

**Minutes of Wellington High School Board of Trustees Meeting  
Held Monday 9 March 2020 at 6.00pm**

- Present:** Dominic Killalea (Principal), Annette Atkins (Chair), Lily Parkin, Jo MacDonald, Evžen Novak, Belinda Rynhart, Solomon Daniel, Catherine Hill
- Apologies:** Alexander Quinn (at 7.15pm)
- Visitors:** Aidan McDougall, Megan Southwell, Paul Macdougall, Sharon Henry, Willow Ashby (at 7.15pm)
- In attendance:** Alison Jeffery (Board Secretary)

## **1. Strategic Business**

- There were no items of strategic business

## **2. Functional business**

### **i. Health and Safety**

- To speak to matters surrounding Health and Safety, Deputy Principal Megan Southwell and teacher in charge of Health and Safety, Paul Macdougall, attended the meeting. Paul spoke to general Health and Safety provision, Megan spoke to evacuations and emergency response.

#### **General Health and Safety provision (Paul MacDougall)**

- Paul outlined the school's history with regards to Health and Safety and his remit, including the training that he undertook to enable him to fulfil this role.
- SLT's role in reducing risk was recognised, and is much appreciated by the Board.
- The new Health and Safety Act was passed in 2015. This increased the pace with which issues must be addressed.
- Key areas developed at WHS have included periodic electrical testing, earthquake kit in the pavilion, First Aid kits and first aid training. More staff are trained in first aid - some by selection with some selected tactically. There is an awareness that students, especially Outdoor Education students, are First Aid trained.
- Earthquake kit in the pavilion includes a first response kit: food, water, first aid kits, lights, ropes, tarps, rubber gloves, crowbars. This is recognised as bare essentials and would provide short term measures with further solutions under discussion.
- Risk register: this is in place. WHS uses GOSH which facilitates issue logging. Within GOSH, areas of the school have their own area. Recognised with the upgrade to the GOSH platform, that there has been a lag in training and uptake. Training is scheduled to take place on 17 March.
- The Board requested regular Health and Safety reporting. This includes risks identified and long-term responses. This reporting schedule could be quarterly or annual.
- What happens when risks are identified? Responses that can be undertaken on site are logged via the maintenance email. Some responses (e.g. electrical) are flagged with external specialists. Fortnightly meetings go through the issues and the way in which they need to be tackled. These have been effective in ensuring that risks are dealt with more rapidly. Not all issues

have been managed, some e.g. property related (leaks) are beyond what can be dealt with through this process.

- A dedicated EOTC coordinator takes care of this area of school life. The coordinator liaises with Paul in this area. New Science Technician is skilled in this area and is working with the Science Faculty to improve this further.
- Areas to improve include: evacuation, supporting maintenance team in their use of ICT.
- ERO report recognised strengths in the use of GOSH and the cascading of information via the maintenance email.
- Request to provide future minutes from Health and Safety meetings to the Board.

### **Evacuations and large emergencies (Megan Southwell)**

- This is also an area where significant improvement has been made in the past 5 years. E.g. Alarm systems.
- Request to the Board that emergency systems consultants Harrison Tew return, this is of particular importance post-Christchurch March 15. Harrison Tew have an excellent approach to lockdown. Their involvement with the school during the consultation process and their solutions are driven by the needs and requisites of the individual site. The Board approved the return of Harrison Tew to continue this work.
- Alarm system upgrade is a substantial improvement, including the coordination 'hub' in M506. The specificity of the alarm system makes pinpointing issues much more straightforward.
- Refining evacuation has taken time and is still an area that requires further work. A move towards Fire Numbers would enable grouping by year and would enable the Dean to work with rōpū teachers during an evacuation more effectively.
- Evacuation routes have been worked on so some groups evacuate down Taranaki Street to avoid bottlenecks onto the field. Evacuation protocol and etiquette still requires further work.
- The next scheduled drill will be an earthquake drill.
- Challenges: leaks and their impact on the alarm system. Some sensors have had to be isolated which poses further challenges. Work is needed, has been approved by the MoE and is currently out to tender.
- Earthquake evacuation. Junior students have to be collected, however, concerns were raised with regards to the practicality of this happening during a significant event.
- Evacuation form - requesting a family plan to enable students to get home in the event of an emergency. Suggestion that families of juniors are given the option that they stay or remain. Feeling that a year's transition is needed for Year 9 so they should not be dismissed (unless with a senior sibling, which must be supported by parents' signature) but that Year 10 could be dismissed with parents' permission.
- Construction of the prefabs will cause an additional bottle-neck onto the field. The field is the only space that can house the school and a multiple location evacuation plan is neither practical nor sustainable. This is an area that will require further consideration.

