

## MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on 28 September 2022, 5.00 pm, CRC  
(A combined meeting with the Proprietor's Board)

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**PRESENT:** Hamish Bell, Jamie Bidois (Student Representative), Dr Richard Calderwood, Mary Curran (Principal), Josie Keucke, Raewyn McPhillips, Dean Anne Mills, Brigham Nordstrom, Vanessa Parker, Susi Webb (Staff Representative).

**IN ATTENDANCE:** Craig Blomfield, Jeremy Gibbons, Delwyn Guilford (Commercial Manager), Isabella Hussey (Guest – new Student Representative from October 2022), Kate Lethbridge, Joy Houghting (Board Secretary).

**APOLOGIES:** Sam Hood, Deborah Nelson.

**PRESENTATION:** The Board received a presentation from the Mathematics Department (Clare Lambert and Liz Seager) ahead of the meeting. Clare and Liz responded to questions. The Chair thanked Clare and Liz for their presentation, and Clare and Liz left the meeting at 5.35 pm.

### 1. WELCOME:

The Chair welcomed everyone present and introduced the new Board Members. The Chair also acknowledged Jamie Bidois at her last meeting as Student Representative, and welcomed Isabella Hussey, new Student Representative on the Board from October. The meeting was opened with the Board's Prayer.

There was a recommendation that the meeting be opened and closed with a karakia. It was noted the meeting was already opened in prayer with the Board's Prayer; and this to be translated into Maori.

The Principal took the Chair prior to the election of officers.

### 2. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON:

#### 2.1 Election of Chairperson

The Principal called for nominations for the position of Chairperson.

*Nominations for the position of Chairperson:*

Dean Anne Mills nominated Raewyn McPhillips.

**Anne Mills / Josie Keucke : CARRIED.**

As the sole nominee, Raewyn was declared elected. Raewyn took the Chair for the remainder of the meeting.

#### 2.2 Election of Deputy Chairperson

The Chairperson called for nominations for the position of Deputy Chairperson.

*Nominations for the position of Deputy Chairperson:*

Raewyn McPhillips nominated Brigham Nordstrom.

**Raewyn McPhillips / Richard Calderwood : CARRIED.**

Brigham confirmed his willingness to assume the role of Deputy Chairperson. As the sole nominee, Brigham was declared elected.

2.3 Election of Committee Members

The Chair called for nominations for Committee membership, as follows:

**Finance Committee:**

Hamish Bell  
Vanessa Parker

**Policy Committee:**

Josie Keucke

**Property Planning Group (PPG):**

Susi Webb (BOT representative)

**EOTC Committee:**

Richard Calderwood  
Sam Hood  
Susi Webb

**Discipline Committee:**

(Only meets as required)  
Sam Hood  
Josie Keucke  
Raewyn McPhillips  
Brigham Nordstrom  
Susi Webb

**Personnel Committee:**

(Only meets when required for a senior leadership appointment)  
Josie Keucke  
Raewyn McPhillips  
Susi Webb

All of the members confirmed their willingness to serve on these committees as set out above.

**Moved from the Chair and Resolved:** That the membership of the Board Committees, as outlined above, is confirmed.

**Raewyn McPhillips / Brigham Nordstrom : CARRIED.**

**3. REGISTER OF INTERESTS:**

The full Register had been circulated prior to the meeting for checking. Susi Webb declared an interest, noting she was now Secretary of the Teachers' Union.

**4. CALL FOR ADDITIONAL AGENDA ITEMS:**

Dean Anne Mills noted that discussion was needed in the meeting on the Pay Equity claim as it relates to support (non-teaching) staff. To be discussed under General Business.

## 5. STRATEGIC DECISIONS:

### 5.1 Boards' Work Plan

- **Half Day Strategy Session:** Will take place at the School on Saturday 29 October from 9 am – 1 pm. A portion of this time will be dedicated to induction for new Board Members.
- **The Boards' self-review process** (scheduled for October in the Work Plan): Is being postponed until October 2023 to give new Board Members time to work together as a board and find their footing in their new roles prior to conducting a self-review process.

## 6. STRATEGIC DISCUSSIONS

### 6.1 Principal's Report

The Principal spoke to her report noting that there had been no increase since July in international student numbers and that, realistically, the School was not expecting an increase back to pre-Covid numbers until around 2024. Currently overseas parents were tending to be cautious about international travel. In the meantime the School's agents continue to work on increasing the numbers of international students.

The Principal provided an update on staffing matters and recruitment currently underway, and commented on the external review of boarding and the wellness and attendance data provided by Deputy Principal Theresa Miller.

The Principal responded to questions.

### 6.2 Strategic Discussion

In addition to presenting an update on the Mathematics programme at Dio, including a results comparison with other Schools over the past three years, and an overview of the Department and its successes and challenges, the Mathematics Department curriculum presentation also touched on the following matters identified by the Board at its 31 March 2022 meeting as topics for regular strategic discussion: -

- Reflection – an opportunity to consider, from a strategic perspective, what has/has not gone well, and whether we can be more nimble in dealing with change.
- Resourcing – gain an understanding of the Ministry changes to the curriculum, what resourcing will be required and how to effectively resource the School.
- Wellbeing – how wellbeing matters are dealt with at the School.

