

**Minutes of Wellington High School Board Meeting
Held 9 August 2021 at 6pm**

- Present:** Belinda Rynhart (Chair), Dominic Killalea (Principal), Annette Atkins, Catherine Hill, Wyatt Page, Arunan Noble, Evžen Novak, Solomon Daniel, Jo MacDonald
- Apologies:** None
- Visitors:** Suzanne Meijer (Ngā Manaakitanga), Sue Kemp (Business Manager), Stella Meikle
- In attendance:** Alison Jeffery (Board Secretary)

Introduction

The meeting opened with a karakia.

Sue Kemp and Suzanne Meijer were welcomed to the meeting and Jo was welcomed back following her absence.

Minutes of the last meeting

Arunan MOVED: THAT the minutes of the meeting held on 21 June be accepted.

*CARRIED
Catherine*

Matters arising from the minutes

- Te Whānau a Taraika Board representative. The school tried to organise a whānau hui for 11 August, but this has been postponed due to lack of response.
- It was agreed that the Health and Safety items proposed at the June meeting would instead form part of the agenda for the September meeting.

Visitors

Suzanne Meijer - Ngā Manaakitanga

- Suzanne spoke to the Ngā manaakitanga project, outlining what it is, what it has achieved so far and taking questions from the Board.
- Ngā manaakitanga has run every Monday night since the start of Term 2. Mentors work with students in the marae and the rōpū then share kai which has been prepared by whānau who cook while mentoring is taking place.
- Six VUW Psychology students are the mentors. Their skills match well with the students' course choices. Two are former WHS students. The mentors are proactive and assist with course planning, assessment planning, providing support in Psychology, Maths, Te Reo Māori and other subjects.
- Speakers have covered a range of topics e.g. NZ Army and defence forces, VUW's Te Reo programme. The group have also gone to WelTec looking at practical career pathways and training.



- Fewer students signed up than anticipated: 39 seniors were invited but only 9 regularly attend. Suzanne requested that the project be opened up to Year 10 students who are beginning to prepare for NCEA and consider future pathways.
- Not all whānau are able to attend. The rōpū anticipated whānau support but only three can do this regularly. They are, however, an excellent team.
- Next steps: The Board agrees that opening up to Year 10 should be pursued. In addition, participants will be surveyed to give a measure of the course's success. This will be a qualitative rather than quantitative assessment.
- The Board members are invited to attend the mentoring session between 5.00-6.00 on Monday 13 September. This session falls at the start of Te Wiki o Te Reo Māori when there will be a guest speaker present.
- Suzanne was asked why take up is lower than anticipated. Email is not the best medium for communication with whānau. To encourage students to join, staff have spoken to students, sent hard copy letters, texts and have made phone calls. In addition some students have other commitments (e.g. paid employment) and others feel that programmes such as L2 Arotahi support them well. The group would consider a different night for the mentoring programme but feel that they would face similar challenges.
- It was noted that positive feedback has been received from parents of the students involved. Also that there is no overlap between this group and the Kapa Haka group.
- As the mentors are not final year university students it is hoped that they will continue to support the programme in 2022.
- Suzanne was thanked for her report and for the work that she and Charlene have done to launch the Ngā manaakitanga project.

Sue Kemp - Business Manager - Introduction & Finance report

- Sue was thanked for her first Finance report, prepared and presented to the Finance Committee and to the Board. Sue spoke to the Finance report highlighting the following:
- The school's finance package does not automatically provide Year To Date (YTD) figures. Reporting now includes this to indicate the current state of affairs.
- The surplus for July is \$92,000 above that predicted with the YTD figure over \$600,000. It might be that there are big expenses due in the second half of the year, but the current picture is positive.
- July's income is lower than anticipated, awaiting a grant claim but overall, the YTD income is still higher than budgeted.
- Drivers for higher income: locally raised funds e.g. 94% donations requested have been received, 80%+ recoveries paid. CEC income currently sits at 78% of annual.
- Expenditure: to make sense of the Alternative Education figures note that AE funding is received January and July.
- ICT expenditure sits at 98%: most expenditure is needed at the start of the year. Sue spoke positively to the quality of the ICT support offered at WHS.
- Repairs and maintenance at 80%: this is a difficult area to forecast due to uncertainty.
- Club accounts require further investigation to ensure they are treated as per MoE regulations. The same applies to liabilities which require consolidation.
- What does the Board want in terms of reporting? It is possible to move all accounts related reporting to Xero but this might not give the detail that SLT would like. The two drivers for reporting are SLT's and the Board's needs.
- Audit purposes - an overpayment was made to a contractor. Sue has met with the contractor and a plan for repayment has been drawn up.
- Sue asked the Board to consider what they would like from her in her role of Business Manager e.g. attendance at more Board meetings? The Board will give this consideration.



