

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

Held on 30 August 2023 at 5.15 pm in the Staffroom  
(A combined meeting with the Proprietor's Board)

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- PRESENT:** Raewyn McPhillips (Presiding Member), Hamish Bell, Josie Keucke, Richard Calderwood, Vanessa Parker, Isabella Hussey, Susi Webb, Brigham Nordstrom
- IN ATTENDANCE:** Jeremy Gibbons, Murray Dunn, Sonja Maree (on Mary Curran's behalf), Liz Binns (Board Secretary), Kate Lethbridge, Craig Blomfield, Jason Marinkovich
- APOLOGIES:** Mary Curran, Dean Anne Mills, Deborah Nelson, Sam Hood, Delwyn Guilford

### WELCOME AND OPENING PRAYER

- The Presiding Member welcomed the HODs from Technology and Social Sciences along with the Assistant HOD Social Sciences to the meeting.
- A member of the parent community was also welcomed to the meeting.

#### 1. APOLOGIES:

Apologies were received from Dean Anne Mills, Mary Curran, Sam Hood, Deborah Nelson, and Delwyn Guilford.

#### 2. CALL FOR ADDITIONAL AGENDA ITEMS:

- Nil.

#### 3. PRESENTATIONS:

- The HOD and Assistant HOD of Social Sciences and HOD of Technology presented to the Board on their respective areas and responded to questions. The Presiding Member thanked them for their presentations and they left the meeting.

#### 4. REGISTER OF INTERESTS:

The full register had been circulated prior to the meeting for checking. There is one addition which will be sent to the Board Secretary to update.

#### 5. STRATEGIC:

##### 5.1. Boards' Work Plan – September

- Student Rep election result.
- Scheduled presentation not to take place due to school holidays.

#### 6. OPERATIONAL:

##### 6.1 Principal's Report

- The Principal's report was taken as read and the Acting Principal spoke to key points and answered questions.

- Arising from the board assurance around searches, surrender and retention of property, the Acting Principal to make a recommendation to the Board on who should be authorised to undertake searches of students and their property on behalf of the Board.
- Industry benchmarking of teacher turnover was discussed and ours looks to be below the national average. Support staff data to be looked at by the People and Culture Manager with a view to separating out the casual/fixed term staff.
- The visitor left the meeting and the Board had committee time to discuss staffing issues and processes occurring.
- The Board came out of committee time and the visitor returned to the meeting.

## 6.2 Pool Risk Management and Safety Assessment

- This report was taken as read but it was noted there was no record of the most recent HCC inspection of the swimming pool. This record to be found and circulated.

## 7. GENERAL BUSINESS/APPROVAL ITEMS

### 7.1. Communications, Engagement and Brand Project Committee Report

- This report was taken as read and there was discussion as follows:
  - It was noted that several meetings had occurred with the working committee and others had been co-opted in when necessary.
  - There are three phases:
    - Discovery
    - Knowledge and Engagement
    - Delivery/implementation
 and timing around these phases was discussed.
  - The first project is the stakeholder survey and this is scheduled to take place in September/October. It will be important to survey the right people with the right questions; be targeted and intentional and to ensure this happens it was felt that an external supplier should be used. The data from the 2021 survey will be used as a comparison to this survey.
  - The following recommendation was put forward to seek approval for the survey:

*The Education Group be engaged to formulate and manage a stakeholder survey to be run in September/October.*

**Moved: Josie Keucke/Vanessa Parker : APPROVED**

## 8. REPORTS AND MINUTES

### 8.1 Health and Safety

- The minutes of the Health and Safety Committee, Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.
- The Board actions in the Due Diligence calendar were discussed.
  - EOTC event sign off by the Board is happening in committee rather than at full Board. The wording to be changed to reflect this.
  - The Board to undertake a full walk around the school annually to understand the hazards/risks. This to be added into the work plan.

### 8.2 Finance Report

- The Finance Report and minutes of the Finance Committee meeting were taken as read and there was discussion as follows:
  - The budget process for this year was discussed and it was noted that getting staff on board with the process is critical.

- A strategy plan and update around international students needs to be completed and it was asked that this be brought to the October Board meeting. This will feed into decisions around fees.

**Moved:**

That:

- 1) The July 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 24 August 2023 be approved.

**Hamish Bell/Vanessa Parker : CARRIED**

### 8.3 People and Culture Committee

- The minutes of the People and Culture Committee were taken as read and there was discussion as follows:
  - Pay equity is proving very complex and the legal requirements are still being worked through.
  - Remuneration summary is being worked on and when complete will be shared with SLT, and the People and Culture and Finance Committees.
  - Clarity is required around the budget by HR.
  - The Presiding member thanked members of the Board for their help around some of this work.

### 8.4 Policy Committee

- The minutes of the Policy Committee were taken as read.
- Policies were reviewed as part of the SchoolDocs schedule and it was decided that the Complaints Policy and processes needed to be looked at prior to the scheduled review date.

### 8.5 Student Representative Report

- The Student Representative Report was taken as read. Isabella spoke to her report and responded to questions.

### 8.6 Student Council Report

- The report was taken as read.
- Board members attending these meetings in future was noted as being important.

## 9. **MEETING ADMINISTRATION**

### 9.1. Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 26 July 2023 were received.

**Moved:** That the Minutes of the School Board Meeting held on 26 July 2023 be accepted as a true and correct record of the meeting with a change as follows:

*Jeanette might have some useful inputs into the questionnaire.*

**Josie Keucke/Vanessa Parker : CARRIED**

9.2. Matters Arising:

<b>MEETING DATE</b>	<b>ACTIONS FROM PREVIOUS MEETING</b>	<b>RESPONSIBLE</b>	<b>COMMENT</b>
	<b>ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING(S)</b>		
30 August	Recommendation on staff who should undertake surrender/searches	Acting Principal	
30 August	Strategy Plan around International students to be prepared.	Acting Principal	October Board meeting

9.3 Meeting Closure

***Time/date of the next meetings and events:***

- Wednesday 27 September at 5.15 pm

The meeting closed at 7.15 pm and the visitor from the parent community and members of the Proprietor's Board left the meeting.

Confirmed as a true and correct record:



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Presiding Member, School Board



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Date