

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 28 February at 5.15 pm in the Staffroom
(A combined meeting with the Proprietor’s Board)

PRESENT: Raewyn McPhillips (Presiding Member), Hamish Bell, Josie Keucke, Brigham Nordstrom, Susi Webb, Mary Curran, Deborah Nelson, Sam Hood, Vanessa Parker, Dean Anne Mills

IN ATTENDANCE: Jeremy Gibbons, Craig Blomfield, Jason Marinkovich, Kate Lethbridge, Liz Binns (Board Secretary), Sonya Noble

APOLOGIES: Charlotte Bidois

WELCOME

1. APOLOGIES:

1.1. An apology was received from Charlotte Bidois.

2. PRESENTATIONS:

2.1. The head students shared their vision for the student leadership team in 2024. They responded to questions and left the meeting at 5.22 pm.

2.2. Errin Nin, Deputy Principal, reported on the NCEA results for 2023 and to the Analysis of Variance and responded to questions.

3. SPECIAL CORRESPONDENCE

3.1. The Presiding Member advised that she had received a letter of resignation from Hamish Bell along with a letter to the School Board dated 12 February from the Finance Committee, and an email to the Board on 19 February, all to be recorded as formal correspondence. The resignation is effective after this Board meeting.

4. ELECTION OF OFFICERS

4.1. Election of Presiding Member

The Principal took the chair and called for nominations for the position of Presiding Member. Raewyn McPhillips tendered her resignation from the role of Presiding Member of the School Board.

Nominations for the position of Presiding Member:

Raewyn McPhillips nominated Sam Hood

Raewyn McPhillips/Brigham Nordstrom

CARRIED

As the sole nominee Sam Hood was declared elected and took the chair for the remainder of the meeting.

4.2. Election of Deputy Presiding Member

The Presiding Member called for nominations for the position of Deputy Presiding Member.

Nominations for the position of Deputy Presiding Member:

The Presiding Member moved that Josie Keucke be nominated.

CARRIED

As the sole nominee Josie Keucke was declared elected.

The Presiding and Deputy Presiding Members of the Board outlined their principles around their acceptance of these roles:

- They will work as a team but not officially be co-chairs They to work towards better clarity around roles, responsibilities and decision making of both the School Board and Proprietor's Board.
- Around interactions with others there are three key principles they outlined:
 1. Adhere and live up to the Board Code of Conduct and Dio values that are underpinned by Christian faith.
 2. As both boards work closely together there needs to be greater understanding of legal requirements. The work that has been undertaken on this will be circulated when complete. This will ensure increased understanding and decrease risk to both boards.
 3. Ensure that sub-committees are practical, efficient and an effective way to run governance along with ensuring the right skills are on the committees.

4.3. Election of Committee Members

The Presiding Member called for nominations for Committee membership as follows:

Finance Committee

One member to be co-opted.

Raewyn McPhillips

Policy Committee

Kate Lethbridge (Chair)

Josie Keucke

Property Planning Group (PPG)

Susi Webb

People and Culture

Josie Keucke (Chair)

Deborah Nelson

Susi Webb

PB member to be advised

EOTC

Susi Webb (Chair)

Brigham Nordstrom

PB member to be advised

Discipline (only meets as required)

Members to be appointed when necessary

Personnel (only meets when required for a senior leadership appointment)

Members to be appointed when necessary

Communication and Marketing – new committee

Members to be appointed once Terms of Reference are complete and approved.

Parents' Association

This will become a sub-committee operating independent to the Board once the Terms of Reference have been completed. Vanessa Parker has been nominated as the School Board representative to liaise with the Parents' Association.

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

Moved:

That the membership of the Board Committees, as outlined above, is confirmed.

Josie Keucke/Vanessa Parker : CARRIED

- The Presiding member thanked the outgoing Presiding Member for her hard work and service to the school in her role over the past year. Gratitude was also expressed to Hamish Bell for his service to the School Board.

