

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on Wednesday 30 March 2022 at 5.15 pm in Room A12 at the School, and via Zoom Conference

PRESENT: Dean Anne Mills (Chaired the meeting), Jamie Bidois (Student Representative), Giles Brant, Dr Richard Calderwood, Mary Curran (Principal), Thomas Gibbons (attended via Zoom), Raewyn McPhillips, Brigham Nordstrom (attended via Zoom), Susi Webb (Staff Representative), Karlene Verryt, Ken Williamson, and Doug Wilson.

IN ATTENDANCE: Delwyn Guilford (Commercial Manager), Errin Nin (Deputy Principal – Reporting), Joy Houghting (Board Secretary).

APOLOGIES: Dan Moore, Pat Peoples.

1. WELCOME:

Dean Anne Mills chaired the meeting, welcomed everyone present and checked that those attending via Zoom could hear clearly.

The meeting was opened with the Board's Prayer.

2. REGISTER OF INTERESTS:

The full Register had been circulated prior to the meeting for checking. No further interests were declared.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

No additional items.

4. NCEA DATA FOR 2021

The NCEA Data for 2021 had been circulated with the board papers ahead of the meeting. Errin Nin (DP Reporting) commented on the data and he and the Principal responded to questions.

5. STRATEGIC DECISIONS:

5.1 Boards' Work Plan

The April Board Meeting date (27 April 2022) is during the term break. It was discussed whether it was worth moving the meeting to the following Wednesday, 4 May 2022. As more board members were able to attend on 4 May, it was agreed to move the meeting to 4 May 2022.

6. STRATEGIC DISCUSSIONS

6.1 Principal's Report

The Principal's report was taken as read. The Principal commented on the latest COVID numbers and attendance, her appraisal, and staffing matters. The Principal noted the new format of her report to enable better reporting on the year's strategic objectives, and sought feedback from board members about whether to continue reporting in this format. The board's feedback was that this format should continue.

6.2 Hamilton Christian School (HCS) - Proposed Roll Increase

The Ministry of Education advised that HCS is proposing to increase its roll size from 732 currently to 1,200 by 2026. The Ministry is giving schools the opportunity to comment on the proposed roll increase by 7 April 2022.

Potential pros and cons were discussed, however, the overall consensus was that there was no reason to raise any objection. However, the board considered whether that Dio's Principal should contact the HCS Principal and offer support of its roll increase, requesting that HCS reciprocates by supporting any proposed future roll increase by Dio. This to be followed up formally in writing from the Board.

6.3 Strategic Discussion

The chair noted that there was a desire for more strategic focus at Board meetings. The Board Chairs considered the following two questions would be helpful to enable this.

6.3.1 **What strategic conversations do Board Members want to include for Board discussions?**

The following matters were put forward.

- Strategic discussion – include a strategic discussion in the Boards' monthly Work Plan going forward.
- Campus development – including development of the curriculum to potentially include additional or external courses.
- Our purpose – a conversation around the School's purpose (why are we here?), and whether there should be a greater focus on results.
- Anglican special character – how well do we embrace our faith and how well do we allow our students to embrace their faith and be a part of the Anglican Special Character?
- Future focused – the School to be more future focused across a wide range of areas, including IT – a conversation about what that looks like, and what it means.
- Resourcing – gain an understanding of the Ministry changes to the curriculum, what resourcing will be required and how to effectively resource the School.
- Reflection – an opportunity to consider, from a strategic perspective, what has gone well, and what has not gone well, and whether we can be more nimble, for example, in dealing with change.
- Teacher Voice – consider what the teachers are saying with respect to resourcing, and provide support for teachers with respect to matters including NCEA changes and IT.
- Risks – the Board needs to see the Risk Register, with risk levels indicated in red, orange and green.
- Marketing and communications strategy – both internal and external to the School.
- Wellbeing – how wellbeing matters are dealt with.
- Tiriti o Waitangi/Treaty of Waitangi – how do we demonstrate a commitment to the Treaty.

6.3.2 How would Board Members like strategic matters reported on in Board papers?

The following suggestions were made:

- Try to keep reports down to one page, ensuring that the focus of reports is on strategic matters, rather than historic events.
- Dedicate a specified amount of time to strategic matters.
- Board papers, as circulated ahead of meetings, to be taken as read.