### **ii. Japan Trip 2021**

- Sharon Henry (Head of Languages) spoke to the trip proposal, highlighting the reasons for needing to make bookings 12+ months ahead. These include coronavirus, the fact that many schools are rebooking trips currently planned and many areas are under considerable pressure generally that there is the need to get in early to ensure that such trips remain possible.

- The plan has been modified to improve language experiences including homestay and time in a language school and reducing the visits to high pressure areas such as Kyoto and Osaka.
- Issues raised: exchange rate (difficult to predict) and the relative timing of Easter week and Golden week. In 2021 Easter falls in term-time and Golden week starts 28 April. Therefore the trip proposal includes the necessity of taking up 8 days' term time impacting on the cost of relief. Staffing wise, the relief cost is the cost of one teacher minimum.
- Consideration of student numbers and staff: student ratio.
  - 24 students requires 4 adults: 1:8 ratio is below the recommended 1:7 but two of the three staff going are Japanese speakers
  - Or limit to 22 students (1:7) but difficulties when the trip has to split to go to different locations.
  - Option that Japanese spouse of one teacher could accompany.
- May need to cap numbers - interest has grown and may need to apply but in that case how can this be applied equitably.
- The positives of the Japan trip are the linguistic and cultural experiences, the negatives, the lack of affordability and the exclusion of some students. An Asia NZ Foundation scholarship exists which can contribute up to \$5000 for one student, however, whether this is available for 2021 is yet to be confirmed. No other external funding is currently available.
- Recommend BoT agreement and travel 1:7, with a max 21 students. Seven would travel to one centre with one staff member, 14 to another with the other two staff.
- Insurance: cancellation insurance is not currently available (due to Coronavirus) but medical insurance, which also includes evacuation insurance, is available.
- A \$500 non-refundable deposit would cover airfare deposit and insurance.

The Board is in agreement that the trip goes ahead with a limit of 21 students.

### iii. Minutes of the last meeting

- Matters arising: change later to larger for Year 9 students

*Jo MOVED: THAT the minutes of the meeting held on 10 February be accepted.*

*CARRIED  
Belinda*

### iv. Selection / by-election of a new trustee

- Tom's resignation results in a casual vacancy which requires a new trustee to be appointed. This can be done through selection or a by election.
- By-election advantage: new Year 9 and new students to the school results in a potentially different electorate.
- The board opted to go to by-election.
- John Wilkinson was appointed returning officer. The election date was tentatively scheduled for Friday 1 May depending on the timeline defined.

### v. Analysis of Variance

- Dominic summarised key points from the analysis of variance.
- The strategic plan has been adjusted marginally by SLT.

