

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES (SCHOOL BOARD) – WDSG

Held on 22 February 2023, 5.15 pm, CRC
(A combined meeting with the Proprietor's Board)

PRESENT: Hamish Bell (via Teams), Richard Calderwood, Mary Curran (Principal), Sam Hood (via Teams), Isabella Hussey (Student Representative), Josie Keucke, Raewyn McPhillips (Presiding Member), Deborah Nelson, Brigham Nordstrom, Susi Webb (Staff Representative).

IN ATTENDANCE: Craig Blomfield, Murray Dunn, Jeremy Gibbons, Dean Herrmann, Delwyn Guilford (Commercial Manager), Kate Lethbridge (via Teams), Joy Houghting (Board Secretary).

APOLOGIES: Dean Anne Mills, Vanessa Parker

PRESENTATION: **Head Students' Vision for 2023**
Jamie Bidois (Head Student) and Amiria Douglas shared their vision for the student leadership team in 2023. Jamie and Amiria responded to questions, and left the meeting at 5.40 pm.

ACKNOWLEDGING KEN WILLIAMSON On behalf of Rev Anne Mills, the Principal acknowledged Ken Williamson for almost 16 years of service in dedication of the School and its two boards. Ken has always gone above and beyond the call of duty in service of the School, having served on both the Board of Trustees (School Board) and Proprietor's Board and lending his expertise and time generously to the School's Property Planning Group, which over the years has seen the refurbishment of every classroom and the School's boarding homes, as well as an active campus building program. The Principal awarded Ken a Red Girdle award, the School's highest honour, and thanked Ken for the love and dedication he has invested in the School over the years. Ken left the meeting at 6.05 pm.

1. **WELCOME:** The Presiding Member welcomed everyone present and opened the meeting with the Board's Prayer. Brigham Nordstrom led the Board through the new Board Karakia.

2. **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER:**

2.1 Election of Presiding Member

The Principal took the chair and called for nominations for the position of Presiding Member.

Nominations for the position of Presiding Member:

Deborah Nelson nominated Raewyn McPhillips.

Deborah Nelson / Susi Webb : CARRIED.

As the sole nominee, Raewyn was declared elected. Raewyn took the chair for the remainder of the meeting.

2.2 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:
Raewyn McPhillips nominated Brigham Nordstrom.

Raewyn McPhillips / Richard Calderwood : CARRIED.

Brigham confirmed his willingness to continue in the role of Deputy Presiding Member. As the sole nominee, Brigham was declared elected.

2.3 Election of Committee Members

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

Finance Committee:

Hamish Bell
Vanessa Parker

Policy Committee:

Dr Richard Calderwood – Represents PB
Josie Keucke

Property Planning Group (PPG):

Susi Webb (School Board representative)

EOTC Committee:

Richard Calderwood
Sam Hood
Susi Webb

Discipline Committee:

(Only meets as required)
Sam Hood
Josie Keucke
Raewyn McPhillips
Brigham Nordstrom
Susi Webb

Personnel Committee:

(Only meets when required for a senior leadership appointment)
Josie Keucke
Raewyn McPhillips
Susi Webb

New People and Culture Committee:

Richard Calderwood
Sam Hood
Josie Keucke
Deborah Nelson

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.

Deborah Nelson / Richard Calderwood : CARRIED.

3. **REGISTER OF INTERESTS:** The full Register had been circulated prior to the meeting for checking. Hamish Bell had declared two additional interests effective 1 February 2023 (The Selwyn Foundation and Concretec NZ Limited), and Mary Curran noted that she no longer had an interest as Director/Shareholder of Lumalex Limited. No further interests were declared.

4. **CALL FOR ADDITIONAL AGENDA ITEMS:** No additional items.

5. **STRATEGIC:**

5.1 Ratification of Charter and supporting documents

- Strategic Plan 2022 – 2024
- *Operating Plan for 2023*
- 2022-2023 Quantitative Annual Analysis of Variance, and Achievement Targets

The Charter 2023 and above supporting documents was presented to the Board for adoption. The Principal commented on the supporting documents and responded to questions.

Moved: That the School Board adopts the 2023 Charter and supporting documents, as listed above, and accepts the quantitative Analysis of Variance for the 2023 Achievement Targets.

Josie Keucke / Hamish Bell : CARRIED.

5.2 Boards' Work Plan

- **Strategy Session:** Will take place at the School on Friday 17 March 2023 from 5 – 8 pm.
- **March Board Meeting:**
 - Rev Stephen Black will present on what it means to be an Anglican Girls' School.
 - There will be a presentation by the Leadership Team.
 - There will be a presentation on the junior data.

6. **OPERATIONAL:**

6.1 Principal's Report

The Principal spoke to her report, commenting on the PPTA partial strike action, and noting it was impacting on the wellbeing of relief staff, although the impact on Dio had been less than on some other schools.

The Principal provided an update on staffing matters and recruitment, and responded to questions.

