

**Minutes of Wellington High School Board of Trustees Meeting  
Held Monday 21 October 2019 at 6.00pm**

- Present:** Tom Haig (Chairperson), Dominic Killalea (Principal), Annette Atkins, Lily Parkin, Alex Quinn, Catherine Hill, Jo MacDonald, Evžen Novak, Belinda Rynhart, Solomon Daniel
- Apologies:** Reza Zareian Jahromi
- Visitors:** Willow Ashby, Gala Baumfield
- In attendance:** Alison Jeffery (Board Secretary)

The meeting opened with a karakia. New student representatives Alex and Lily were welcomed to the Board.

## **1. Strategic Business**

### **i. Charter feedback discussion**

- The meeting was reminded that the purpose of the discussion was to review with a view to possibly making minor adjustments rather than to rewrite the charter.
- The following ideas were discussed as important for inclusion: promoting diversity, learning, achievement, respect, self-respect, inclusivity, relationships, links to restorative practice, and connections with teachers. Words used to describe WHS included forward-thinking, co-education, innovative
- The meeting identified that contributing to the community / service had not included and perhaps should be.
- The meeting queried whether the vision adopted should be in line with the NZ curriculum.
- The recommendation was made that the existing values were replaced with WERO values.
- Inclusion of the term Tikanga Māori was queried with members expressing a preference for referring to the Treaty of Waitangi: the partnership between the Crown and Māori requires emphasis to ensure that gaps between Māori and Pakēha continue to be reduced.
- The meeting agreed that Dominic will consider all the revisions proposed and circulate the revised document prior to the next meeting.

### **ii. Strategic planning - feedback from staff meeting**

- Dominic outlined the questions that were asked at the staff meeting and the group process that followed.
- Te Reo and Ora were common themes but this was not the case in other areas where much greater diversity of opinion was in evidence.
- Before the November meeting, bring together a plan that looks at areas requiring development.

## **1. Functional business**

### **i. Minutes of the last meeting**

*Catherine MOVED: THAT the minutes of the meeting held on 23 September 2019 be accepted.*

CARRIED

Matters arising from the minutes:

- A Board social will take place as a separate even to the final meeting of the year. This will be on Wednesday 27 November after 7pm.
- Kelly Jean-Louis provided further information re: the Cambodia trip proposal. The trip will be moved to April 2021.
- The Principal's appraisal contract with John Russell has been signed.

#### **ii. International Department code of practice**

- The International Department code of practice was tabled.
- The code is an assurance that we undertake self-review for the care of international students.
- Several questions were raised with regards to the code and marketing for international students. International Director Prue Isaacs will be invited to the November meeting to present to the Board as per previous minutes.

#### **iii. Policy review**

- Two policies to review:
  - EOTC will be reviewed by Tom, Belinda
  - Although the sun policy is felt to be Primary School in focus, Sol and Catherine will review.
- The delegations schedule still requires approval. Board members to email comments through to Alison.

#### **iv. Kāhui Ako**

- The September/October Kāhui Ako report was received.
- No date has yet been fixed for Kaitiaki group's first meeting as not all schools have nominated representatives.
- The Board asked how the impact of the Kāhui Ako will be communicated. This will be through monthly reports, website updates and termly pānui.
- In her capacity as a Kāhui Ako across school's teacher, Catherine spoke to the Kāhui Ako's progress noting the following:
  - Within school roles have been allocated, with the first meeting on 24.10.19.
  - A theory of improvement has been developed and now at the point of establishing an action plan.
  - The wellbeing survey feedback is being processed with strengths and areas in need of strengthening being identified. This will be used as a tool to identify whether additional data is required to validate the survey data. This is the first opportunity to gather data across the Kāhui Ako cluster. Data is not being gathered for comparative purposes but as an opportunity to look at trends cluster wide.
  - Professional development application to the Ministry of Education is underway for the whole Kāhui Ako, particularly in relation to cultural responsiveness and student success as Maori.

#### **v. Deputy chairperson**

*Tom MOVED: THAT Annette be appointed the Board's Deputy chairperson*

*CARRIED  
Catherine*

#### **vi. Board photo**

- This was taken with a view to using the photo in the school magazine.