- Dominic recommended that the vision and mission be reviewed.
- The distinction between 'the community' and 'our community' and the importance of defining values better were highlighted. An area that Dominic is keen to work on is to ensure it reflects the community better.
- Annual plan 2020 - some areas require clarity and will continue to be developed.
- Analysis of variance: this outlines how we went on the outcomes we were trying to achieve last year.
- Learning Conversations: lowest attendance was 42.4% this year. Other parent evenings and LCs have increased their engagement since 2018. Perhaps it is better to talk about increased engagement rather than setting a specific target that may or may not be met.
- Parent portal: difficulties of finding out who a students' teachers are. It was suggested that parent engagement would be greater if the ciphers on the portal were linked to the names of the staff.
- Attendance: nationally, attendance has dropped and WHS attendance reflects this. Questions asked related to marking attendance for music lessons. Overall attendance dropped but greater stability was seen in senior years.
- Students notice inconsistency and also may pressure teachers to adjust attendance. However, the student representatives consider measures such as Ball attendance being dependent on good levels of attendance to be positive.
- In 2019, students whose attendance had fallen were identified. These were then followed up with the Deans, truancy services etc.
- Maōri success as Māori: graduate profile for the whole school to foster / target this area.
- Excellence: Target 1 still requires a lot of work given changes announced for NCEA.
- The impact of international students who do not sit NCEA: many European students do not take NCEA or are not at school long enough to be included. Some schools do mandate that their internationals sit NCEA, for example.
- Respect: the reason for fewer restoratives / apologies was queried. It is possible that this was due to a difference in recording events. This should be investigated further.
- Participation in sport dropped in 2019. How to encourage reversal? Aroha Day. Regionwide participation in sport = 60%, WHS below 40%. However, many other schools do not have the clubs and activity culture. It is preferable to push a connection to *something* rather than sport specifically, and clubs and activities are central to achieving that. The WHS sporting community may be small but it is strong. Selected sports do well, e.g. underwater hockey, netball, basketball with some sports on the increase. More staff are involved in sport compared to nationwide (33%:25%).
- The report does not recognise sports where students need to play at other schools e.g. rugby, lacrosse, fencing etc.
- Action points from Analysis of Variance have fed into the annual plan for 2020.

#### **vi. Policy Review feedback Term 1**

- Policies were reviewed as follows:
  - Staff leave - Belinda, Jo
  - Recognition of Cultural Diversity - Annette, Sol, Lily
  - Separated parents, care and guardianship - Jo, Belinda, Alex
- Feedback process documents had been useful and helped structure feedback

- Queries raised included how culture is defined, recommending that the definition be broadened to encompass acceptance of diversity and to inclusivity to staff, whānau etc.
- Te Tiriti recommended that policies refer to commitment to the articles not the principles.
- Questions related to Pasifika will be considered under assurances.
- Separated parents: - do ages need to be mentioned? Does that need to be reflected in the policy? Does a 16-18 year old have to adhere to some of the legal constraints of a custody order, for example.
- Staff leave - no comments as reflective of collective agreements.
- Alison to feedback to SchoolDocs.

#### vii. Allocation of Faculty Reports for April 2020 meeting

Report	Board member
Arts	Sol
English	Jo
Languages	Evžen
Learning Services	Annette
Mathematics	Catherine
PE	Lily and Alex
Social Sciences	Belinda
Science	Belinda
Technology	Jo

#### viii. International pricing

*Catherine MOVED: THAT the Board accept the increase in international pricing proposed.*

*CARRIED  
Annette*

#### viii. Correspondence

- Email received in November re: wifi in schools, responded to by Tom Haig. The recipient has replied, requesting a face to face meeting.
- This was discussed and reviewed. Use of WiFi in schools is supported by information from the Ministry of Education and Ministry of Health. All regulations are followed. The request for a face to face meeting was rejected. Annette to reply.
- The correspondence was received by the meeting.

#### Principal's report

- Dominic spoke to areas of his report not already covered by the Analysis of Variance.
- Property consultation: the Board is invited to go through the community consultation channels.

