

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 27 November 2024 at 5.10 pm in the Staffroom

PRESENT: Sam Hood (Presiding Member), Dean Anne Mills, Josie Keucke, Deborah Nelson, Jason Marinkovich, Vanessa Parker, Gabriella Schuitemaker, Raewyn McPhillips, Ingrid ter Beek, Kate Lethbridge, Susi Webb

IN ATTENDANCE: Liz Binns (Board Secretary), Craig Blomfield, Sonja Maree, (Acting Principal), Anna Sinclair, Jeremy Gibbons, Claire Pilton (for the Project 1 update)

1. APOLOGIES

Mary Curran, Brigham Nordstrom, Sonya Noble

2. PRESENTATION

- Sue Wylie presented to the board on the Careers Department and responded to questions.
- Josie thanked Sue for her presentation.

3. STRATEGIC

3.1. Project 1 Update

At 5.35 pm the Board moved into Committee to protect the privacy of natural persons.

Moved: Josie Keucke/Ingrid ter Beek

CARRIED

The Board moved out of committee at 6.04 pm.

3.2 Communications

- Comms and marketing going forward was discussed at the recent Board Chairs meeting with the Acting Principal.
- To work on this it was proposed that a new Board Committee be formed with a mix of School and Proprietor's Board members to revise and reword the current marketing plan and also to look at a marketing/comms strategy. This committee will comprise:
 - Vanessa Parker – Chair
 - Anna Sinclair
 - Sonja Maree
 - With one more member to be recruited.
- It was agreed that some comms from the board need to go to the community before the close of the year, but that comms to staff should occur first.
- Board members were encouraged to attend the Good Sorts morning tea for staff on 9 December to provide a brief update from the board.

4. MONITORING AND REPORTING

4.1. Acting Principal's Report

This report was taken as read with the following comments:

- The risks that were reported in the report were discussed.
- The Acting Principal advised that there was a review of how the Year 11 year had gone with no NCEA Level 1 being offered. It was suggested that a parent voice on this review would be useful.

- A survey will be sent to all parents regarding the Health curriculum. It is a Ministry requirement to consult with the community every two years. Once the results are received a focus group will be set up to discuss the future curriculum.
- The International team has moved into the Sunshine room and are settling in well.
- The Strategic plan will be updated to 2025 and a new three year plan will be worked on by both the board and management.
- It was agreed to have a boards' morning tea with all staff termly in 2025.

Moved:

That:

The remaining funds in the Principal Coaching and Wellbeing Fund be carried over to 2025.

Raewyn McPhillips/Dean Anne Mills: CARRIED

4.2. Student Representative Report

This report was taken as read with the following comments:

- The Year 9 and 10 exams have been held and these are important preparation for future years.
- The Year 11 Prize Giving was held on 15 November and marked the end of their school year for these students.
- Year 10s have been giving back by working with Habitat for Humanity and the Year 9s have been working on their sustainability project.
- Other events coming up are the Junior Prize Giving, the Grad Ball and the Carol Service.

4.3. Health and Safety

- The health and safety reports were taken as read.
- There was a discussion on the board's Health and Safety walk arounds in 2025 and various options for this to occur were put forward.

4.4. Finance Working Group

- There have been some small savings across a number of departments which has made a significant change to the overall forecast.
- Thanks and acknowledgement was given for all the hard work that has taken place on Project 1.

Moved:

That:

The Minutes of the meeting held on 20 November 2024 be approved.

That:

The forecast document be received and approved.

That

The budget for 2025 be received and approved reliant on delivering on Project 1 and other projects.

Deborah Nelson/Josie Keucke: CARRIED

4.5. EOTC

The minutes were taken as read with the following comment:

- The first overseas trips post-Covid will be the World Challenge and Tahiti trips in 2025. This is the first time using Consent to Go for an overseas trip.

5. **PROCEDURAL/ADMINISTRATION**

5.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 30 October 2024 were received and approved.

Moved:

That:

The Minutes of the School Board Meeting held on 30 October 2024 be accepted as a true and correct record of the meeting.

Josie Keucke/Vanessa Parker: CARRIED

5.2. Matters Arising

- Nil

5.3. Correspondence

- A letter was received from Schooled offering their services as returning officer at the 2025 School Board and Staff election. This was approved at the Board Chairs meeting.

5.4. Boards' Work Plan

- The work plan for 2025 will be put together and sent out by the Board Secretary.

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 7.00 pm

Time/date of the next meetings and events

- 26 February 2025 at 5.00 pm

Confirmed as a true and correct record:



Presiding Member, School Board

14/3/25

Date