### **Vii. Staff travel scholarship**

- The aim is to enable a teacher / two teachers to take time from school, travel, visit schools to develop aspects of their professional practices.
- No one applied for the scholarship in 2018 but on occasion two scholarships have been awarded.
- Arguments for and against awarding the scholarship were raised.
  - Key objections considered the role of collaboration as being essential to change, restrictions on school finances and whether this would be the best use of funds. It was noted that additional funding from PPTA / centralised funding could open up conference attendance without impacting on school finances.
  - In favour of the scholarship board members spoke of personal opportunities and equivalent experiences to the scholarship that had enabled them to contribute better in their roles. This included gaining broader perspectives by being able to experience different environments first hand and having the opportunity to ask questions of those that they encountered. It was recognised that expectations following the scholarship were important in ensuring that ideas were cascaded and shared with colleagues.
- Clarification was sought whether investing \$12k in scholarship would negatively impact funds available for external support of Te Reo, however, part of the Kāhui Ako within school role for Whakamarurangi Chadwick and Anna Reeve is to strengthen Te Reo so this area is not considered a concern.
- Factors considered in awarding the scholarship were identified as length of service, active contributions to school life, and alignment with the school's strategy.
- Staff travel scholarships were put to the vote which passed 10:1 in favour of awarding up to two scholarships to staff.

### **vii. Calendar of meetings for 2020**

- The calendar of meetings for 2020 was approved.

### **viii. Prizegiving speech**

- Solomon volunteered to speak at Senior Prizegiving with Annette volunteering to speak at Junior Prizegiving.

### **ix. Correspondence**

- No correspondence received; no action to be taken.

### **Principal's report**

- Dominic spoke to his report. He reported that recruitment is relatively straightforward: we generally have a good pool of applicants to select from.
- Policy assurances were given as required.
- Provision of emergency kits was discussed. Specific questions raised include the provision of kits, their testing and location; emergency evacuation risks identified and steps taken to mitigate them; concerns re: provisions should evacuation prove impossible e.g. water storage and distribution.
- It was agreed that Megan Southwell and Paul Macdougall be invited to a future meeting to discuss this area.
- Police vetting and safety checking information were provided.

### **Te Whānau a Taraika**

- Term 4 hui will take place on Tuesday 29 October.
- If necessary there will be a vote to determine the next Te Whānau board representative.

## **Student report**

- Gala spoke to the student report highlighting the Sports prizegiving on 22 October. Currently courses and the last internals are near completion and stress levels are rising ahead of NCEA exams.
- There was positive feedback with regards to the Year 13 Ball which took place at the Hunter Lounge last weekend.
- New student representatives, Lily and Alex met with Rilke and Reza with a view to starting the student council in 2020, reviewing the constitution and application process.
- Gala and Reza were thanked for their contribution to the Board in 2019.

## **Property**

- Through the Kāhui Ako report it was noted that SWIS might have useful information to share with regards to property development. This could be achieved through the Kaitiaki group, once established.
- Planning for visits to other schools is in progress. Local schools with recent property developments and schools in Christchurch that have undergone significant building projects have been identified for potential visits.
- The intention is to collect focused information for WHS. The meeting agreed it could be useful to consolidate and collaborate more widely.
- Dominic emphasised that the scale and scope for development is potentially extremely significant. The school's vision for this is fundamental as is the need to plan for facilities that will still be in place in 30-40 years time.
- The property committee has met with Mary Ann Mills (Core Education), engaged by the Ministry of Education to work with WHS to prepare the brief.
- The key questions that need consideration are how we want to teach? How is the environment a key part of what we do. Discussions have taken place in school e.g. Heads of Faculty discussion 'What does the future curriculum look like?' Plus an analysis of trends seen in the school.
- Other property works are currently under way e.g. short-term leak fixing (investment \$500k)
- The projected roll is a key factor in determining property investment. It was identified that the school needs a front door and a heart (e.g. VUW Hub equivalent) where students can congregate and an area which is solely focused on student welfare.
- Temporary classrooms will be provided to accommodate roll growth for 2020, their exact number and location are still to be determined.
- Board members were invited to join the property group. If Board sign off is required and if different options are going to be identified then the Board should be involved. Dominic confirmed that at this stage we are not looking at signing off a concept, more at accuracy and quality of information than a plan for construction.
- A minimum estimate of 2-4 years was put on building works. Staged / interim development may not be practical.

## **Finance**

- A surplus of \$200k is anticipated.
- 2020 anticipated risks:
  - Difference in staffing / roll predictions made by WHS and the MoE. The roll on 1 March 2020 will determine funding and, if the roll is greater than the MoE predicted, funding will be backdated. However, this could result in a potential short-term cash flow issue.

- International enrolment is predicted to be lower than in 2019 (73 in 2019, estimate 60 in 2020) due to changes in preferred destinations seen in the Asian market. This is roughly \$150,000 difference.
- Donations. The impact of the new Government donations policy will have to be watched. Students coming from feeder schools may not be used to paying donations (decile 7 schools and below no longer require donations payments) and this could have an impact.
- Laser cutter / water cutter: Solomon to advise with regards to the value of the items. While purchase of the laser cutter is almost certain, the water cutter is more of a luxury and there are other competing needs e.g. new school van.

#### **AOB**

- None.

*The meeting closed at 8.42pm.*