

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

Held on 29 November 2023 at 5.35 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, Charlotte Bidois, Susi Webb, Mary Curran, Deborah Nelson, Sam Hood, Richard Calderwood, Vanessa Parker, Dean Anne Mills

**IN ATTENDANCE:** Jeremy Gibbons, Craig Blomfield, Jason Marinkovich, Delwyn Guilford, Kate Lethbridge, Liz Binns (Board Secretary), parent representative

**APOLOGIES:** Brigham Nordstrom

There was Board only time that commenced at 5.15 pm.

### WELCOME

#### 1. APOLOGIES:

1.1. An apology was received from Brigham Nordstrom.

#### 2. REGISTER OF INTERESTS:

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

#### 3. TIME CONSTRAINTS/CALL FOR ADDITIONAL ITEMS: Nil

#### 4. PROCEDURAL/ADMINISTRATION

4.1. Minutes of the Previous Meeting  
The Minutes of the School Board Meeting held on 25 October 2023 were received.

#### Moved:

That the Minutes of the School Board Meeting held on 25 October 2023 be accepted as a true and correct record of the meeting.

**Susi Webb/Sam Hood : CARRIED**

4.2. Matters Arising

4.3. Correspondence

- A letter for the Board's information was received from the PTA informing us that Faith Tautuhi has been elected to the Executive.

4.4. Boards' Work Plan – 2023

- Next Boards' meeting is scheduled for 28 February.

#### 4.5. Boards' Work Plan – Draft 2024

- This plan is still being finalised and has been based upon the 2023 work plan. It will be brought to the February 2024 meeting for final approval.
- An information evening for parents on AI to be scheduled into the 2024 work plan.

### 5. STRATEGIC DECISIONS

#### 5.1 Boards' Self-Evaluation Summary

- The Board Chair expressed disappointment that not all board members had completed this.
- Some thought to be put around the common themes to improve upon.
- Succession plans were discussed, this can be undertaken for Chairs but not general Board members.
- It was noted that at the Proprietor's Board AGM in May 2024 a replacement for Richard Calderwood will be appointed to the School Board.

#### 5.2 School Association Proposed Change

- A letter had been received by the Co-Chair of the School Association regarding proposed changes.
- A meeting had been held with the past chair and current co-chairs. It was noted that they are motivated and enthusiastic, are wanting to get involved with the school and have some good ideas.
- Hamish Bell joined the meeting to speak about the proposed changes to the association in 2025/26 to plan ahead with a view to going back to basics with the core purpose being to engage with parents and taking these parents on a journey through the school from Year 9. This will build a parent community from the start of their Dio journey.
- The Association is wanting to organise their own events and also support with school-related events.
- Fundraising will be sitting to the side, but again will be targeted, going back to basics and have a clear purpose.
- The draft Terms of Reference propose changing the structure of the Association to be a sub-committee under the School Board. A member will be able to be nominated to sit on the School Board as a member.
- It was noted that the terms needed to be edited and finalised before final approval.

#### **Moved:**

That the Terms of Reference be approved in principle subject to some further editing and finalisation before being ratified at the next School Board Meeting in February 2024.

**Vanessa Parker/Josie Keucke : CARRIED**

- The Chair of the Proprietor's Board would like to thank the Association for the hard work undertaken on the new direction and she is excited about the direction the group is going.

### 6. MONITORING AND REPORTING:

#### 6.1 Principal's Report

- The Principal's report was taken as read and the Principal spoke to key points and answered questions.
  - There has been very low staff turnover and the school is in the process of finalising the last few appointments. The standard of applicants has been very good.
  - The 2024 draft operating plan is complete.

- The pastoral report was taken as read.
- The Principal reported she has enjoyed working with other principals on her professional growth cycle. She recently met with the Principal of Rototuna High School to complete this. Further information on this process was included in the report.
- The new cell phone policy has been positively received by parents and students.
- The recent IT testing review that was undertaken has not highlighted any critical issues, and the IT Manager is working on some lower level concerns.
- The 2024 school terms were discussed. There is a letter that will need to go out to staff notifying them of the 2023 close down as per the conditions set out in the Collective Contract. NZSTA have drafted a letter which will be forwarded to the Principal.

