

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 24 August 2020 at 5.00pm online**

- Present:** Annette Atkins (Chair), Dominic Killalea (Principal), Jo MacDonald, Evžen Novak, Catherine Hill, Belinda Rynhart, Wyatt Page
- Apologies:** Solomon Daniel, Lily Parkin (left meeting at: 5.30), Alex Quinn (joined the meeting at: 5.45)
- Visitors:** Willow Ashby
- In attendance:** Alison Jeffery (Board Secretary)

The meeting was chaired by Evžen Novak

1. Strategic business:

- None

2. Functional business:

i. Minutes of last meeting

Catherine MOVED: THAT the minutes of the meeting held on 27 July be accepted.

*CARRIED
Jo*

ii. Matters arising

- **NZSTA Board Training:** - in follow on from the meeting of 27 July with reference to custom training. Ideas / requests to be emailed through directly to Annette.
- **CEC tutor structure discussion:**
 - CEC receives funding through TEC and subscription to courses. TEC funding covers NZSL, English Language and Te Reo Māori.
 - Through discussion it became apparent that, in some areas, there may not be sufficient hours for the available staff. Advised to talk to staff concerned and to take advice from NZSTA.
 - TEC funding: one view is that there will be potentially fewer English Language courses needed as fewer English Language learners arriving in Wellington.
 - Review will be less wide-ranging than initially anticipated with changes will be through mutual agreement.
 - Smaller level changes e.g. changes to caretakers hours will take effect.
 - There may be decisions that need to be made in future with regards to course viability as courses with low numbers of students will continue to be dropped as required.
 - The Board expressed their gratitude for the level of detail and the informative nature of the CEC report.
 - The role of marketing in attracting attention for courses e.g. languages, was raised. The Board considered that positive marketing e.g.

long-term learning for languages could be advantageous in terms of keeping numbers strong.

- **Board of Trustees student election:** It was noted that the date of the Student Election has been moved to 18 September and the timeline adjusted accordingly.

iii. Board annual plan

- The annual plan was recirculated to the Board.
- The strategic goal for August was reviewed. The policy reviews will report back in September, the review of student progress is referred to in the Principal's report. The September meeting will also include the CEC report.

iv. Correspondence received by the Chair and actions taken :

- The correspondence was received by the Board.

v Principal's report

- **Enrolment 2021:** 232 year 9 are currently on the roll for 2021. This is 30-40 up on the same period last year. It is possible that year 9 will exceed 320.
- Staffing for 2021 becomes more of a gamble with a potentially larger roll but without the back up of International Department income. Staffing is determined by the 1 March roll return but recruitment has to be based on estimates made six-eight months prior.
- Despite the arrival of the Rātā block classrooms, rooming will again be more challenging and the MoE are involved in considering solutions for rooming.
- Areas such as transfer during the year are harder to analyse this year due to lockdown but Year 9 has not grown in 2020 as the Year 9 cohort did last year.
- **Faculty planning:** Poutama Pounamu: KLD outlined the background to Poutama Pounamu and WHS's history related to the introduction and embedding of Te Reo Māori and Te Ao Māori in the junior curriculum. The next steps include classroom walkthroughs, identification of good practices before looking to the shifts that teachers may need to make in order to better meet the needs of Māori. It is a cross-faculty, whole school initiative looking at cultural connectedness which then transfers into all areas of teaching.
- The online Te Tiriti hui, involving parents and whānau in support and development of the Year 10 Te Tiriti module, was recognised as a positive step by members of the Board. This is the first in a series of hui that will shape this particular module. One parent commented that it was a real live embodiment of Te Tiriti at WHS.
- Members of the Board queried whether the emphasis on Te Ao Māori be a way of encouraging this cross fertilisation of ideas across the school? Some pairings already exist e.g. Te Reo Māori and English.
- It was noted that the Master Key project is not yet complete.

vi Students' report

- The student report focused on the development of WERO week in week 10. Each day will focus on one aspect of WERO. It is also Mental Health week and one day will focus on that.
- The blood drive will take place in September and is being convened by the Student Council.
- Te Wiki o Te Reo takes place in week 9.
- This week is OutLoud and Proud run by UltraViolet.

- The Student Council is working on classrooms that can be used as extra spaces for students at lunchtime. WERO leaders and peer supporters will contribute to this too.
- Derived grade exams take place in week 8.
- New student representative elections take place on September 18. Existing reps hope to offer a workshop to detail what is expected of them and to mentor candidates towards the roll.
- To better prepare the student reps for 2021 a glossary of key terms is recommended. This could also be useful for new Board members.
- Wellington High School ball will take place on the first Saturday of Term 4.

vii Property

- The Principal's report contained updates for property.
- The Master Keys project has not yet been finalised.
- The next Property Control Group meeting will take place on Thursday 27 August. These meetings occur fortnightly.
- Master planning is still on hold while assessments are made of existing buildings.

viii Finance

- The current surplus is likely to be around \$184k. Although there has been much yo-yoing in predictions, if this is realised it will be a considerable success in a turbulent year.
- The surplus is partly derived from grants and support received from the Ministry of Education for various purposes, better than expected CEC income, better than expected international income, lower staffing costs through less relievers and board funded teachers.
- International enrolment for 2021 is estimated at 24 compared to 73 in 2020. Although the MoE is providing some support towards retaining International Department staffing the exact nature of this is unknown. There is not going to be the capacity for over-staffing elsewhere in the school that this has funded in the past.

3. In committee

The meeting moved to in committee at: 6.09 pm

4. AOB

- **Classics Trip refund.** The school continues to work with the insurers. This has gone to the disputes process and should have reported back on by the 20 or 21 August. However, no response has been received so this will now return to the Ombudsman.
- Kaitiaki group for **Kāhui Āko**. Two Zoom meetings have now taken place which Jo has attended. All schools are represented and the Kāhui Āko is keen to find ways for the different school boards to connect in meaningful ways.
- Parts of the new Education and Training Act came into effect on 1 August.

The meeting closed at: 6.18 pm