## 7. GENERAL BUSINESS

### 7.1 Employment of unvaccinated staff (Covid-19)

The vaccine mandate under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) is no longer in effect from 11.59 pm on 4 April 2022 and the Principal sought to affirm the Board's support for the School to employ the best candidate for any given role, regardless of the candidate's Covid-19 vaccination status.

**Moved:** That the Principal is authorised to employ persons who have not been vaccinated against Covid-19.

**Raewyn McPhillips / Brigham Nordstrom : CARRIED**

## 7.2 Policies for review

The Policy Committee recommended that the Alcohol and Other Drugs Policy be adopted with minor changes.

**Moved:** That the Alcohol and Other Drugs Policy is adopted as recommended by the Policy Committee.

**Richard Calderwood / Kate Lethbridge : CARRIED**

## 7.3 Board of Trustees Induction of new members: Key Delegations and Conduct

The Chair outlined the key delegations for the benefit of new Board Members, including the Principal's Delegated Authority and the financial delegations, which are reviewed by the Board annually in February.

The Chair also commented on matters of Board members' standards of conduct, the role of the Board and the appropriate process for concerns and complaints. The Chair, Dean Anne Mills, and Principal responded to questions.

## 7.4 Pay Equity Claim in relation to support (non-teaching) staff

Kate Lethbridge spoke to this item, noting that a review by the Ministry of Education, which considered whether certain lower-paid positions were being equitably compensated, had found that many school staff were receiving inequitable pay. The Government is addressing this through the Pay Equity scheme and is providing funding toward this. However, in Dio's circumstances, being a State Integrated School, there are some employees that are not paid by the Ministry of Education, but by the Proprietor's Board. Nevertheless, the School is obligated to honour the Pay Equity claim for all relevant employees backdated to August 2021. Kate advised that options were being considered to manage this. It was agreed that Kate Lethbridge would work closely with the School's Commercial Manager and People and Culture Manager on this matter, taking legal advice and guidance as required in order to obtain the most favourable outcome; and any correspondence in relation to this matter is to come from the Board to ensure that employees remain independent of the process.

## 8. REPORTS

### 8.1 Health and Safety

The Near Miss and Accident/Incident Registers were taken as read. The Principal commented on the Accident/Incident Register. The Commercial Manager advised that a Health and Safety Committee meeting had taken place on 13 September 2022. The minutes of that meeting will be available for the October Board Meeting. The Principal and Commercial Manager responded to questions.

### 8.2 Finance

There had been no Board of Trustees Finance Committee Meeting this month. The Financial reports for the month of August 2022 were taken as read.

### 8.3 Property Planning Group (PPG)

Jeremy Gibbons commented on the Minutes of 9 September 2022, providing an update on the Cherrington Project, noting that Edwards White was working on the School's Master Plan, taking into consideration the existing site and future development plans so that any development remains in line with the Master Plan. Mark Enderwick of Riverside Studios has been engaged to help with Cherrington project coordination. The Architect has now been

contracted for the Cherrington development project and a key milestone is getting some certainty around costs. A Quantity Surveyor has been appointed for this.

The School is operating close to the current capacity of its electrical transformers and an upgrade will be required in future in light of the Cherrington Project and other campus development activities. Discussions are underway with WEL Energy Networks to assess the School's circumstances and needs, with a view to recommending a way forward to ensure sufficient capacity.

Jeremy and the Principal responded to questions.

#### 8.4 Professional Learning and Development Report

Taken as read.

#### 8.5 Student Representative Report

Jamie spoke to her report and provided an update on the recent prefect elections (results to be announced on 1 October) and term 3 events, including the Winter Tournament Week, Whaanau Dinner and Senior Derived Grade exams. Jamie responded to questions, and expressed gratitude for the opportunity to serve on the Board and the positive and educational experience that her tenure as Student Representative had been.

### 9. MEETING ADMINISTRATION

#### 9.1 Correspondence

Outgoing correspondence were letters from the Board Chair and Principal regarding the discontinuation of Japanese Language from 2023 and from the Board Chair notifying the community of the result of the Parent Representative Election 2022.

#### 9.2 Minutes of the Previous Meeting

The Minutes of the Board of Trustees Meeting held on 31 August 2022 were received.

**Moved:** That the Minutes of the Board of Trustees Meeting held on 31 August 2022 are accepted as a true and correct record of the meeting.

**Richard Calderwood / Susi Webb : CARRIED**

#### 9.3 Matters Arising:

<b><i>ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING</i></b>	<b><i>RESPONSIBLE</i></b>
<b>Interest Register</b> – Update with new interests declared at the meeting.	Secretary
<b>Board's Prayer</b> – Obtain translation into Maori.	Secretary

#### 9.4 Meeting Closure

***Agenda items for the next meeting (from Boards Work Plan):***

- Policy reviews: Pandemic and Contagious Diseases Policy.

***Call for additional items for the next meeting agenda:***

***Time/date of the next meetings and events:***

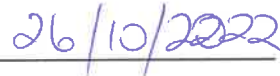
- Meeting: Wednesday 26 October 2022 in the CRC – time TBC.

The meeting closed at 7.30 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees



Date