be undertaken to mitigate risk before an accident occurs. E.g. slipping risks on rainy days: in this area some work has been undertaken to reduce risk around the marae where this was an issue.
- The school is looking at Gonogo as a replacement to GOSH because of the complexity of the system. GOSH doesn't differentiate between categories of near miss e.g. needed a plaster, vs only just stopped slipping and falling down the stairs.
- Health and Safety representatives are needed. Members of the leadership team cannot fulfil this role because of their responsibilities. The ideal ratio is 1:19 as per a PPTA recommendation. At the next Health and Safety meeting, staff will be encouraged to sign up as Health and Safety reps. Reps should be classroom teachers, TAs and HoFs.
- Solomon will join the Gonogo demonstration to assess the programme.
- CEC does not currently have representation on the Health and Safety committee.
- Risks
 - Easy access to school site and violence towards students e.g. Hill Lane, a thoroughfare through the WHS campus has recently become a site that has attracted people wishing to ambush students.
 - The school has had to trespass people for this.
 - This is not a risk that can be easily mitigated and is an area that has been brought to the master planners' attention.
 - Response systems are strong. When this has happened the school has been able to identify those involved easily through CCTV coverage. Where necessary, other schools have assisted with the identification of individuals.
- COVID
 - Success: the ease with which the school moves in and out of the alert level changes.
 - Challenge: supplies and staff taking responsibility for maintaining these even when the alert level is lowered.

- Storage information re: vaccination and managing visitors to the site with vaccinations is work in progress.
- Contractors and strategy to ensure sign in etc. Although the school is clear in communicating expectations, some groups have been particularly difficult, refusing to sign in etc. It was suggested that contracts included clauses to ensure compliance and refuse payment if conditions are not met. The school does not have the means to pay for site management / security to manage this area.
- The Board asked whether the school had the option to withhold payments when projects are ministry funded.
- The Health and Safety course recommended a toolbox daily meeting. It is not reasonable to manage that in a school context. Although there is a pre-project meeting there is no daily check in.
- Masks are required and vaccination will be required in future so the need for contractor compliance will only grow.

Ursula Boyd joined the meeting

- The Board noted their approval that the leaking roof has now been fixed and asked what action was being taken to remedy window leaks. Does an interim measure need to be found pre-master planning? Shona puts absorbent towels around the areas that flood in the rain. These do the job but it is not aesthetic. If the rain is overnight she will ensure this is done before school starts.
- There is a 5YA project for windows remediation. As yet there is no contractor for this work.
- With regards to Health and Safety reporting / near misses. The Board asked what happens as a result of those incidents that are recorded. The GOSH record contains the details of resulting work undertaken, communication until the incident is signed off. Anything requiring maintenance is escalated to the maintenance team. Emails to maintenance include Dominic and Sue who are then able to ensure that the work is completed.
- It was noted that, as part of the ERO visit in November, Belinda will speak to compliance issues on the Board's behalf.
- The student representative asked whether the school will hold student vaccination records. The Ministry of Education will need to provide information related to their expectations surrounding this. Where vaccination information is held by the school, this is in a secure area of Kamar that few staff can access.
- This year 24 Health and Safety incidents have been recorded. Has this changed over time? Megan continues to work with staff, emphasising the need to report near misses as well as incidents.
- The Board noted that the information they receive concerns physical safety. What does the school have in terms of reporting emotional safety and psychosocial risk?
- Dominic and one of the Deputy Principals meets regularly with guidance. Deans and rōpū teachers meet weekly. Guidance is obliged to report serious situations and the school has a watchlist of students considered at risk.
- The student wellbeing survey has recently been completed and will be tabled at the next board meeting. This was last completed in 2019 and progress has been made since then. The wellbeing survey includes bullying and safety at school.
- The Board asked whether they are also responsible for CEC in this regard as well? Incidents are logged in GOSH and the CEC Director may report to SLT or the property staff any work required. Day staff are involved actively in drills.
- What about wellbeing for CEC staff.
- The Board mooted that the CEC should have a Health and Safety representative but that this should not be the Director.
- The Board needs to be satisfied that systems are in place and that staff are working in a safe environment, and that training is in place for CEC staff. The area of emotional and mental health requires further thought. The Board would expect the CEC Director and day staff to be managing this area, but if there was something systemic the Board would be responsible.
- In terms of future Health and Safety reporting, the Principal's report will continue to include a Health and Safety update and the DP with responsibility for Health and

Safety will update the Board annually. With Board elections in 2022 it was suggested that this is prioritised once the new Board has been elected.

- The Board will continue to request assurances from the school regarding the most significant health and safety risks faced by the school and the ways in which these are being mitigated. The example presented to the meeting, concerning site access and security, demonstrated the school's agility and ability to react positively to a challenge. The annual update will continue to provide this assurance.