Reports

Principal's report including property plus Health and Safety

- Dominic spoke to his report highlighting:
 - Cadence Chung's achievements with her musical Blind Faith which contained nine original songs
 - Olympic achievements for Josh Junior and Anton Down-Jenkins who reached the finals in their events (Finn class sailing and 3m springboard respectively)
- Roll return and estimates for 2022: Year 9 figures this day in 2020 were 194 compared to 189 today. On the basis of this, we anticipate that Year 9 will be a similar size in 2022.
- SLT has decided to appoint co-deans at each year level for 2022. These positions will be advertised this week.
- The intentions interviews that Dominic has been conducting with teachers are highlighting the fact that the commute from Lower Hutt is becoming more of an issue.
- Teacher Only day: 5 August: Dominic will talk to the next Board meeting about not offering NCEA Level 1 in 2023. This change would impact current Year 9 so the school plans to speak to parents from Term 4 as they begin to make year 10 subject choices.
- Kapa Haka: see the letter in the correspondence recognising this group's success.
- Health and Safety: The M206 fire door is still problematic. Dominic to follow up and include in the Health and Safety report to the September meeting.
- The school has received an additional \$1.5million to complete some outstanding works. A meeting will take place on 11 August to allocate funding. The funding can be used for maintenance only but this could include repairing the Riley Centre's mezzanine.
- Kathryn Yorke (MoE Property liaison and advocate) has moved on from the property team. Dominic is waiting to find out who will take over.
- OPUS have produced initial drawings for the campus master planning (see Evžen's report which follows)
- Sport numbers are highest in recent years and Winter Tournament week is going to see a large number of teams competing.
- ERO's Caroline Gray in school 11 August for an initial meeting as the school's representative.
- Evžen spoke to master planning. Eight options have been produced but half see the Riley Centre demolished and not replaced. If a replacement hall facility is included it is smaller than the current space.
- The Board considers that the Hall should be maintained for several reasons: for the sense of the school's history that it provides, for the community opportunities it enables and because it also has a beautiful interior. The challenge is to connect it better with the whole school.
- Evžen would be happy to support an architecture club supporting students in their development of design skills. This would need to be supported by a teacher.
- It was noted that the Board may also need to support the construction / inclusion of a large covered student hub. This is not included in any plans.
- Other issues raised include sustainability, maturanga māori and the inclusion and recognition of Te Ao Māori better than is currently the case. These are not issues that MoE will support. Dominic's Zoom meeting with the Port Nicholson Trust could possibly lead to a partnership in this area.
- It was noted that the artificial turf project is out for tender.

Students' report

- Arunan spoke to the students' report.
- The next Student Council meeting is due to take place on Tuesday 17 August.
- The students' report echoed sentiment about Cadence's Musical and highlighted the Music Evening at end of term 2. The Senior Ball is now being advertised and the Blank Canvas exhibition was a success.



- Nominations for the next student representative opened on 6 August.
- The proposed Junior Dance needs following up as there may be more than one group working on this area. This will be overseen by DP Shaun Tavernor.

