

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 20 April at 4.30pm.**

This meeting was convened online due to the COVID-19 Level 4 lockdown

Present: Dominic Killalea (Principal), Annette Atkins (Chair), Lily Parkin, Jo MacDonald, Evžen Novak, Belinda Rynhart, Catherine Hill, Alexander Quinn

Apologies: Solomon Daniel

Visitors:

In attendance: Alison Jeffery (Board Secretary)

1. Strategic Business

- There were no items of strategic business

2. Functional business

i. Minutes of the last meeting

- Matters arising:
- The parent concern related to 5G/WiFi addressed at the 9 March meeting has been followed up as discussed. Further to Annette's letter, the correspondent has requested details of contacts at the MoE with whom they can follow up.
- In response to actions from the 9 March minutes:
 - Harrison Tew will continue to provide consultancy support for evacuation / large emergencies.
 - John Wilkinson is unable to act as returning officer for the BoT by-election. Canterbury Education Services have been contracted to run the election. This is currently suspended due to Level 4 lockdown. Notification to parents re: BoT by-election has therefore not been sent. Annette to write to parents with regards to the by-election this week. By-election timeline to be reviewed once Level 4 lockdown is lifted.
- No further work has been undertaken with regards to the proposed Japan trip in April 2021. This will be reviewed in June / July but is currently unlikely to proceed.
- Parent portal, cyphers and teacher information remains to be followed up.

Jo MOVED: THAT the minutes of the meeting held on 9 March be accepted.

*CARRIED
Belinda*

ii. Correspondence

- The correspondence was received by the meeting.

Principal's report

- The Principal's report was received by the meeting.
- It was reported that detailed seismic assessments are being undertaken on all buildings. Topographic work across the site is still required.
- It was noted that the schematic included in the Principal's report is illustrative of one possible approach rather than a more definitive plan.
- Key to the development approaches will be the need to keep the school functioning while building / construction work is undertaken.
- It is anticipated that the next update will be available in 2-3 months.

- The marae is located on the boundary between WHS and Massey. There are several possibilities for the marae in the future. These include relocation, rebuilding which may or may not be Ministry supported.

International trip updates:

- **Classics trip to Europe**
 - Travelbound have refunded \$40k (\$1250 per person) of the \$217k paid. This contradicts other information received from Travelbound during the run up to the lockdown. The pandemic exclusion has been activated on insurance so nothing can be claimed that way. Legal advice has been sought. The cost of initial legal work is approximately \$1500. This would involve correspondence with Travelbound to obtain detail on monies paid and recovered, details of any additional recoveries, plus cost and time estimates for making these recoveries and writing to families. If additional funds were recovered then parents could be asked to contribute \$50 towards the legal fees, if not then school would underwrite this cost.
 - Discussion points included whether it was possible to identify other schools in the same situation so that this could be approached as a larger group. However, no forum exists that could enable this information to be gathered easily or in a timely manner. This was dismissed as impractical.
 - It was noted that, although the policy base does not anticipate this kind of action / expenditure, the delegations to the Principal include spending up to \$5k on unbudgeted items. The 2019 surplus also gives the school the option to pay the \$1500 without financial inconvenience. NZSTA have been consulted to confirm that this approach is valid.
 - The Board agreed that engaging a lawyer on the school's / parents' behalf is the next step. Parents need to be informed and to actively support this. Dominic will write to the parents on 21 April. Careful consideration is required with regards to the way in which parents' financial contribution to legal costs might be recovered.
- **Nepal:** there is a (slim) possibility that the Nepal trip may take place in December. Further details to follow.
- **Dominica:** this trip has been cancelled. The teacher responsible is liaising with Operation Wallacea with regards to insurance and the costs that are recoverable. Further details to follow.
- **Samoa:** this has been cancelled. To date families have paid a \$150 deposit. Further information to follow.

COVID-19 / Level 3

- Further to the Prime Minister's announcement that New Zealand will move to Level 3 at 11.59 on April 27, questions were asked about school resuming as announced on April 29.
- Parents will be informed in the next few days. They will be asked to specify if their student will attend.
- Staffing also needs to be considered: on 23 March 25 staff were away from school.
- Relief needs to be considered as does physical distancing. For staff on site satellites to the staffroom will need to be identified, for example.
- Consideration will need to be given to what it will look like if students are present on site but the majority continue to learn online. The Teacher only day will be important in determining this.

- No seniors will be on site for at least 3 weeks (the currently anticipated length of Level 3)
- Concerns were expressed with regards to Year 13 and their future plans for university etc if Level 3 went on beyond that and Dominic expressed the school's resolve in supporting this year group.
- No NCEA assessments can currently be undertaken unless HoF and SLT have agreed. Any assessment that goes ahead must be equitable.
- The student representatives asked that information be sent to students as well as to parents. This is particularly important for seniors who are often more independent. This was agreed.

Te Whānau a Taraika

- There was no report from Te Whānau a Taraika.

Student report

- Students are working online which is posing challenges and frustrations for some. However, the student representatives consider that as time progresses through Level 3, students will continue to adapt to this way of working.
- The Student Council has been announced to students and the first meeting will take place once all students can return to campus.

Property

- See Principal's report.

Finance

- The Finance sub-committee reviewed the minutes of the previous meeting and approved them.
- The original anticipated budget surplus for 2020 was \$4344 which usually increases by year end. However, CEC, International and Hireage are likely to be lower than anticipated as a result of the pandemic. The budget would usually be reforecast in June and work will begin on this as soon as information is available, as will all NZ schools.
- 19 international students have been repatriated, 10 who were due to start mid year probably won't be able to.
- CEC plans for Term 2 are being reviewed, some may be online.
- There is scope for budgetary review - utilities costs will have been reduced during lockdown, other budgets can be revised e.g. faculty, PD, Principal's discretionary, etc. There are a number of areas where money can be recovered and there may be capital expenditure that can be deferred. There may also be areas such as insurance which are reduced as a result of the lockdown.
- Forecast for May will be important as this will begin to show adjustments.
- We can expect reliever costs to be lower during lockdown. In addition, the ministry has provided extra support for paying relievers during this time. More information will come about this. The school may need to put relievers onto regular payroll as their livelihood is greatly affected in these times.

AOB

Next meeting - currently 11 May at the end of Level 3, plan to have online on that date.

There was no in-committee meeting.

The meeting closed at 5.48pm.