

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 28 June 2023 at 5.15 pm in the Staffroom
(A combined meeting with the Proprietor's Board)

PRESENT: Raewyn McPhillips (Presiding Member), Hamish Bell, Josie Keucke, Deborah Nelson, Dr Richard Calderwood (for part of the meeting), Brigham Nordstrom, Vanessa Parker, Mary Curran, Isabella Hussey, Susi Webb

IN ATTENDANCE: Craig Blomfield, Murray Dunn, Jeremy Gibbons, Dean Herrmann (online), Kate Lethbridge, Jason Marinkovich, Sonja Maree, Delwyn Guilford (Commercial Manager), Rebecca Jenkins (for part of the meeting), Stephanie Boyce (Board Secretary)

APOLOGIES: Dean Anne Mills, Sam Hood

WELCOME AND OPENING PRAYER

1. APOLOGIES:
Apologies were received from Dean Anne Mills and Sam Hood.

2. CALL FOR ADDITIONAL AGENDA ITEMS:

- NZSTA AGM

3. PRESENTATIONS

3.1 Staff Survey

Mary introduced Rebecca Jenkins, Director of People and Culture, who spoke to her presentation on the recent Employment Engagement Survey. Overall the results were positive but indicated a few areas for improvement.

The survey of all staff was conducted in-house at the beginning of Term 2. Although the response rate was only around 51% (cf. goal of 80%) this represents an increase of around 15% compared with the previous survey in September 2022. As an in-house survey, the results cannot be meaningfully compared with results of the previous survey (undertaken by a consultant) but it is intended to conduct further regular in-house surveys to build consistency over time. After an overview of the responses and steps being worked on, there was discussion about the timing, design, process and intended outcomes of the survey.

Rebecca left the meeting at 5.50 pm.

3.2 SchoolDocs

Mary gave a brief overview and demonstration of SchoolDocs, which now manages the School's policy review process and ensures compliance with current legislation. Where necessary, policies have been tailored to WDSG's individual requirements. A policy review schedule is issued for each term and schools (or individuals) may make submissions to the review process. SchoolDocs also provides a schedule of Board Assurance requirements each term for principals to report on (Term 2 Assurances are included in the Principal's report at this meeting). It is intended that access to WDSG's SchoolDocs site will be made available to the whole school community from the start of Term 3.

4. REGISTER OF INTERESTS:

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

5. STRATEGIC:

5.1 Boards' Work Plan

The Chair thanked board members for their participation at the recent half-day Strategic Planning workshop, noting that a further session is scheduled for Saturday 28 October.

6. OPERATIONAL:

6.1 Principal's Report

The Principal's report was taken as read and Mary spoke to key points and answered questions.

PPTA Industrial Action

Teachers' industrial action has been very disruptive, causing considerable distress and concern in the school community. The Principal, Deputy Principals and Board Chairs have responded to many complaints from parents, including some threats to withhold payment of donations. Although students have missed classes and some assessments, many teachers have worked hard to provide tutorials and on-line lessons and resources to help compensate for the loss of class time. Not all students have taken advantage of these opportunities. Paid Union Meetings are taking place around the country this week to work towards a resolution.

Year 9 intake for 2024

Applications increased to 258 for the 2024 intake, including 48 boarding applications. Places have been offered to 136 day students and 40 boarders (allowing for some attrition). It was noted that the application number was the highest in ten years.

NCEA Level 1 Communications

A meeting was held with Year 10 students regarding the changes and students felt reassured that they will have the same subjects and pathways available in the senior school. An email has been sent to parents and a Q&A session is scheduled.

6.2 Board Assurances

The SchoolDocs Board Assurances Schedule, with comments, was received. It was noted that the Health Education two-yearly community consultation will be due again in 2024. This will be carried out by the Department teachers.

6.3 Code of Conduct for Board members

The Chair requested that the link be re-sent to all Board members by email so that everyone can read it.

7. GENERAL BUSINESS/APPROVAL ITEMS

7.1 Student Representative Election

A recommendation was received from the Board Secretary regarding the date of the 2023 Student Representative election and the appointment of a Returning Officer.

Moved:

That:

- a) The 2023 election of a Student Representative for the School Board will take place on Thursday 14 September 2023; and
- b) The Secretary is appointed as Returning Officer for the 2023 Election of a Student Representative for the School Board.

Hamish Bell / Deborah Nelson : CARRIED

7.2 NZSTA AGM

The AGM of the NZ School Trustees Association will take place at 11 am on Saturday 22 July in Rotorua (at the NZAGM Conference). If the Board wishes to appoint a delegate, registration is required by 13 July 2023.

8. **REPORTS AND MINUTES**

8.1 Health and Safety

The Near Miss Register, Incident Register and Hazard & Risk Register were taken as read. The Hazard & Risk Register is a combination of previously separate department registers, now forming the full risk matrix.

