

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 29 May 2024 at 5.00 pm in the Staffroom

PRESENT: Sam Hood (Presiding Member), Josie Keucke, Susi Webb, Mary Curran (for part of the meeting), Vanessa Parker, Dean Anne Mills, Charlotte Bidois, Raewyn McPhillips, Deborah Nelson, Ingrid ter Beek, Kate Lethbridge

IN ATTENDANCE: Liz Binns (Board Secretary), Sonya Noble

APOLOGIES: Brigham Nordstrom

1. PROPRIETOR'S BOARD MEMBERS APPOINTMENTS TO THE SCHOOL BOARD

1.1. The following were appointed as PB representatives to the School Board:

- Deborah Nelson
- Dean Anne Mills
- Kate Lethbridge
- Jason Marinkovich

2. APOLOGIES:

2.1. Brigham Nordstrom.

3. STRATEGIC

3.1. Work Plan Update Summary

Project 1:

- Discussion on Project 1 took place in committee.

Project 3

- Work is due to commence on reviewing and improving the annual budget process. An accountant is being hired on a fixed-term contract to undertake this work. There will be no savings from this project, but there will be improvements and efficiencies gained.

Project 5

- The Principal and the Deputy Principal Teaching and Learning leave for China on 8 June to visit some Chinese schools and to sign a MOU. It is hoped to gain some new international students from this trip.

General

- The Presiding Member noted that the school still needed to achieve the financial savings and increasing revenue will be key to this achievement.

4. MONITORING AND REPORTING

4.1. Principal's Report

- This report was taken as read and the Principal responded to questions.
- Interviews for Year 9 students have nearly concluded.

- The Principal spoke of the SPANZ conference in Queenstown she had just attended. The Minister of Education spoke and she was impressive. She noted that there will be a lot of work for primary school principals in particular with all the changes to literacy and numeracy. The Principal will share her notes from the conference with board members.
- Increasing the school roll was discussed at the Proprietor's Board AGM. The reasons for having students over and above the MOE limit are known and it was not supported to increase the roll officially. There is not enough physical space for extra students and the whole structure and feel of the school would change by growing too large.
- The Presiding Member thanked the Principal for all her hard work.

4.2. Student Representative Report

- This report was taken as read.
- The Student Representative sought clarification on the decision to change the venue for house singing and spoke to some of the implications for this decision on students. The Principal and the Arts Administrator spoke to the valid reasons why this careful decision was made. Primarily this was because the costs had risen significantly on the venue previously used and there was a lack of alternative venues in Hamilton.
- It was suggested that the Parents' Association could maybe provide support for this event in the future.

4.3. People and Culture Committee

- This report was taken as read.
- Thanks was expressed to the Chair of the committee for the work on Project 1.

4.4. Health and Safety

- The health and safety reports were taken as read.

4.5. Finance Working Group

- Ingrid will be the Chair of the SB Finance Working Group going forward.
- It was noted that the annual report is complete and ready to be signed.
- Budgets have been loaded into FACTS so staff can start reporting against their budgets.
- Insurance costs have risen sharply so the Finance Manager is in the process of gaining three insurance quotes to ensure the school is getting the most competitive rate on insurance.
- The debtor's report was high but this was due to a timing issue.
- The Finance Manager is currently preparing the write-offs.
- Clarification was given on the Edpay SUE report.

Moved:

That:

The 2023 annual financial statements be approved.

That:

The Minutes of the meeting held on 21 May 2024 be approved.

That:

The April 2024 Finance Report be received and approved.

Raewyn McPhillips/Mary Curran:

CARRIED

4.6. Brand and Reputation Engagement Plan

- The wellness wallet cards are being worked on at present.
- There are still some outstanding bios and photos of board members to be sent to the Communications and Marketing Manager for placing on the website.
- One of the parent panel dates will need to be rescheduled due to the Principal's absence.

5. **PROCEDURAL/ADMINISTRATION**

5.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 8 May 2024 were received and approved.

Moved:

That:

The Minutes of the School Board Meeting held on 8 May 2024 be accepted as a true and correct record of the meeting.

Raewyn McPhillips/Susi Webb: **CARRIED**

5.2. Matters Arising

- Nil

5.3. Correspondence

- Nil

5.4. Boards' Work Plan – 2024

- The work plan for the next boards' meeting was discussed and noted.
- The strategic planning morning on 8 June will be deferred due to the Principal's absence.

5.5. Register of Interest

- The full register had been circulated prior to the meeting for review.

5.6. General

- Nil

5.7. Meeting Closure

- The meeting closed at 6.25 pm

5.8. Time/date of the next meetings and events

- Wednesday 26 June at 5.00 pm

Confirmed as a true and correct record:



Presiding Member, School Board



Date