

WELLINGTON HIGH SCHOOL – BOARD MINUTES

Minutes of the meeting held on **Monday 25 July 2022 at 6.00pm in the staff room**

Present: Belinda Rynhart (Chair), Shaun Tavernor (Acting Principal), Annette Atkins Evzen Novak (online), Solomon Daniel, Wyatt Page (online), Nicky Birch, Jo MacDonald, Bharat Pancha, Eve Ashby, Theo Melville (online)

Apologies: Lulu Shepherd

Visitors: Kini Mitipelo, Kathryn Yorke, William Whewell, Sandra Orr, Mia Rosemergy, Mary Maughan, Stuart MacKay, Bruce Curtain, Carl Ashby, Jorah Pointon (parent), Rebecca Martin (parent).

In attendance: Jess McKnight (minutes)

- The meeting opened with a Karakia.
- All present visitors were introduced.

Minutes of last meeting

Annette MOVED: THAT the minutes of the meeting held on 16 May be accepted.

CARRIED
Nicky

Matters arising from the minutes

There were no matters arising from the minutes.

Senior Girls Football - grant application and financial delegation request

- Kini needs to have delegated financial authority from our Board of Trustees to apply for the grant before applications can be processed.
- The grant is only able to be applied for by the Board of Trustees of WHS. All funds would go to the WHS school accounts which would then be allocated to the team.


Belinda MOVED: THAT the Board approves the delegation of the authority to use the school's bank account.

CARRIED
Nicky

Strategic Planning

Campus Master Planning update

- The Campus Master Planning update was received by the board.
- A broad overview of the plan was introduced to the board. The biggest challenge was to build a block that could fit 30 classrooms.
- **Stage One**
 - The red dashed buildings were B and E block, which would be marked for demolition. Anything that is taken away from the current site would be replaced.



- The first point of attention called to by both students and the Ministry was the lack of a clear entryway into the school. The new proposed entry would be at Taranaki Street, at ground level. This would include a new library and new admin spaces.
- One of the biggest challenges was the topography of the site with the different elevation levels and long corridors between classrooms. They wish to consolidate these spaces into more available teaching space – as by area, there is as much corridor as there currently is teaching space.
- The Board asked much space would be lost by taking away B and E Block, confirmed would be 11/12 teaching spaces temporarily, but would gain 4x
- **Stage Two**
 - Library and Music would be the next part in the extension of stage one.
 - Focus on making Taraika the heart of the school (shown in blue), which would be decided with the approval of the Whānau group. What is currently being proposed is a placeholder until further dialogue is had with necessary groups.
 - Confirmed that dialogue will happen with Whānau before any decisions are made.
 - The Board asked if the wharepaku and laundry would be included in the planning. This is what would need to be discussed in the dialogue with Whānau.
- **Stage Three**
 - The next stage is looking far in the future, which would start with the art block, with the intention of the new hall going there, so that the hall is accessible to the front door. Enables the potential for additional funding for contributions to the hall. It was important to the plan that there was no period of time when the school was without a hall.
 - This stage also includes the final location of He Kakano. Northern end of the building also allows for a safe pickup/drop off point for students who most need it. New car parking proposed on the Tasman Street entrance. Overall the plan provides car parking for 118 staff.
- **Stage Four**
 - Demolish main block. New sports centre built – two additional gym spaces, including a basketball court. General principle from the new block north is to have court space, additional access up the bank. This final stage is preparing for a roll of two and a half thousand.
 - How many people the proposed hall would be able to hold - was confirmed that this would at least hold a year group, but would not be able to hold the entire senior or junior school for a roll of 2500.
 - Additional six teaching spaces under the new hall + one new teaching space in the gym.
 - Graphical representation of the principles of moving through the site. As a vertical school with a small area size, connectedness through vertical means is essential.
 - This plan pushes cars and traffic out of the site and creates a kind of 'spine' throughout the school.
- **General Questions**
 - Will the courtyard be covered? was confirmed would be too large to be completely covered, but would have areas of cover.
 - Is there any space for the football field that isn't paved court, Was confirmed that the area that is currently the field would remain as such.
 - Any thought given to stopping the general public moving through school grounds? Has been discussed, although fully fencing the school isn't attainable. The school is designed to have a thoroughfare along the exterior, outside of the school, to allow for the interior to remain largely private.
 - What materials would be used in construction, asking about climate considerations, sustainability because this is important to our students. Confirmed that the government mandates a 5 star green rating. Sustainability is a primary concern.
 - CEC would continue to use the school buildings as they currently do.