In response to a question about the Principal's 2022 appraisal, which was completed by an external party (Tom Scollard Consultancy) and when the outcome would be shared with the Board – it was noted that the outcome had been presented to the Board late last year. The Presiding Member and Kate Lethbridge commented that Tom Scollard had been appointed to support and mentor the Principal and facilitate her Professional Growth Cycle (PGC) going forward in line with the updated requirements of the Education and Training Act 2020. Kate Lethbridge noted that the Government is in the process of repealing the requirement for an appraisal and replacing it with the requirement for a PGC, which may be facilitated by a suitable external expert, such as Tom Scollard.

7. GENERAL BUSINESS / APPROVALS:

7.1 Principal's Delegated Authorities (Delegations)

A copy of the current Delegations had been circulated.

Moved: That: -

- (a) the Board resolves to delegate to the Principal the powers and responsibilities set out in the document headed, Delegations of Authority to the Principal, subject to the deletion of paragraphs 16 and 17 of the Delegations; and
- (b) the Board should, at the next review of the Delegations, consider a clearer division of the Principal's delegations to align appropriately with the Principal's responsibilities toward the Board of Trustees and Proprietor's Board.

Deborah Nelson / Richard Calderwood : CARRIED

7.2 Policies for review

The Policy Committee report and minutes were taken as read. The Principal and Committee members responded to questions.

Moved: That the following policies are adopted incorporating the changes as recommended by the Finance and Policy Committees, as well as the additional deletion of all references to cheques, as cheques have become obsolete:

- Financial Management Policy and Appendices; and
- Conflicts of Interest Policy.

Richard Calderwood / Josie Keucke : CARRIED

Kate Lethbridge commented on SchoolDocs, noting that SchoolDocs was in the process of adding two new policies to its package, which are compulsory under the Education and Training Act, regarding child protection and restraint. Once SchoolDocs goes live, the School will slot in with SchoolDocs' policy review cycle.

7.3 Board Code of Ethics

The draft document as provided by Tom Scollard was taken as read. The Presiding Member commented on the document, noting that it was important for the Board to have a Code of Ethics. The Ministry of Education was in the process of legislating a board code of conduct, but this was still a work in progress.

Moved: That the draft Code of Ethics is adopted, subject to it being named specific to the Waikato Diocesan School for Girls and paragraph 5 amended to reference both Te Tiriti o Waitangi and the Treaty of Waitangi.

Susi Webb / Josie Keucke : CARRIED

8. REPORTS

8.1 Health and Safety

The Near Miss and Accident/Incident Registers were taken as read. The Commercial Manager noted that people were engaging more with health and safety and increasingly reporting near misses as and when they occurred. No accidents or injuries this year to date.

8.2 Finance

There had been no School Board Finance Committee Meeting this month. Hamish Bell commented that the Board's focus had been on the budget, in light of the current economic situation, especially on the forecast and capex for this financial year, noting a significant change in land and buildings funding and a decrease in income from international students, and that the School needed to manage the impact of this.

Moved: That the January 2023 Novopay Report witnessed by the Principal and Commercial Manager is adopted.

Raewyn McPhillips / Josie Keucke : CARRIED

8.3 Property Planning Group (PPG)

Jeremy Gibbons commented on the Minutes of 5 December 2022 and 7 February 2023, providing an update on the Master Plan (the Plan) and Cherrington Project to date.

Regarding Cherrington, Jeremy noted that decisions about content of the structure would wait until there was greater clarity on the expected overall cost. Once there was a clearer idea of the cost, then progress can be made to inform the project scale. A report concerning overall costs (based on the Jewkes Boyd QS outputs and concept drawings prepared to date) is expected at the next PPG meeting.

Jeremy responded to questions.

8.4 Student Representative Report

Isabella spoke to her report and provided an update on the powhiri of 7 February to welcome new staff and students, the year 13 camp in the first week of school, the swimming sports day held on 16 February and mixed student views on the closure of the canteen and new vending machines. Isabella responded to questions.

9. MEETING ADMINISTRATION

9.1 Minutes of the Previous Meeting

The Minutes of the Board of Trustees Meeting held on 30 November 2022 were received.

Moved: That the Minutes of the School Board Meeting held on 30 November 2022 are accepted as a true and correct record of the meeting.

Raewyn McPhillips / Brigham Nordstrom : CARRIED

9.2 Matters Arising:

MEETING DATE	ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING	RESPONSIBLE	COMMENT
26 Oct 2022	Kim McAlley – application for AST role with Kaahui Ako – if successful, Kim to report back to the Board after 6 months on her experience and learnings in the role. Advise Kim and diarise.	Secretary	Kim to report back to the Board in April 2023.
22 Feb 2023	Communication regarding boarding fees to go out to parents as early as possible.	Commercial Mgr, Comms & Marketing Mgr	

9.3 Meeting Closure

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

- Policy reviews: Arts and Cultural Activities Policy.

Time/date of the next meetings and events:

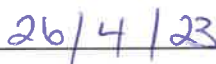
- Meeting: Wednesday 29 March 2023 in the CRC – 5.15 pm

The meeting closed at around 8 pm.

Confirmed as a true and correct record:



Presiding Member



Date