Principal's report including property

ERO

- The ERO visit has been confirmed for early November. The school will derive a focus during this visit, possibly success for Māori students or transition options for students especially when those students have not experienced success elsewhere. The school will then work on this focus providing regular formative reporting and a final summative report after three years.
- These two ideas have been identified through the wellbeing at school data, school teaching practices and the leadership survey. They are an example of student and staff voice contributing to the development of ideas.
- Dominic will put the ideas into writing and will share this with the Board.

Learning Services

- Learning Services teacher, permanent appointment. The Ministry of Education does not make provision for this area as much LS work is supporting learners rather than teaching in a conventional sense. An additional staff member was appointed on a fixed term basis to cover this area and the school is now looking to the Board to support the continuation of that position in the future. The school's finances are able to support this.
- The staff representative endorsed the creation of the position and the quality of work carried out by the incumbent.
- The Board Chair moved to make the current fixed-term Learning Services teacher position a permanent position acknowledging that this would cost \$60-\$62k per year, increasing as teachers' pay increases. This was unanimously supported by the Board.
- The board acknowledged there could be a risk is if the roll decreases. If this happens it would be mitigated through restructuring.
- CEC projections for 2022 are not yet available, but regardless CEC has experienced a good level of turnover over the past 5 years. CEC will also benefit from the increase in government funding that has been announced.

Turf

- The Board originally committed to this project when the estimated cost was \$250k. However, realistically, this will cost \$750k.
- This is within the school's financial capabilities.
- The biggest beneficiaries from this project will be the Health and Physical Education faculty who will benefit from having an outdoor surface that can be used throughout the year.
- The Board asked whether the turf could be moved if the resulting master plan for the campus moved the field. One plan has suggested moving the field but it is unlikely that this will be the plan followed as it would move the field to an area better suited to a building.
- It was noted that, compared to the cost of a classroom (c. \$500k), the \$750k value for the equivalent of two classrooms' worth of resource represents good value.
- The \$750k cost does not include lighting. This would be a separate project requiring its own consent. This could benefit football that currently takes place of campus and would be a separate project.
- The Board asked for confirmation that this is a project that would use funding separate to that identified for the provision of caretakers' accommodation. This was confirmed, the funding is separate and there is no financial overlap between the projects.
- The Board asked for confirmation that there were no other areas requiring funding for development that would be overlooked as a result of the turf project progressing.

This was confirmed. Although the project would use approximately 50% of the current reserve, the Ministry still has to give final approval for the project to proceed. Furthermore, it is anticipated that, by the time future development work begins (in 2023-2024) the school's reserves will have built back up to around \$1.2million, assuming the patterns of the past few years are repeated.

- Turf as an asset that would enable an increase in sporting participation. Requires investment to do this - and lighting in future would be good.
- The Board asked for confirmation of replacement / maintenance costs. Replacement would be needed in approximately 10 years. In today's value this would be approximately \$400k, and this would be factored into savings and investment planning. Upkeep figures would need to be solicited from the contractor.

The Board agreed unanimously to support the financing of the turf project.

COVID vaccination

- More guidance is needed before this can be discussed further. Dominic clarified that every single person who has contact with students must be double-vaccinated. Friday's update inferred that CEC tutors who are not on site during the school day do not have to be double vaccinated but this still requires confirmation. The vaccination mandate will also apply to contractors, coaches, service providers (e.g. cleaning) etc.
- The Board asked whether the Ministry had given any indication of the support that may be available for staff who are vaccine-hesitant or who are exempt. Again, this requires further information to be provided.
- Exam supervisors for the November NCEA session fall outside the terms of the mandate which comes into force on 1 January. That data will need to be collected in future.

Finance report

- A small deficit was reported in September but this is unlikely to lead to revision of the year end forecast.
- Sue was credited for writing a comprehensive and easy to understand report. The surplus is still looking healthy but there will still be changes before the end of the year.

Evzen MOVED: THAT the Finance report be accepted.

*CARRIED
Annette*

Students' report

- The student council's 4th meeting took place before end of term.
- Students report having struggled on return to school post lockdown and some students also report some level of apathy
- As per the students' report, two committees have achieved to a good level: Year 11 support and Year 13 celebration.
- Gender neutral bathrooms. It was confirmed that in any new build all bathrooms will be gender neutral. The representatives reported that students were expressing disappointment in the conversion of the Tech Block staff toilet into a gender neutral bathroom. Students feel it should have been more central, not realising that the only staff bathroom in that building was converted for their use. This will be followed up outside the meeting.
- The volunteer award scheme which recognises volunteer contributions in the community is being supported by student council, many of whom are logging their commitments.
- Unblocking social media sites - discussed with SPK - site concerns e.g. illegal activity, lack of educational presence, juniors and class time distractions.
- Student Council succession - three year 12 students who have been great support to the Student Council this year will be part of the leadership team in 2022.
- Staff vs student sport - staff won 3:2.

- Derived grade exams currently taking place

The meeting moved to In committee at 8.24pm