

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

Held on 31 July 2024 at 5.10 pm in the Staffroom

---

**PRESENT:** Sam Hood (Presiding Member), Josie Keucke, Susi Webb, Mary Curran, Vanessa Parker, Dean Anne Mills, Charlotte Bidois, Jason Marinkovich, Ingrid ter Beek, Kate Lethbridge, Brigham Nordstrom, Deborah Nelson

**IN ATTENDANCE:** Liz Binns (Board Secretary), Sonya Noble, Anna Sinclair, Craig Blomfield, Jeremy Gibbons.

**APOLOGIES:** Raewyn McPhillips

**1. APOLOGIES:**

1.1. Raewyn McPhillips

**2. STRATEGIC**

2.1. Project 1

- The Presiding Member spoke to an addition to the Delegations of Authority to Principal Policy.

**Moved:**

That:

The School Board adopt the proposed amended Delegations of Authority to Principal Policy as tabled by the Presiding Member of the School Board.

**Sam Hood: CARRIED**

- It was noted that the Power of Authority to Act recently tabled at the Finance Working Group Meeting has some of the same information as the Delegations of Authority to Principal Policy and both documents need to be aligned.
- The Principal provided an update on progress of this project and answered questions.
- The Presiding Member thanked the Principal and Finance Manager for their hard work around this project.

2.2. Other Projects

- This summary was taken as read.

2.3. Comms

- The Chair of the Proprietor's Board and the Principal had an online meeting with an external provider around the proposed comms plan for Project 1. The Chair of the Proprietor's Board will share this plan with the School Board Presiding Member ahead of a further meeting to finalise the plan.
- Vanessa Parker was asked to provide input into this plan.

Principal's Coaching and Wellbeing Fund

- The Principal tabled a document with the proposed expenditure for 2023 and 2024 for the Principal's Coaching and Wellbeing Fund. This is a fund provided by the Ministry as part of a retention strategy for principals. Approval for the proposed use of this fund is required by the auditors.

**Moved:**

**That:**

The School Board approve the proposed expenditure of the Principal's Coaching and Wellbeing Fund for 2023 and 2024.

**Dean Anne Mills/Brigham Nordstrom: CARRIED**

### **3. MONITORING AND REPORTING**

#### **3.1. Principal's Report**

- This report was taken as read and the Principal responded to questions.
- House Singing in the chapel was a success with good feedback received about the event from both staff and students. The live stream was well received and it was noted that some old girls were pleased that they were able to view this online and keep up with this event.
- The Parent Forum on NCEA went well with some interesting feedback from the parent group.
- Facilities Hire is starting to gain traction, although it is noted that more work on the marketing of this service needs to occur. It was noted that the rates charged need to be competitive.
- There are a lot of enquiries from international agents regarding mainly short stay students. It was noted that for the next year at least short stay students will be our focus as well as marketing for long stay students. However, it is noted that marketing as well as updating the website needs to be a priority going forward.
- Boarding is going really well and it was commented that it seems to be flourishing under the current Director of Boarding.
- A possible roll increase was discussed and the process for this was being investigated by the Principal. A recommendation will come to the board with risks, opportunities etc for further discussion and a decision.

#### **3.2. Student Representative Report**

- This report was taken as read.
- The Student Rep advised that she thought House Singing was well organised and presented and she would support it being held in the Chapel in the future.
- Prefect applications have opened and there is a new prefect for next year – a Cultural Prefect.

#### **3.3. Health and Safety**

- The health and safety reports were taken as read.
- The main focus for the month is ensuring that the Science Department hazards are updated along with the Property Department's Hazardous Substances Register.

#### **3.4. Finance Working Group**

- The operational grant that has come in from the Ministry has had a positive impact on the financial situation of the Board.
- It was noted that departments working within their budgets will need to continue and it was advised that all departments have access to their budgets to monitor their spending.

**Moved:**

That:

The Minutes of the meeting held on 24 July 2024 be approved.

That:

The June 2024 Finance Report be received and approved.

**Ingrid ter Beek/Mary Curran: CARRIED**

3.5. Brand and Reputation Engagement Plan

- Taken as read.

3.6. Student Rep Election 2024

- A recommendation was received from the Board Secretary regarding the date of the 2024 Student Representative election and the appointment of a Returning Officer.

**Moved:**

That:

The 2024 election of a Student Representative for the School Board will take place on Thursday 19 September 2024

That:

The Board Secretary is appointed as Returning Officer for the 2024 Election of a Student Representative for the School Board.

**Dean Anne Mills/Susi Webb: CARRIED**

**4. PROCEDURAL/ADMINISTRATION**

4.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 26 June 2024 were received and approved.

**Moved:**

That:

The Minutes of the School Board Meeting held on 26 June 2024 be accepted as a true and correct record of the meeting.

**Ingrid ter Beek/Mary Curran: CARRIED**

4.2. Matters Arising

- Nil

4.3. Correspondence

- Nil

4.4. Boards' Work Plan – 2024

- The work plan for the next boards' meeting was discussed and noted.

4.5. Register of Interest

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

4.6. General

- Nil

4.7. Meeting Closure

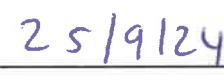
- The meeting closed at 6.30 pm

Time/date of the next meetings and events

- Wednesday 28 August at 5.00 pm

Confirmed as a true and correct record:

  
\_\_\_\_\_  
Presiding Member, School Board

  
\_\_\_\_\_  
Date