Styhart

- The principal's property report brings up keeping the existing hall. There is a lot of pressure on stage one as the whole project could last decades, with the main concern being the Taranaki Street entrance. The Board noted that it was important to make sure that it was understood that stage one could last a very long time.
- The plan does suggest that the hall would still need to be demolished as the area it currently occupies is prime teaching space. As well as that, since it is a seismic 'no go zone', which further pushes out the available space around the hall. Since the hall is not included in stage one is to give a lot of time to decide what is to be done.
- The time question (for all stages to be completed) is largely dependent on the roll size – the Ministry estimates twenty years.
- Can any stages can be built in conjunction with each other. The Ministry advised that this comes down largely in affordability – constraints of budget. Courting large construction companies is also difficult at the moment due to market reasons.
- How will the site continue to operate with the adjustments made even in stage one. Was confirmed that is covered in the planning, the point of the choices made in stage one was to affect as small of an area as possible which would be the least obstructive option. Tennis courts on Tasman as decal space. They would absolutely offset any lost space. Precedent seen at Wellington Girls.
- **Seismic Issues**
 - Hoping to move on to construction in the next Christmas break. Panels on the main block – interim work done to secure these and lift the rating of those buildings.
 - Can the Ministry confirm that students are safe to use those buildings, and can the Board can get assurance of student safety from the Ministry. The Ministry confirmed that the buildings are not a risk to life. It is the Ministry's view that there is no need to vacate these buildings – there is no immediate risk with them.
 - Moderate earthquake safe – these blocks are not deemed to be earthquake prone buildings.
 - Library and music block – everything above the floor is sitting at about 80-90%, everything below is treated as a multistory building with a lot of drift. We can not do anything about the compliance numbers issue. Just because it is a low rating, does not mean it would be an issue in a moderate to low rated earthquake.
 - The lift block is currently being worked on with Wellington City Council, which has deemed it to be not earthquake prone. Within the next month or two there will be more concrete answers.
- The visitors were thanked for their contributions and left the meeting.

Reports

Te Whānau a Taraika - strategic planning

- The Te Whānau a Taraika - strategic planning papers were received by the board.
- Nicky presented the first paper. Two proposals -
 - Student Council membership- female and male leads of Kapa Haka and Waka Ama and Māori Speech competition to be included as club leaders and as members of Student council. There should be standing spaces for tangata whenua. This is an issue for the student council, not the Board, but has the Board's support. The student council members on the Board agreed that something will be put in place for next year when the student council is formed.
 - Whānau Māori voices on the Board: currently there is provision in the constitution for two Māori te Whānau reps on the board, and they get one shared vote. Proposal that they both have a vote, which will require a constitutional change.
 - **Action:** Nicky to bring a paper to the next board meeting proposing wording for change to the constitution.
 - The Board thanks and acknowledges the fantastic work of Char and Suz organising the Mātāriki event..

Stygart

- Annette talked to item two s from the Te Whānau Hui on the 15th of June 2022. This was a 90 minute korero that encompassed high level questions like purpose and vision, going down to everyday issues like pronunciation. This has been sent out to all Whānau to get opinions.
 - Vision for the kura: how people would like the school to be. Vision for Whānau and tamariki.
 - How many people had contributed, confirmed that there was strong participation from members with a background in policy.
 - A large issue that came up in the korero was around the Board's understanding of te Tiriti. There was a want for the Board to engage in a journey of understanding rather than hitting goalposts.
 - Noted that when the new Board joins in, this can be part of the onboarding of new members – induction.
 - Wellbeing of the rangatahi above all else is the primary concern – including attendance.
 - Equity and fairness for Māori. Schools have not been designed with Māori values in mind, therefore the system needs to adapt for Māori, not the other way around. Equity not encapsulated within the wero values. The Treaty is seen as something that should sit higher than the values of the school.
 - The absence of Māori on the student council was noted. Board noted that this has just been discussed and that there is a plan around that.
- Thanks were given to Nicky and Annette for the work that they have done, and the energy and passion that has been brought.

