

**Minutes of Wellington High School Board of Trustees Meeting
Monday 21 September 2020 at 6.00pm**

- Present:** Dominic Killalea (Principal), Annette Atkins (Chair), Jo MacDonald, Evžen Novak, Catherine Hill, Alexander Quinn, Belinda Rynhart, Wyatt Page, Solomon Daniel, Lily Parkin
- Visitors:** Nigel Sutton (CEC Director), Willow Ashby, Aidan McDougall
- Apologies:** Alison Jeffery

1. Strategic business:

Guest - Nigel Sutton - CEC Director

- Current complexity -
- Funding is ambiguous at the moment. Changed criteria. Haven't been asked to apply yet or told what the criteria will be.
- TEC - student verification. If this is asked for it could be problematic because students won't want to do that for a 16 hour course. Wanted to set it up this year but CEC sector said, No! And they didn't have to do it this year. Still talk that it might be a requirement for next year.
- If it is a requirement have you any plans for implementing it? No, the sector is fighting this move. We already get ID but it isn't verified. We could have a registered JP on our first night who could come round. Nigel has seen the impact in previous jobs and is working with the sector to stop it. The sector thinks that the tick box solution will happen.
- Worry is that it will reduce the numbers.
- TEC funded courses as a proportion of all the courses. They might require verification but all the other course don't. 1500 out of the 7500 students. The main courses funded by TEC are te reo courses - tricky to get the validation with them.
- CEC operates in a piecemeal way as far as procedures and policies work. No induction. Very much handed on through word of mouth. CLASS represent the sector about validation. It is a lobbying group. At times it weighs in heavily on governance. For example, emergency payments. Each CEC operates differently.
- What policies do you use? A letter of employment with health and safety information. Tutor Handbook has all the policies and procedures. BoT has the responsibility that CEC employees are our responsibility.
- Nigel said that he has had no engagement with the Board in the past. Nigel has been reporting to the Reference Group. Nigel says he has asked the Reference Group whether he should employ staff as contractors or as employees. The decision was to make it a choice of the employees.
- Health and Safety is a bit shambolic with CEC. The megaphone is the best thing. The turn over of tutors means that it is hard to keep up good procedures.
- Question about the responsibility for ensuring that CEC meets our employer obligations.
- What can we do for Nigel?
- Someone who can show Nigel where the policies are
- An induction into how to use them
- Someone to contact if Nigel has queries
- During the complaint/lockdown process, it would have been nice to have the Board check in on us.
- The Board reviews the policies with CEC in mind.
- Student numbers etc. isn't going to cut it as a legal argument
- Most of CEC tutors are permanent part-timers who are rolled over every year.

- Isn't the insecurity of student numbers (i.e. the ability to pay) a valid reason?
- We would need to end the contracts at the end of the term. Send a letter.
- There are minimum numbers of students required to run a course.
- Nigel : People are unsettled.
- Congratulations to Nigel from the Board about the achievement of having so many tutors to be in charge of. Thanked Nigel for his report and attendance at the meeting.
- Nigel would like to have a regular meeting with the Board (annually?). Everyone on the Board would like to receive the Reference Group reports.
- CEC does have a separate complaint procedure but this would no longer be valid. The School Docs one would trump it.

Strategic / Annual plan review - Progress to date and any discussion

- The crossed-out things are things that have dropped out of top priority status. For example, peer mediation which it would be good to bring back.
- The attendance survey will be interesting. We have been chipping away at things post-COVID. Targeting non-attenders with some extra funding we got. Five staff with four or five students who they are meeting up with regularly. Getting one-to-one meetings with students who don't attend much is hard but we have had some success. There are many reasons students don't attend - they don't like a subject, family things, parents are more nervous about health, students who have got themselves so far behind that they have written off the year (probably the main reason). We are using money from the government (URF - Urgent Response Fund) to offer different courses, such as Papa Taiao (land-based trade funding, a 'trades academy' - sustainability etc.)
- We used to have a lot more year 14s.
- Active citizenry is in our future planning. Rilke Comer (ex student) is keen to develop a civics course to be taught at Wellington High School.

2. Functional business:

i. Minutes of last meeting

Jo MOVED - that the minutes of the 24 August meeting be accepted.
CARRIED Lily

ii. Matters arising - none

iii. Correspondence received by the Chair and actions taken:

NZSTA AGM moved to a new date - Annette to forward the email to Catherine
The correspondence was approved by the Board.

iv. **Principal's report**

- Safety Management Systems - Health and Safety committee will look at an independent audit.
- Stand downs for fighting. Discussion about how they are organised with students outside the school. With some of the instances of stand-downs, there have been a lot of actions before the stand down.
- Dom spoke about the risk associated with staffing decisions.
- Lily moved and Solomon seconded the Principal's report.

vi. **Students' report**

- Willow at a meeting at the Ombudsman's Office to make it more available to youth. Kate Potter a teacher is working to make a resource for youth.
- Solar panels as part of the rebuild. Dom responded to that. He has brought it up in the planning. It hasn't been taken up. Dom says it will be beyond our control. We should make a good business case because the Min of Ed has probably never investigated very strongly. We could look at Otaki High School and find out. How were their's funded? What is the precedent? Plus, lobby the Min of Ed.
- Alex - we are meeting with the student reps for next year so they know what they have to do. Also, we will advise them to the NZSTA course for student reps. And we will pass on our social media presence.
- Leaver's hoodies!!!!
- Year 13 winding down. Only 4 ½ weeks left of classes.
- Te wiki ō te reo Māori was very successful. Excellent speakers. And everyone was so motivated to hear the speakers.
- Lily - Mental Health Awareness week. A competition to create a logo for the counsellors.
- Lily and Willow have created a WERO week. Each day is a value with lots of events going on - student movie lunch, staff vs student netball, book sale, senior students talking to juniors about different classes and topics, Feminist club flea market, yoga, dance party. A very busy week and lots of excitement for the last week of term. They want to pass it on to the WERO leaders next year.
- Lily - we are smashing games. Two of our netball teams won their grade. Michael Melville has created a wonderful whānau feeling to the netball players. We are now the main school at the Hataitai courts because they just enjoy us being there. Our football girls have their finals for first place on Wednesday. Football boys were in the final on Saturday and only lost on a penalty shoot-out. Basketball boys won on Friday. An awesome thing for our school.
- Students are very excited about the ball, getting through the last week of term and getting near to the end of the year.
- Dom also added in the debating success.
- Nadya and Cadence short story win.

vii. Kāhui ako

- No questions

viii. Property

- No questions

ix. Finance

Still on budget. Still \$100,000 from grants. Could go into next year's budget.

Next year's budget will be presented at the next board meeting. John is still waiting for more information to prepare it.

Board has increased its contribution to the staff party at the end of the year.

Meeting moved to in committee at 8:03pm

3. AOB

The Board would like to say we have been thinking of Alison and wish her well and a quick recovery.

Policy reviews

Appointment processes - policy fine

Learning support - all good

Child protection - all good

Te whānau - how are they going? Dom volunteered to find out.

The meeting closed at 8:42pm.