

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 26 July 2023 at 5.15 pm in the Staffroom
(A combined meeting with the Proprietor's Board)

PRESENT: Raewyn McPhillips (Presiding Member), Hamish Bell (via Teams), Josie Keucke, Deborah Nelson, Dr Richard Calderwood (for part of the meeting), Vanessa Parker, Isabella Hussey, Susi Webb, Sam Hood

IN ATTENDANCE: Murray Dunn, Jeremy Gibbons, Sonja Maree (on Mary Curran's behalf), Delwyn Guilford (Commercial Manager), Liz Binns (Board Secretary)

APOLOGIES: Mary Curran, Dean Anne Mills, Brigham Nordstrom

WELCOME AND OPENING PRAYER

The Presiding Member welcomed Acting Principal Sonja Maree to the meeting.

1. APOLOGIES:

Apologies were received from Dean Anne Mills, Mary Curran, Brigham Nordstrom

2. CALL FOR ADDITIONAL AGENDA ITEMS:

- There will be a discussion on the Communications and Marketing Review paper circulated by the Presiding Member.

3. REGISTER OF INTERESTS:

The full register had been circulated prior to the meeting for checking. No further interests were declared. Any changes to this register to be made directly to the Board Secretary.

4. STRATEGIC:

4.1. Boards' Work Plan - August

- Presentations from Technology, Social Sciences and Student Council
- Calendar to be updated by Board Secretary and calendar invites to main events sent out to board members.

4.2. Communications and Marketing Review

- The Presiding Member had circulated a proposal received from Jeanette Paine around:
 - Key stakeholder research to establish foundational communications needs;
 - Development of a key stakeholder communications and engagement strategy linked to the 2024 objectives and budget planning;
 - Establishment of a relationship with external communications provider with an initial project around crisis communications management; and
 - Convening with Alumni governance and agreeing on mutual objectives, priorities, funding and resourcing, communications and readiness for major fundraising.
- The discussion around this proposal had a particular emphasis on the fundraising aspect as it was seen to be an area that the school needs to improve on. It was noted that we do not have any resources to implement any strategy that would be advised to us by Giving Architects and that the first step should be to form a small focus group of Richard Calderwood, Hamish Bell and Vanessa Parker, along with Debbie Stevenson and Sonja Maree to come up with a strategy on fundraising as a starting point.

- It was agreed that Jeanette would be useful for designing the questions and for interpreting the results for us, but that the school would run the survey. It would be a good idea to look back at what questions we had asked in previous surveys.
- It was agreed to wait until the fundraising focus group had met before we go back to Jeanette regarding her proposal.

5. OPERATIONAL:

5.1 Principal's Report

- The Principal's report was taken as read and the Acting Principal spoke to key points and answered questions.
- There are now nine international students in boarding and five new international students who started in Term 3. We welcome Toshi School who arrive tonight for a visit.
- There is a staff issue being worked through at present and we are awaiting a resignation.
- There has been no further action taken on the prank that started last term. There have been no other incidents that have occurred.
- SLT met over the holidays and had a good Hui over values and other initiatives.
- Industrial action update – it was noted that if mediation does not work out then the PPTA will call more industrial action.
- The Acting Principal expanded on the cell phone process that will be implemented over the coming week and into 2024. Changes have been necessary as it is believed that access to cell phones for social use during timetabled class interrupts learning.
- It was requested that Gateway programmes be added onto the EOTC/school trips table going forward.

Appendices:

5.1.1. Health and Safety Charter

- The name on the charter needs to be changed from BOT to School Board.
- Arising from a question, the purpose of the charter was explained.
- There were concerns expressed that the Board was not receiving the information mentioned under monitoring and review. The Commercial Manager advised that some of this information is provided in the form of H&S minutes and near miss reports, but that a due diligence plan is being prepared for the Board by an external consultant which will be sent out once received.
- Under Delivery it states that "at least once per annum the Board will hold a meeting which is devoted to health and safety to allow for the review of policy and strategy as well as a more rigorous assessment of health and safety performance at the school". This wording needs to change as this is currently not occurring, nor is this practical.

6. GENERAL BUSINESS/APPROVAL ITEMS

7. REPORTS AND MINUTES

7.1 Health and Safety

- The Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.

7.2 Finance Report

- The Finance Report and minutes of the Finance Committee meeting were taken as read.
- In summary it was reported that we are tracking well in the current economic climate.
- The MOE operation grants showed a variance due to pay equity wash-up settlements.
- International tuition fees for MTD and YTD are down against budget due to a higher forecast of student numbers. This is expected to balance out as new students commence at the school.
- Parent donations are tracking well with 60 families having paid in full to date.

- Learning Departments showed a difference in actual expenditure against the budgeted figure. The reason for this is the banked staffing fluctuations. The school doesn't receive funding for 14 teachers from the MOE and use banked staffing to minimise the cost to the school. It was noted that this figure will come down at the end of the year to close to zero.
- There are two term deposits that have come up for reinvestment in July and these have been reinvested at 5.65% for 180 days.
- The property MTD and YTD are over budget due to refurbishment of F Block (due to rat damage) and D block repairs to the roof along with waterproofing. Energy expenses were over budget largely due to costs increasing, but it may be timely reminding staff to not waste power.

Moved:

That:

- 1) The June 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 22 June 2023 be approved.

Vanessa Parker/Raewyn McPhillips : CARRIED

- 7.3 Student Representative Report
- The report was taken as read.

8. MEETING ADMINISTRATION

- 8.1. Minutes of the Previous Meeting
The Minutes of the School Board Meeting held on 28 June 2023 were received.

Moved: That the Minutes of the School Board Meeting held on 28 June 2023 be accepted as a true and correct record of the meeting.

Raewyn McPhillips/Vanessa Parker : CARRIED

- 8.2. Matters Arising:

<i>MEETING DATE</i>	<i>ACTIONS FROM PREVIOUS MEETING</i>	<i>RESPONSIBLE</i>	<i>COMMENT</i>
	<i>ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING(S)</i>		


- 9.3 Meeting Closure

Time/date of the next meetings and events:

- Wednesday 30 August at 5.15 pm

The meeting closed at 6.55 pm

Confirmed as a true and correct record:



Presiding Member, School Board



Date