Students' report

- The Students' report was received by the Board.
- The last Student Council meeting featured reports by all year levels, the Year 9s mentioned the loss of the skate park as being a large grievance, wanting a ramp or something similar, a space for students to skate.
- Year 10s noted that there are a lack of school pride events, and that those haven't been brought up in the year, which is something to look forward to with the year that has been had.
- Year 11s have issues with the MAT123 course, which is difficult due to the lack of support and the mixing of classes. The Board noted that it has previously asked questions about the effectiveness of MAT123 following parent complaints and it is disappointed that there still seem to be issues.
- The Board suggested the Student reps consider working with the breakfast in schools through Sanitarium.
- Consent panel being hosted, being supervised by Natalie Bell.
- Covid has been deeply affecting the student body, with last term being especially challenging.
 - The Board asked how the Covid management plans around rostering off last period for students has been working for the student body. Student members advised that some subjects are easier than others, but the practical, physical side of classes has been very difficult to keep up with.
 - The difference between this year's experience with Covid and lockdown is that there is more sickness and cases, which makes it harder to learn.
- Do the students think that staff have been handling challenges well? Responded that it's tough, and while deadlines being shifted have been helpful, there is still difficulty with the hybrid learning when not everyone is at home.
- The Board thanked staff for the lack of disruption to the junior school.
- The Board noted that this is very difficult on staff, who are lacking any free periods or time to recuperate.

Principal's report including property

Signature

- The Principal's report was received by the Board.
- The Board sends aroha to staff and the students.
- Board noted that staff are at a crisis point, and that it is at an urgent level. What mechanisms have been put in place to assist staff at this level. Was confirmed that if they schedule home more students, it gives staff more non-contact periods.
 - The point is the more that we roster students home, the more scrutiny is placed on how staff are used. Predicting staff absence is difficult, and the logistics are difficult to forecast.
 - Suggestion that the Board morning tea is shifted up to earlier in the term to increase staff well-being. It was suggested that the Board put on another morning tea rather than just the farewell.

JO MOVED: THAT the Board put on another morning tea for the staff

Annette
CARRIED

- The health and safety report looks as though actions were not noted where we would expect actions to be taken.
- **Action-** The Principal will look into those issues to see what action had been taken.
- The report asks if the Board is satisfied with the risk management system. The Board asked if we have a system in place for contractors working on site for their safety and how their work is being managed. It was noted that some of the hazards in the register seemed to be related to onsite work. The other big risk for the school is the health and safety of students travelling off site and the science and woodwork labs. We have seen plans for health and safety in the classrooms.
 - **Action** - the Principal will look more into those questions, but assured the Board that any serious risk is dealt with by deputy principal Edward Meredith, who is in charge of health and safety, and assured the Board that there are rigorous procedures in place.

Functional business

NZSTA Training Workshop : Te Tiriti o Waitangi Board Objective in Education and Training Act

- Both Jo and Annette attended.

COVID-19: mask wearing at WHS

- Our health and safety risk assessment for Covid 19 has been reviewed, taking into account the recent advice from the Ministry of Education and the Ministry of Health about the increased prevalence of Covid 19 in NZ, and the increased risks in schools, and the recommendation for mandatory mask wearing as an effective mitigation. The reviewed risk assessment concluded the mandating of masks indoors for the first four weeks of Term 3 should be required. The revised risk assessment shows that due to heightened transmission wearing masks is the safest option.
- The Board the correspondence it had received supporting the change in mask wearing policy.

Belinda MOVED: THAT the health and safety policy would be amended to require masks for staff, students and visitors indoors. This will be reviewed after the first four weeks of Term 3.

Annette
CARRIED

Policy review matrix and Term 3 review

- There are three policies requiring review, allocated to Board members as follows:
 - Child Protection – Solomon

Styhart

- Sun Protection – Jo
- Harassment – Annette

Action- review to be reported to Board at September meeting

Board manual - progress update

- There was no update on the board manual.
- **Action:** Jo and Wyatt will prepare induction material for the incoming Board. The material will be sent to Board members for discussion and review at the next meeting.

Correspondence received by the Chair and actions taken:

Date	From	Concerning	Action
Magazines, Newsletters, Promotional			
4 July 2022	Ministry of Education	Education Gazette Vol 101, issue 8	

Letters and Addressed Mail			
5 July 2022	SchoolDocs	SchoolDocs Advisory: End of term - review and rollout updates	
8 July 2022	Jacob Edmonds	Mask Wearing at WHS	Masks reinstated
15 July 2022	Rebecca Martin	Mask Wearing at WHS	Masks reinstated
15 July 2022	Lisa Waker	Mask Wearing at WHS	Masks reinstated
18 July 2022	Tessa Hansen-Crane	Mask Wearing at WHS	Masks reinstated

The meeting moved to in committee at 8.38pm