7. GENERAL BUSINESS / APPROVAL ITEMS

7.1 Policies

Moved: That the following policies are adopted: -

- New appendix to Sensitive Expenditure Policy (Koha) – *subject to minor changes as agreed at the Meeting:* -
 - *to reflect the Principal's and Board Members' requirement to declare koha given or offered, and that said koha is to be given to the School if it is of material value (\$250 or greater); and*
 - *under the heading, "Background", a paragraph is inserted stating that the giving of gifts is also a Christian tradition that originated from the gifts that were given to Jesus by the three Wise Men;*
- Privacy Policy – *subject to minor changes as agreed at the Meeting to delete the text, "2021" in the heading, and delete the text box at the top right of page 1;*
- Digital Communications Policy;
- Smoke Free Policy; and
- Concerns and Complaints Policy (and appendices).

Raewyn McPhillips / Doug Wilson : CARRIED.

7.2 EOTC Committee – Terms of Reference

The Committee's Terms of reference stipulate that the Committee is required to review its Terms of Reference annually. The Terms of Reference were previously reviewed in March 2021. The Committee considered its Terms of Reference earlier this month and consensus is that no changes are required at this time.

There was a brief discussion about the frequency of review of the Terms of Reference and the Board considered that it would be sufficient to review the Terms of Reference every three years, instead of annually.

Moved: That the EOTC Terms of Reference are adopted subject to the following change on page 3 of the Terms of Reference:

Under the heading, **General Guidelines**, edit the second bullet point to read,

"Review the Terms of Reference every three years."

Anne Mills / Doug Wilson : CARRIED.

8. REPORTS / MINUTES

8.1 Health and Safety

The Minutes of the Health and Safety Committee Meeting held on 20 March 2022, as well as the Near Miss and Accident Registers were taken as read.

The Board requested an update from Health and Safety Consultant, Theresa Dyer, at the next Board Meeting.

8.2 Finance

The finance report was taken as read. Doug Wilson commented on the report, noting that:

- The School's trading position for the year has been overstated when compared to plan, showing a greater than expected surplus month to date and year to date, due to an influx of donations paid in advance for the year, but which have been recognised in the month they were received. The budgeted approach has donations coming in on an even basis over the 12 months.
- While some spending costs are below budget due to Covid, other costs have been increased as a result of Covid, including additional relief costs due to isolation requirements. Given there is a higher than normal capex spend this year (largely driven by the IT upgrade project), when combined with forecasted trading a cash deficit is forecast. However, the School continues to remain in a sound financial position.
- The Committee was in the process of reviewing its Terms of Reference. These would be considered by the Committee at its April 2022 meeting before being put to the Board at the next Board Meeting.

Moved: That the February 2022 Finance Report is adopted.

Doug Wilson / Giles Brant : CARRIED.

8.3 Property Planning Group

The Minutes of 15 March 2022 were taken as read. Ken Williamson provided an update on the School's property projects, specifically Cherrington and the Selwyn Dining Room.

8.4 Student Representative Report

Jamie Bidois commented on her report and responded to questions.

8.5 Student Wellbeing and Attendance Report

The report was taken as read.

9. MEETING ADMINISTRATION

9.1 Minutes of the Previous Meeting

The Minutes of the Board Meeting held on 23 February 2022 were received.

Moved: That the Minutes of the Board Meeting held on 23 February 2022 are accepted as a true and correct record of the meeting.

Doug Wilson / Ken Williamson : CARRIED

9.2 Matters Arising:

ACTIONS	RESPONSIBLE
Health and Safety: Consultant, Theresa Dyer, to be approached about presenting to the Board at the 4 May 2022 Board Meeting.	Secretary
Hamilton Christian School proposed roll increase: Principal to approach Hamilton Christian School's Principal to indicate support and seek support in return for any future proposed roll increase by WDSG. To be formalised in writing from Board level.	Principal, Board Chairs

9.3 Meeting Closure

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

- Policies for review:
 - Reporting on Student Progress Policy
 - Staff Professional Learning and Development Policy

Call for additional items for the next meeting agenda:

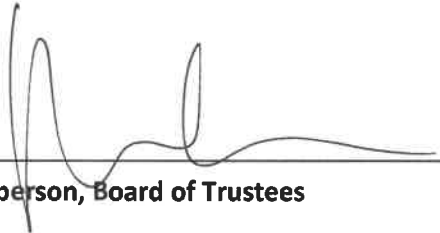
- No additional items.

Time/date of the next meetings and events:

- Meeting: Wednesday 4 May 2022, at 5.15 pm – venue TBC.

The Meeting closed at 7.40 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

12/5/22

Date