

**Minutes of Wellington High School Board of Trustees Meeting
Held Monday 27 July 2020 at 6.00pm**

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

Apologies: Lily Parkin (left the meeting at 6.50pm)

Visitors: Sarah Campbell (NZSTA), Willow Ashby, Aidan Macdougall

In attendance: Alison Jeffery (Board Secretary)

Newly elected parent-trustee, Wyatt Page, was welcomed to the Board.

1. Strategic business:

i. Equity in current pandemic environment

- This item did not form part of the discussions at this meeting. It will be removed from future agenda.

ii. Inclusivity

- The board discussed definitions of inclusivity recognising specific groups of students e.g. He Kākano, LGBTQI+, internationals, refugee students. Consideration was given to what inclusion might look like for these students.
- The exam week clash with Te wiki o Te Reo Māori was raised as an example that could have resulted in a feeling of isolation rather than inclusivity. However, re-calendaring exam week has resolved this.
- Visibility was raised as important in terms of community understanding of inclusivity and how that is developed.
- 'Belonging' was also considered important. It was recognised that students may belong at WHS without the need to join additional groups or activities, but that for others, these extra groups could define their sense of belonging.
- Student support was recognised as important to developing inclusivity.
- The data gathered by the Kahui Āko was discussed as potentially useful although it cannot be disaggregated easily.
- Communication was recognised as a tool that could address community perceptions and raise awareness of opportunities that could foster inclusivity.
- Gender neutral bathrooms (see student report) on Level 4 are recognised as a positive step for inclusivity. Additional gender neutral would be a positive step and possibilities have been identified in the Tech Block and PE for this. Beyond signage, refurbishment of the bathrooms is not currently a possibility. Considerations are safety and cost.
- It was noted that under the Education Act, Part 1AA, section 1A, 3c parts i-iv reference instilling concepts of inclusivity in children and young people.
- WHS values expressly support inclusivity and are posted prominently on the website.
- The Board asked whether the wellbeing survey data from 2019 supported the premise that WHS is inclusive. If the perception was that the school is not inclusive then this would require addressing. This will be discussed in the context of the Curriculum and Participation report at a future meeting.
- Practical solutions to encourage inclusive behaviour in classes was raised e.g. simple strategies such as putting students into groups rather than letting students choose their own groups.



- Universal design for learning is an approach to teaching that endeavours to meet the needs of all students in a classroom and this is also a focus of the Kahui Ako.

2. Functional business:

i. Minutes of last meeting

Alex MOVED: THAT the minutes of the meeting held on 15 June be accepted.

CARRIED

Jo

ii. Matters arising

- Student spaces at break and lunch will be the focus of the forthcoming Student Council meeting.
- It was noted that the school now has a breakfast club that runs four mornings a week.

iii. Board annual plan

- The annual plan was recirculated to the Board.
- It was noted that the Principal's appraisal now takes place in November and that CEC will be invited to report to the September meeting in 2020.

iv. Policy review

- Catherine outlined the process that was undertaken by the group reviewing the sexual harassment policy in light of the results of the consultation by the Sexual Abuse Prevention Network. The Board can report that the work on the review of the sexual harassment policy is complete.
- It was noted that using SchoolDocs precludes WHS from uploading school specific policies but that there are instances e.g. CEC specific policies, charter, schedule of delegations where school specific information can be included.
- The Board received confirmation that CEC is aware that the policies in SchoolDocs apply to them. Future reviews will include their active involvement.
- Term 3 review:
 - Learning Support - Sol, Wyatt, Alex
 - Appointment procedure - Jo, Evzen
 - Child protection - Catherine, Belinda
- Reviews will be completed in the September meeting.

v. NZSTA Board Training - Governance Advisor - Sarah Campbell NZSTA

- Sarah spoke about the NZSTA training programme and to the individualised training that can be arranged specifically for the Board.
- Nationally advertised workshops are often full and signing up to the waiting list is recommended.
- Other training offered by NZSTA advice on processes e.g. strategic planning, complaints, succession planning. Specific interests, challenges, upskilling etc can be addressed.
- Suggestions for training were discussed. These included support for high risk situations e.g. complaints, suspensions. Case study complaints and suspensions were suggested as were interview practice and investigation skills.
- Future focus and high level strategic planning is also an area for consideration.