5. PROCEDURAL/ADMINISTRATION

5.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 29 November 2023 were received and there was one correction advised.

Moved:

That the Minutes of the School Board Meeting held on 29 November 2023 be accepted as a true and correct record of the meeting with the correction made.

Sam Hood/Mary Curran : CARRIED

5.2. Matters Arising

- H&S critical risk register update – this work is being undertaken by the Principal and the leadership team. Progress on this will be tabled at the March board meeting.

5.3. Correspondence

- Nil

5.4. Boards' Work Plan – 2024

- The work plan for the next boards' meeting on 27 March 2024 was discussed and noted.

5.5. Register of Interest

- The full register had been circulated prior to the meeting for checking. There are some updates that will be made.

6. STRATEGIC DECISIONS

5.1 Draft Budget

- Thanks was expressed to the PB for their support and guidance around the budget.
- Arising out of the budget work that has been undertaken by the school and the independent accountant a work plan has been formulated to outline necessary projects for 2024 planned at enhancing the school's cash flow.

- It is noted that a business case will need to be put together and discussed at a P&C meeting before any decisions are made on Project 1 in the work plan.
- Thanks were expressed to the accountant for all the hard work and dedication that she has put into the budgeting process. It was noted that the school should look into providing some support for her going forward.
- It was agreed that a Finance Working Group should be formed consisting of the PB Finance Committee, the School Board, the Accountant, and the Principal. The first meeting to occur next week.

Moved:

That the budget is adopted and approved with the following conditions:

1. That the work plan is progressed and reported on regularly.
2. That the capex is limited to \$100k until further advised by the Finance working group.

Mary Curran/Raewyn McPhillips: CARRIED

It was noted that Hamish Bell and Vanessa Parker abstained from the vote arising from the reasons stated in correspondence that Hamish had circulated to the boards, and which is noted as formal correspondence to the board.

5.2 Delegation of Authority

- The Delegation of Authority for the Principal was noted and reviewed.

Moved:

That the Principal's Delegation of Authority be approved.

Raewyn McPhillips/Deborah Nelson: CARRIED

5.3 Ratify Charter (including Operating Plan)

- The 2024 Charter and Operating plan for 2024 were presented to the Board for adoption. The Principal commented on the documents and responded to questions. The 2024 charter is a summary of the full charter that is prepared for the Ministry of Education. The full charter is currently being reviewed and will be brought to the March boards' meeting for approval.
- The school's operating plan was taken as read.

Moved:

That the 2024 charter and operating plan are approved.

Raewyn McPhillips/Dean Anne Mills: CARRIED

5.4 Board Members' Code of Ethics

- The Code of Ethics was presented by the Presiding Member and approved.

5.5 Succession Planning – Skills Matrix

- The skills matrix is an important document used for succession planning. This document was circulated at the meeting for board members to complete.

7. 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.

6.2 Health and Safety

- The Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.
 - There was a query around one of the incidents and a suggestion made for a "follow up" column to be added in for serious incidents.

6.3 School Board Finance Report

- The Finance Report was taken as read.

Moved:

That:

- 1) The December 2023 Finance Report be received and approved

Vanessa Parker/Mary Curran : CARRIED

6.4 People and Culture Committee

- The minutes of the People and Culture Committee meeting were taken as read.

6.5 EOTC Committee

- The minutes of the EOTC Committee meeting were taken as read.

6.6 Student Representative Report

- The Student Representative Report was taken as read.

6.7 Terms of Reference

- A schedule of ToR review dates was attached to this board pack which outlined when these documents needed updating.

8. MEETING ADMINISTRATION

- Any agenda items for the March 2024 meeting to be sent to the Board Secretary for approval by the Presiding Member.

8.1. 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

8.2. Meeting Closure

The meeting closed at 8.05 pm.

Time/date of the next meetings and events:

- Wednesday 27 March 2023 at 5.15 pm

Confirmed as a true and correct record:

*Samuel
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Presiding Member, School Board

15.4.24

Date