

**Minutes of Wellington High School Board of Trustees Meeting
Held Tuesday 27 October 2020 at 6.00pm**

- Present:** Annette Atkins (Chair), Dominic Killalea (Principal), Jo MacDonald, Evžen Novak, Catherine Hill, Belinda Rynhart, Wyatt Page, Arunan Noble, Matthew Wood
- Apologies:** Aidan Macdougall
- Visitors:** Jo Lowe (Ecology Field Trip), Willow Ashby, Alex Quinn, Lily Parkin
- In attendance:** Alison Jeffery (Board Secretary)

New student representatives Arunan and Matthew were welcomed to the board. Outgoing representatives, Lily and Alex, and volunteers Willow and Aidan were thanked for their contributions over the past year.

1. Strategic business:

- None

2. Functional business:

i. Minutes of last meeting

Jo MOVED: THAT the minutes of the meeting held on 21 September be accepted.

CARRIED Evžen

ii. Matters arising

- Originally the Board had intended to invite International to the November meeting, however, their reporting deadline is 1 December this year so it was decided to invite them to report to the February meeting in 2021 instead. CEC to stay
- CEC will be invited to the December meeting. Follow up to the October meeting has been completed: CEC has been shown where the policies are located. KLD to catch up with CEC again before the end of the year.

iii. Ecology trip proposal

- Alternative to Operation Wallacea trip that was originally planned for July 2020. This will use students' credit from that trip.
- Work will be similar to the original trip but in an NZ context.
- To include looking at Kea populations and possum control. Data collection and sampling.
- Evening courses include Zoom meetings with lecturers overseas followed by scientific report writing.
- Timing: one week, in January holiday. Dylan Weatherley-Libeau would be the staff responsible. Students would be responsible for getting themselves to Queenstown and from that point they would be in care of Operation Wallacea.

- Tent accommodation near Wonderland Lodge at Makarora. The lodge provides bathrooms and catering.
- Many families will holiday in that area around that time.
- 8 students in Years 12 and 13 2021 plus one Year 14.

iv. Policy Review Term 4

- Three policies to review:
 - The Privacy one needs to be updated in the light of new legislation. Action: contact school docs to look in the light of new legislation.
- Policies reviewed by Belinda and Catherine and agreed. No feedback to forward to SchoolDocs.

v. Privacy

- Cross-references with the NZSTA item received for correspondence.
- Further questions re: retention policy and disposal of documents. Discussed process followed last year (WHS archivist gave information to the Board for approval prior to document disposal).
- Dom is the school's privacy officer.
- Privacy - Assistance in terms of big privacy/official information act cases. Assistance from Belinda for Alison as Board Secretary. The Board considered that this support should be sufficient.

vi. Kāhui Ako

- Report accepted.
- Next Kaitiaki group hui in November will be attended by Jo.
- The Board is represented in the appraisal for the lead teacher for Kāhui Ako.

vii. Correspondence received and actions taken

- Special general meeting: AGM - Catherine to be nominated.
- Correspondence was received by the Board.

viii. Principal's report

- The Senior Ball was a positive event, well attended and supported.
- Opportunities week - this will include an open timetable and opportunity for revision and additional support. Students are responding to the idea positively and are appreciative of the support on offer.
- Stu Neville retired from the property team after 22 years. He leaves an incredible legacy around the school. His health has deteriorated and he had found work more challenging and left at the end of Term 3. Gary Virtue is Property Manager and continues his work leading that team.
- Many appointments have been made and staffing is nearly complete for 2021. Several applicants offered combinations of subjects that have enabled this to work well.
- Strategic plan and the importance of civics being taught in Social Studies was raised. Former student, Rilke Comer has expressed interest in working in this area. Year 9 and 10 ran a school election in tandem with the general election.
- Four new classrooms, potentially to be on the area currently occupied by the pavilion, will be installed over the summer.
- School investment package (SIP) funding: some money allocated to projects including extending the fences on the field; heat pumps in CEC and Languages and CCTV extension. Signage and wayfinding projects may be

abandoned until more is known about master planning. Most likely that remaining SIP money will be invested in a turf where the field is currently. A hockey sized turf has been priced for the field but other issues remain to be dealt with. The Board supported progressing the plan for a turf further.

Solomon MOVED: THAT the Principal's report be accepted.

CARRIED Evžen

ix. Students' report

- The Board expressed their thanks to the student representatives for their work this year.
- The ball was a success with students pleased with the way the Ball committee planned and managed it.
- The leavers' yearbook is underway.
- Some students have reported having fewer assessments to work through with many taking the opportunity to do additional assessments now.
- The Junior halloween dance will raise funds for Yemen. Year 10 students are organising this and will organise the fund raising.
- The student election videos were well received and were seen as a good solution given COVID -19. A mixed approach of video and assembly would be welcome in future with Junior students preferring video and senior students preferring assemblies.
- The final Student Council meeting was held in Week 2. Three year 12 students, Alice Markwell, Vita Jerram and Hannah du Toit are preparing to lead it in 2021 with representation from the Board continuing with the student representatives. Other Student Council members will reapply in 2021. The Student Council will continue to provide leadership roles outside the school's defined roles.
- Mental Health Week, which ran alongside WERO week in the final week of Term 3 was well supported. Both saw high levels of involvement. It is hoped that this will become an annual event.
- WERO leaders have organised a dress-up day for Halloween on 30 October.
- Sport and cultural photos were well organised and ran smoothly.
- Sports Awards were not well attended but those present appreciated the range of sport plus level of achievement. The Dragonboat team finally received their medals and fastest team awards.

x. Property

- Covered in the Principal's report

xi. Finance

- \$296k surplus predicted for 2020. In addition, \$60k in MoE grants is anticipated with an eventual surplus over \$300k.
- For 2021, however, a deficit of \$260k is predicted. The budget for 2021 is still a work in progress so this is subject to change. International income and CEC income remain the variables most subject to change.
- It is recognised that the Ministry of Education support has made a difference this year e.g. lower relief costs and the fact that the MoE paid relief teachers and term-time only support staff through the Term 1 holiday.
- Support for the international programme has already been forthcoming but is actually more necessary in 2021.

3. In committee

The meeting moved to in committee at: 7.19.

4. AOB

Dates for 2021 meetings

Dates for meetings 2021 were proposed as follows:

- Monday 15 February - International Department report
- Monday 15 March - CEC report
- Monday 12 April
- Monday 17 May - Heads of Faculty reporting
- Monday 14 June
- Monday 2 August
- Monday 30 August
- Monday 27 September
- Monday 1 November
- Monday 6 December

The focus for the final meeting of 2020 on 30 November meeting will be the budget and annual plan for 2021.

The meeting closed at: 7.33pm