There was discussion about whether receipt of these registers provides enough information for the Board to fulfil its obligations for risk oversight. It was agreed that more action is needed and that a high level risk matrix should include other critical risks (eg. reputational risk, business continuity risk) that are beyond the scope of the Health and Safety Committee. The Commercial Manager noted that a Health and Safety consultant advises the School to ensure compliance on risk management and it was agreed to invite the consultant to meet with the Board again (as board membership has changed since the previous presentation to the Board). Delwyn will arrange an initial meeting of the consultant with Vanessa and Hamish, who will report back to the Board with further information.

It was agreed that Hamish and Murray would consider the business risks initially and recommend where they fit in terms of which sub-committee holds responsibility.

8.2 Finance Report

The Finance Report and minutes of the Finance Committee meeting were taken as read. Hamish Bell noted that:

- Everything is on-track; variations are timing issues and nothing material.
- Payment of donations is around 96-97%, with 60 families paid in full.
- The FY24 Budget process will get underway next term.

There was discussion about international student. Income from tuition fees is down with only 12 international students (cf. budget of 15). Work is still to be done on a strategy to increase international enrolments and various external factors are contributing to the low numbers. It was suggested to move forward on the strategy for discussion at the next Board meeting.

Moved:

That:

- 1) The May 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 22 June 2023 be approved.

Raewyn McPhillips / Hamish Bell : CARRIED

8.3 People and Culture Committee

The minutes of the People and Culture Committee were taken as read. Josie Keucke spoke to key matters from the minutes relating to non-union support staff pay and performance review (covered in the minutes of the Proprietor's Board).

Moved:

- 1) That the Board approves a 5% pay increase for all support staff under an IEA, in accordance with the Principal's recommendation, and;

- 2) That the pay review process be reviewed by HR, the Principal and the People and Culture Committee before the next pay review.

Josie Keucke / Brigham Nordstrom : CARRIED

Mary and Delwyn returned to the meeting at 7.23 pm and Raewyn outlined what had been resolved.

8.4 EOTC Committee

Susi Webb spoke to the minutes of the EOTC Committee. The Committee's TOR are to be updated to better reflect actual processes and alignment with the EOTC Overseas Trip Policy. TOR will come to the Board for approval.

French Language and Culture Trip to New Caledonia (Sept/Oct 2024)

The Committee recommends that this trip proposal be approved in principle as it meets the criteria of the EOTC Overseas Trip Policy and the trip is viable. Perceived risks, such as homestays, will be addressed by having two students staying with each family, police vetting, and other mitigating procedures.

Moved: That the Board accepts the recommendation of the EOTC Committee that the proposed trip to New Caledonia be approved in principle.

Susi Webb / Josie Keucke : CARRIED

The EOTC Committee will bring a further recommendation to the Board for final approval of the trip when all documentation is complete.

SchoolDocs EOTC Policies have been reviewed by the Deputy Principal, Lynn Johnstone, and some recommended changes have been communicated to SchoolDocs to align with Consent2Go and current practice.

8.5 Policy Committee

The minutes of the Policy Committee were taken as read. There were no policies for approval and the Board Assurances are covered in the Principal's report.

8.6 Student Representative Report

The report was taken as read. The Student Representative commented on the recent Sunday Hockey event and 40 Hour Famine fundraising activities. The Bel Suono Choir earned the Excel Cup for Top Choir at the recent Big Sing regional competition. (They have since learned that they have been accepted into the National Big Sing competition.) House Singing was a very successful event on 23 June. For some students and staff, this was their first experience of an actual House Singing event without the disruptions of COVID.

The Board wished to congratulate students and staff on the excellent House Singing event and to commend the House Leaders for their efforts.

9. **MEETING ADMINISTRATION**

9.1 Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 31 May 2023 were received.

Moved: That the Minutes of the School Board Meeting held on 31 May 2023 be accepted as a true and correct record of the meeting.

Deborah Nelson / Mary Curran : CARRIED

9.2 Matters Arising:

MEETING DATE	ACTIONS FROM PREVIOUS MEETING	RESPONSIBLE	COMMENT
28 June 2023	Communications & Marketing: External review report	Principal	RMcP to provide information re costs for July meeting
	ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING(S)		
26 July 2023	Code of Conduct: Resend link by email. Board members to read Code.	Secretary / All Board members	
26 July 2023	International Students: Viability feedback and recommendation	Commercial Manager/FCs	

9.3 Meeting Closure

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

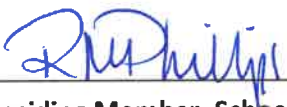
- Department presentations: Learning Hub, Social Sciences
- Health & Safety: Annual review of H&S Charter and Policy.

Time/date of the next meetings and events:

- Wednesday 26 July 2023 at 5.15 pm

The meeting closed at 7.46 pm.

Confirmed as a true and correct record:



 Presiding Member, School Board

2/8/23

 Date