- Enrolment figures exceeded even Dominic's expectations.
- Classics trip at Easter. Trip data compiled from information shared by school principals was circulated.
- The Classics trip does not travel to affected parts of Italy. If cancelled currently, all will be out of pocket \$6650. Insurance policies were raised before 31.1.20 so cover more than policies currently issued. Italy must be raised to category 1 for the trip to be cancelled and refunds issued.
- Travelbound meeting on Thursday with KLD and staff involved. More information will become apparent at this point.
- The current feeling is that trips go ahead. The Board considered concerns raised including the need for hospitalisation during the trip (this would be covered by insurance, as is evacuation). The possibility of self-isolation on return to NZ was also raised.
- The Boards perception of risk and their role in terms of responsibility were discussed.
- It was noted that the teachers involved currently wish to proceed.
- Student representatives and visitors to the meeting spoke to the trips they are registered on. They expressed the concerns of losing money earned and funds raised and considered this to be a bigger risk than getting ill.
- The board discussed the following options: to keep monitoring and assessing, or to call to cancel. Deferral is not an option without significant additional cost.
- There is a meeting on Monday 6 April and a decision could be taken at even that stage.

### **Te Whānau a Taraika**

- The first whānau hui of 2020 was held on 17 February, with many new whānau in attendance. It gave a great opportunity to get to know new delegates.
- There is someone potentially interested in becoming the new chair and also the whānau representative on the Board.

### **Student report**

- Noho Marae have taken place for Year 9, who have been accompanied by WERO leaders and peer support students. The student representatives report that the older students are better integrated with the younger students as a result.
- Drama Camp, Outdoor Education trips have been taking place.
- Aroha Day was successful with significant sign up for clubs and activities. Students appreciated the organisation and the smooth running and effort put in to creating displays
- Western Zone Athletics saw great success despite some injuries and illness. Frankie Coup in Under 16 Javelin. Ari Koed Chang jumped 6.12m in Long Jump. Thomas Woodward and Ella Blakely also competed with Ella competing in the nationals in Christchurch last weekend.
- Netball trials have taken place with 50+ juniors and 20-25 seniors - higher turnout than previous years.
- Dragon Boating. WHS recorded the best times for any school in any category, winning all 5 races but was disqualified. Communication from Wellington Dragon Boating has been poor but amazing resilience shown by our students and the way in which they responded was noted positively by officials. The students have received a new award - fastest boat. This was due, in no small part, to the incredible mana that they displayed in the face of adversity.
- The staff dragon boating team also did well on Saturday, with a time only slightly better than that of the students.

## Property

- Master planning: the next phase of planning and development for the school, ultimately determining what the next generation of students will experience.
- Discussions during the consultation will begin to determine the shape of what will happen next.
- After consultation, part of the work will be design: OPUS have requested to present to the Board. This would be May at the earliest.
- Evžen shared areas that the Board should actively recognise during this process:
  - Process, process outcomes
    - Multiple possibilities explored and canvassed
    - Multiple ideas are important
    - Need to understand the logic employed
    - Broad consultations
    - Needs to reflect provision for the next generation
  - Design, design outcomes
    - Front door
    - Hub for the school
    - Budget
    - Te Ao Māori visible and supported
    - WERO visible and supported
  - Issuesadd
    - Board owned property
      - Gym (40%)
      - Marae
    - Entitlement rate that the MoE has which says 1400 students now entitled to approx 15000m2: the school is already this size and the school is short of classrooms at this scale.
    - Building costs
    - Access to field - even in the short-term.
    - Level of consultation within the school community
    - Stakeholders: Massey, Creche, CEC, Iwi
- The expectation is that the Board will support the selected Master Plan option[s] when they are further advanced .
- Access arrangements for contractors were discussed in relation to the access agreement submitted to the school.

*Evžen MOVED: THAT the Board accept the access agreement and need to chaperone contractors when on site.*

CARRIED  
Jo

## Finance

- Last year was successful, with a \$250k surplus generated, providing a good basis for 2020.

## AOB

*The meeting moved to in-committee at 9.12pm*

*The meeting closed at 9.20pm*