

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

Held on 27 September 2023 at 5.15 pm in the Staffroom  
(A combined meeting with the Proprietor's Board)

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**PRESENT:** Raewyn McPhillips (Presiding Member), Hamish Bell, Josie Keucke, Richard Calderwood, Vanessa Parker, Isabella Hussey, Charlotte Bidois, Susi Webb, Mary Curran, Deborah Nelson.

**IN ATTENDANCE:** Jeremy Gibbons, Murray Dunn, Sonja Maree (for part of the meeting), Liz Binns (Board Secretary), Kate Lethbridge, Jason Marinkovich, Vanessa Sharratt, Anna Sinclair from the School Association (for part of the meeting).

**APOLOGIES:** Dean Anne Mills, Sam Hood, Delwyn Guilford, Brigham Nordstrom

### WELCOME

- Charlotte Bidois, the new student rep was welcomed to the meeting and congratulated on her appointment.
- Issy Hussey was thanked for her contribution over the past year as student rep and congratulated on becoming the head girl.
- The Presiding Member thanked Sonja Maree, on behalf of the Board, for stepping into the Principal role during Mary's sabbatical and for the great job she did.
- The Principal's project contribution to the school was acknowledged. This research will tie into our strategic plan going forward. The finalised results will be discussed at the Board strategic planning day in October.
- The Presiding Member welcomed the members of the School Association to the meeting.

### PRESENTATION

- The School Association reps outlined the issues the group is facing which include falling membership (currently there are only four active members), lack of clarity around the purpose of the group, along with lack of communication opportunities with the parent community. Traditionally their role was to fundraise, however, they don't have any clear direction or goals from the school around this.
- They felt it was timely to look at the structure and role within the school especially in light of the upcoming changes in the Incorporated Societies Act 2023.
- The Board felt they should endorse the importance of the School Association and look at a way to go forward and appreciate the importance of this group. It was noted the purpose of this group should be engagement with the school community and friend raising rather than fundraising. Making this group a sub-committee of the School Board was an option discussed and this would be explored further with the Comms Group.
- It was agreed that any comms that the Association wanted to send out should be sent to the Communications and Marketing Manager who can forward to the parent community.

#### 1. APOLOGIES:

Apologies were received from Dean Anne Mills, Sam Hood, Brigham Nordstrom, and Delwyn Guilford.

#### 2. REGISTER OF INTERESTS:

The full register had been circulated prior to the meeting for checking. There were no changes.

### 3. PROCEDURAL/ADMINISTRATION

#### 3.1. Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 30 August 2023 were received.

#### **Moved:**

That the Minutes of the School Board Meeting held on 30 August 2023 be accepted as a true and correct record of the meeting with a change as follows:

Change the correction to the minutes of 26 July to read:

*Jeanette might have some useful inputs into the questionnaire.*

**Josie Keucke/Susi Webb : CARRIED**

#### 3.2. Correspondence

- Richard Calderwood's resignation letter as a representative of the Proprietor's Board and the Proprietor's Board representative on the School Board was tabled. He was thanked by the Presiding Member on behalf of the School Board. It was noted that he will continue on with the comms and engagement project.
- Murray Dunn verbally indicated his intention to resign from the Proprietor's Board.

#### 3.3. Boards' Work Plan – September

- The student rep election had been held and the new rep elected.
- The roll return had been completed and sent.
- There was a query regarding whether the annual return had been submitted as it was not on the website. The Principal advised that it had been submitted and she would arrange for it to be put on the website.
- There was a reminder regarding the October strategic planning session being held on Saturday 28 October 2023. Items for discussion to include:
  - Completed 2023 Operating Plan;
  - Draft 2024 Operating Plan;
  - Principal's research project feedback
    - There was a query regarding the changes the MOE are bringing in and the need for consultation. It was noted that the Principal's research project will cover off the consultation part needed from the Board.

### 4. MONITORING AND REPORTING:

#### 4.1 Principal's Report

- The Principal's report was taken as read and the Acting Principal spoke to key points and answered questions.
  - It was noted that staffing matters are being worked through and thanks were expressed to the People and Culture Committee for their help and input.
  - There was discussion on the staffing needs for a STEAM teacher due to increased student interest and growing classes.
  - The absences data for Term 3 was clarified.
  - It was noted that the Remuneration Policy was a draft for information only and will go through the People and Culture Committee first and then be brought back to the main Board.