Kāhui Ako report

- The Board received the Kāhui Ako report for July.
- It was recommended that the Board follow the stories linked to from the report which feature WHS staff and the work they are undertaking as part of their Kāhui Ako role.
- The next Kaitiaki group meeting takes place in the week commencing 16 August.
- The Board asked whether the Kāhui Ako model could be used to help develop Māori whānau involvement in their respective schools? It was noted that the Kāhui Ako experiences the same problems: Who do you consult with? How you engage whānau? How do you not overburden those whānau who do engage? These are issues for which there are no straightforward answers

Strategic Business

Education and Training Act 2020 - School Board objectives

- The new objectives are areas already acknowledged by the Board. The objectives will be kept in mind for all strategic planning.
- The Board noted the positive momentum in revision of the Act relating to Te Tiriti o Waitangi.
- The Board questioned how this fits with SchoolDocs policies? Catherine was nominated to contact School Docs to discuss how this fits in and how it should be considered when providing feedback.
- It was discussed whether the strategic business sections of the meeting could cycle through the 4 objectives, focusing on each one twice a year. It was suggested that this should not be used in isolation and that the NZSTA term checklists provided essential information ensuring focus and clarity for Board meetings.

Curriculum and Participation report

- The quality of the reflections and the value of the report was recognised by the Board. Many had pursued the questions raised through earlier Board meetings in 2022.
- Dominic spoke to student achievement and students transferring from other schools - often 20% of the senior year groups. The school's achievement data include international students on short-term exchanges who attend long enough to be included in the NCEA statistics but who do not sit NCEA. He Kākano students included 7 Year 13 students who would not have been sitting Level 3 NCEA are included in the statistics. It is necessary to understand the context behind the statistics to interpret them fully.
- Attendance concerns and questions fielded in this area. Is the curriculum sufficiently engaging to counter attendance issues? What are reasonable expectations of attendance? Are strategic goals realistic? It was noted that attendance concerns are a national issue. They are not solely the product of a school or a curriculum but are the culmination of many issues.
- Māori language and assessment credits. The change in learning conversations piloted by Whakamarurangi Chadwick and Nat Bell, plus work undertaken by Megan Southwell were highlighted. As with attendance, this is a national issue. It is necessary always to keep in mind what success looks like e.g. inclusion of Te Ao māori course to elevate everybody in the school's knowledge of working in the Māori world. A Māori studies course planned for 2022 has grown from this.
- Counselling report. It was noted that MSD no longer provides a Youth Service Worker. The Board wondered what impact this has had. Guidance meets with members of SLT every fortnight and have not raised a concern in this area.



- Restorative statistics were discussed at an earlier meeting. The decline in the use of restorative practices was due to fewer people feeling they were skilled in this area. Training has been undertaken this year to increase the number of skilled practitioners.
- The Board discussed how the Curriculum and Participation report should be received in future. It was decided that not all authors would need to come and speak to their section of the report but that it could be presented to the March meeting each year. SLT members would speak to their areas of responsibility. It was noted that this report would not include the final NCEA data but it would include the preliminary data and benchmark comparisons. A change in timeline will need to be communicated to the reports' authors.
- For future calendars, the Curriculum and Participation report will be timetabled for the March meeting and the Faculty reporting for the May meeting.

Other business

Term 3 checklist

- The termly checklists should be reflected in the annual plan for the Board which is the template for the Board's work. Alison to update to ensure objectives are included.
- The Board and SLT should consider whether student achievement data provided meets mid-year needs.

Policy review Term 3

- Complaints and concerns: Catherine to review
- Behaviour management: Annette to review.
- Points already noted: remove reference to uniform or to note that this might not apply; complete lack of connection to tikanga Māori.
- To be discussed in September's meeting.

Student representative election

Jo **MOVED: THAT the timeline for the Board student representative elections be approved.**

CARRIED

Arunan

- That idea students could speak at assembly *and* prepare a campaign video was proposed.
- It was noted that the use of video in 2020 led to a higher level of student engagement in the vote.

Other business

- Annette attended NZSTA training on fixed-term employment
- Annette and Catherine are due to attend NZSTA training regarding Te Tiriti o Waitangi.

Correspondence received by the Chair and actions taken:

- CEC reference group meeting report. The reference group is Dominic, Catherine, CEC tutor Liz Salomona, Nigel Sutton and Sue Kemp. The Board recognised that it is a good thing the CEC expansion proposed in 2020 was curtailed.
- Audit report. It was noted that the audit report was the best one received in recent years with no actions necessary as a result.

The meeting moved to in-committee at 8.20pm.