- Additional training suggestions to be made via the Board Chair.

vi. Japan Trip update 2021

- Information from Sharon Henry plus proposed move to December 2021 was received by the Board.
- The Board agreed that Sharon could continue to plan for the trip.

vii. CEC

- The need to restructure some courses (and therefore the role of some tutors) in the light of COVID-19 has been raised.
- Advice has been sought from NZSTA.
- Tutors should be consulted and involved in any proposed restructuring.
- The Board minuted that it would like CEC to conduct a review of the tutor structure in light of the COVID-19 pandemic and to provide an update to the September meeting

vii. Correspondence received by the Chair and actions taken:

- The delegate for the NZSTA AGM will be Catherine Hill
- The correspondence was received by the Board.

viii Principal's report

- Dominic spoke to his report.
- **Year 9 Co-Dean 2021:** applications are open for this post. Based on the success of having an increased year 9 cohort in 2020 this position will be offered in support of next year's year 9 dean and students.
- Students at risk meetings - to ensure that the Board is aware that these meetings take place.
- **NCEA credits:** These are, on average, 25 credits below the same time last year, this is due to the impossibility of running equitable assessments during lockdown. WHS will be offering extra assessment opportunities for Years 11-13 in Term 4.
- An additional learning recognition credit offered for every 5 awarded at all levels of NCEA for 2020 because of COVID-19. Note there are maximums of 10 additional credits at level 1 and 8 at levels 2 and 3. Endorsement thresholds are also lower than in previous years (46 creds v 50 creds for cert endorsement and 12 v 14 for course endorsement). Changes to UE requirements - to 12 credits each for 3 subjects instead of 14.
- **Enrolment 2021:** The prediction for growth into Year 10 is based on students who might transfer from other schools.
- **Property:** the idea of naming buildings names was received positively.
- It was noted that the master keys project is not yet finished and is proceeding extremely slowly.
- **Rebranding:** It was noted that, although slow, progress is being made.

ix Te Whānau a Taraika

- The next hui will take place on 3 August.

x Students' report

- Alex spoke to the students' report
- The Student Council met in the final week of Term 2.
- The perception that the assessment schedule requires balancing was expressed: the schedule is considered either too quiet, or too busy.

- **Open Evening** was well received by prospective parents who commented positively on the student guides. The only complaint parents expressed was that it was not always possible to see the whole school due to time constraints.
- **WERO leaders** feel that there is more they could be doing school-wide. They are currently arranging a blood drive and have ideas for how their involvement across the school could be developed
- **Course selection support:** Students would like the opportunity to interact with students already taking a course as well as hearing from their teachers. A concept similar to Aroha Day has been suggested as a way of achieving this.
- **Careers:** students recognise the additional demand placed on this area as plans for many for 2021 have had to change over the past few months. However, it can be difficult to get appointments quickly to help them progress their ideas. Dominic will investigate further.

xi Property

- See Principal's report for updates on property

xii Finance

- The predicted deficit for 2020 is likely to be \$59,000. This is lower than previously predicted and is due to lower expenditure in some areas plus higher revenue than anticipated from CEC.
- International enrolment remains a concern for 2020-2021. Anticipated numbers currently show a drop from 70 to 24 possible international student enrolments. If border restrictions remain there will be very small numbers of international students next year.
- SPANZ have been lobbying the government to retain international departments and staff, anticipate a funding release from the government will enable this to happen. This will then allow international departments to work on post-border restriction recruitment.
- Moore Markhams audit report was tabled.
- The audit report recommended that Board should carry out periodic reviews of the wages and salary report
- The Board is satisfied with the controls that are in place.
- The Board disagrees that there is a risk that pay details could be amended by the Principal due to the three way checks that are undertaken by the Principal, Business manager and EA to the Leadership Team each pay cycle.

3. In committee

The meeting moved to in committee at: 8.28pm

4. AOB

Student representative elections

- The proposed student election timetable was agreed by the Board.
- Alison Jeffery will work as Returning Officer with Shaun Tavernor.

The meeting closed at: 8.41pm