## 6.2 Health and Safety

- The Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.
  - There was a query as to why there were not any recent “near misses”. This to be investigated by the Commercial Manager.
  - The Commercial Manager is working on the Critical Risk Register and controls and has met with the health and safety consultant on this. It is anticipated there will be a report ready for the February Board meeting. It was noted as a potential risk to both Boards as it hasn’t been updated since 2021.
  - Frequency of the Health and Safety meetings was discussed and will be looked at for 2024.

## 6.3 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:
  - 6% had been included in the budget as an increase across all core fees and donations.
- The School Board Finance Committee are working with the Proprietor’s Board Finance Committee on a number of actions.
- Work on the budget is progressing with the Finance team. It is anticipated that a completion date for the budget will be known by the end of next week.

### **Moved:**

That:

- 1) The October 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 23 November 2023 be approved; and
- 3) The School Board increase the school donation amount by 6% for 2024.

**Mary Curran/Raewyn McPhillips : CARRIED**

## 6.4 People and Culture Committee

- The minutes of the People and Culture Committee were taken as read and there was discussion as follows:
  - The pay equity work is progressing well with the People and Culture Manager keeping the Committee Chair updated. Arising from feedback consultation has been extended until 1 February to ensure enough time for some staff to work through the process. NZSTA has been supporting the school with information sessions being organised.
  - The psycho hazard review arose when it was observed that some wellness items were absent and it was thought timely to look into this. The Principal and the leadership team will work on this with the Committee Chair and the consultant who the Chair had met with.
  - The Terms of Reference have been finalised and are attached for approval from the Board. After discussion the number of meetings will be changed to a minimum of six per year. It

was noted that there will need to be a replacement on this committee for Richard Calderwood.

- Any feedback or changes to be sent to the Chair of the P&C Committee.

**Moved:**

That:

The Terms of Reference for the People and Culture Committee be approved in principle with the meeting frequency updated.

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

#### 6.5 Comms/Engagement

- The report and proposal were taken as read and there was discussion as follows:
  - Who funds the HMC proposal was discussed. This to be discussed further at the Finance Committee for a decision.
  - It was noted that this piece of work will include a content and communications channel audit to ensure the school is using the correct channels for our target audience.

Action:

The Comms and Engagement Group and the Finance Committee to discuss and come up with a recommendation on who funds the HMC proposal. This will then need to be factored into the budget.

#### 6.6 Policy Committee

- The minutes of the Policy Committee were taken as read and there was discussion as follows:
  - The policies as advised from SchoolDocs were all reviewed.
  - There were updated timetable guidelines to be added into the existing Timetable Policy on SchoolDocs.
  - The Deputy Principal Teaching and Learning spoke to a new draft AI policy that is being developed. There are also procedures being developed to sit alongside the policy. Once the work has been completed on the policy and procedures they will be tabled at another Policy Committee meeting for approval.

**Moved:**

That:

The following policies be approved:

- Student Assessment and Achievement
- Home Learning
- Religious Education
- Distance Learning
- Health Education

**Richard Calderwood/Mary Curran : CARRIED**

#### 6.7 EOTC Committee

- The minutes of the EOTC Committee were taken as read and there was discussion as follows:
  - The TOR has been worked on with two clear principles:
    - To be clear on which types of activities go through what process; and
    - The role of committee and how they fit into the various trips.
  - It was noted that not every EOTC activity needs to come to the Board for approval. The Board will only approve overseas trips and the EOTC committee will be notified of all high risk trips where clarification can be asked for if necessary.

- It was noted that the Consent to Go process was very robust and there was confidence by the committee in this process.

**Moved:**

That:

The Terms of Reference for the EOTC Committee be approved.

**Sam Hood/Susi Webb : CARRIED**

**6.8 Student Representative Report**

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

**7. MEETING ADMINISTRATION**

7.1. Any agenda items for the February 2024 meeting to be sent to the Board Secretary.

7.2. Matters Arising:

MEETING DATE	ACTIONS FROM PREVIOUS MEETING	RESPONSIBLE	COMMENT
30 August	Strategy Plan around International students to be prepared.	Principal/Associate Principal and Board	WIP

7.3. Meeting Closure

The meeting closed at 6.42 pm.

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

- Wednesday 28 February 2023 at 5.15 pm

Confirmed as a true and correct record:



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Presiding Member, School Board

28.2.24

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Date