#### 4.2 Health and Safety

- The Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.

- It was noted that a Critical Risk Register is still needed.

#### 4.3 School Board Finance Committee Meeting

- The Finance Report and minutes of the Finance Committee meeting were taken as read and there was discussion as follows:
  - It was noted that there needs to be a clear and timely process for the 2024 budget round. It is important to get staff on board with the process and that SLT and the Board are supporting staff around this process.
  - The non-recovery rate for next year was discussed and this will be discussed further by the Finance Committee.
  - The School Board and Proprietor's Board Finance Sub-Committees had a meeting which was constructive and this will occur each term.

**Moved:**

**That:**

- 1) The August 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 24 August 2023 be approved.

**Hamish Bell/Raewyn McPhillips : CARRIED**

#### 4.4 People and Culture Committee

- The minutes of the People and Culture Committee were taken as read and there was discussion as follows:
  - One of the key items was the health and safety induction. This is being worked through.
  - Internal comms are being executed via a number of methods, but it was noted there could be more communication from the Board
  - The pay equity process has been resolved and the HR manager has been working with NZSTA and the payroll administrator to look at next steps and what payments will be required to be made to staff.

#### 4.5 Policy Committee

- The minutes of the Policy Committee were taken as read and there was discussion as follows:
  - It was agreed that with the school now using SchoolDocs the Policy Committee needs to only meet termly in line with the SchoolDocs review schedule.
  - Key policies will be highlighted to staff at staff briefings on a regular basis to ensure they know the content and where these policies are located.

#### 4.6 EOTC Committee

- The minutes of the EOTC Committee were taken as read and there was discussion as follows:
  - The updated ToR has been drafted and is currently being reviewed.
  - The Board was asked to approve the PFA trip to the USA and the World Challenge Trip to Thailand and Cambodia. These trips were discussed and questions answered.
  - Arising from this discussion the Board would like to ensure there is equity across the school for trips to ensure opportunities are provided across all parts of the school.
  - It was also noted that trips need to come to the Board for approval at least one year in advance.

**Moved:**

**That:**

1. The 2025 Performing Arts trip to the USA be approved;
2. The 2025 World Challenge Trip to Thailand and Cambodia be approved.

**Susi Webb/Richard Calderwood : CARRIED**

4.7 Student Representative Report

- The Student Representative Report was taken as read. Isabella spoke to her report and responded to questions.

5. **STRATEGIC DISCUSSIONS**

5.1 Comms Project Update

- It was noted that there was good progress being made with the drafts of the survey which will be shared with the wider committee.
- The original thinking has been reviewed for the staff survey and after discussions with the People and Culture Committee, and the fact there was a recent staff survey run, the group is now proposing to run focus groups with staff which will allow the Board to get together with smaller groups. Some content for these focus groups will include:
  - The future vision for the school;
  - The Dio brand perception;
  - The Dio difference;
  - Challenges and ideas regarding communication and engagement with students and parents.
- There will be a different format used for the community, students and old girls surveys. The community survey will be carried out in early October and the Old Girls/Alumni survey and staff focus groups will be scheduled for November. It is anticipated that initial findings from the first survey groups will be available for the Boards' strategic session in late October.

6. **MEETING ADMINISTRATION**

6.1. Matters Arising:

<b>MEETING DATE</b>	<b>ACTIONS FROM PREVIOUS MEETING</b>	<b>RESPONSIBLE</b>	<b>COMMENT</b>
	<b>ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING(S)</b>		
30 August	Recommendation on staff who should undertake surrender/searches	Acting Principal	
30 August	Strategy Plan around International students to be prepared.	Acting Principal	October Board meeting


9.3 Meeting Closure

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

- Wednesday 25 October at 5.15 pm

The meeting closed at 7.30 pm

Confirmed as a true and correct record:

  
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**Presiding Member, School Board**

28/10/23  
\_\_\_\_\_  
**Date**