

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG
Held on Wednesday 25 May 2022 at 5.15 pm in the CRC at the School

PRESENT: Dan Moore (Chair), Dean Anne Mills, Jamie Bidois (Student Representative), Giles Brant, Dr Richard Calderwood, Mary Curran (Principal), Thomas Gibbons, Raewyn McPhillips, Karlene Verryt, Susi Webb (Staff Representative), Ken Williamson and Doug Wilson.

IN ATTENDANCE: Delwyn Guilford (Commercial Manager), Joy Houghting (Board Secretary).

APOLOGIES: Brigham Nordstrom, and Pat Peoples.

PRESENTATION: Ahead of the Meeting the Board received a presentation on junior data from Sonja Maree, Deputy Principal – Junior School.

1. WELCOME:

The Chair welcomed everyone present and the meeting was opened with the Board's Prayer.

The Chair advised it was Ken Williamson's final board meeting as a representative of the Proprietor on the Board of Trustees and acknowledged Ken's dedication and service to the board and the School over the past 15 years, confirming there would be a formal farewell for Ken later in the year. The Chair thanked Ken for his service, noting that the School was an immeasurably better place for Ken's contribution.

Ken responded, noting he was grateful for the opportunity and privilege to serve the School and its boards.

2. REGISTER OF INTERESTS:

The full Register had been circulated prior to the meeting for checking. No further interests were declared.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

No additional items.

4. STRATEGIC DECISIONS:

4.1 Boards' Work Plan

- The Boards' Strategy Session is scheduled for Saturday 11 June 2022.
- There will be two presentations ahead of the 29 June 2022 Board Meeting; an Education Review Office (ERO) presentation by Julie Earl, and the scheduled Science Department curriculum presentation.

5. STRATEGIC DISCUSSIONS

5.1 Principal's Report

The report was taken as read.

The Principal commented on the enrolment process for the 2023 Year 9 intake, noting interviews were in progress with these students and their parents, and almost completed.

A brief update was provided of Auckland Dio's visit to the School on Monday 23 May, and some friendly rivalry on the sports field and debating, as well as a beautiful choir performance by the choirs of both schools.

The Principal responded to questions.

5.2 Strategic Discussion

In addition to presenting survey data and the results of testing to assess students' knowledge, skills and ability, Sonja Maree's junior data presentation also touched on the following matters identified by the Board at its 31 March 2021 meeting as topics for regular strategic discussion: -

- Wellbeing – how wellbeing matters are dealt with at the School.
- Reflection – an opportunity to consider, from a strategic perspective, what has gone well, and what has not gone well, and whether we can be more nimble, for example, in dealing with change.
- Te Tiriti o Waitangi/Treaty of Waitangi – how the School demonstrates a commitment to the Treaty.

Mary and Sonja responded to questions about the junior data, noting that junior students currently have a whole set of additional issues to deal with as a result of three years of Covid restrictions, including lockdowns, social isolation, and disruption due to the need for online and hybrid learning. This has impacted especially Year 9s starting out in their secondary school career, but it has also had an impact on Year 10 students who are still finding their footing in the secondary school environment. It was noted that the School needs additional teaching resources to help these students. The Learning Hub is an invaluable resource to help these students, and it has been expanding, with the result that the Head of Department of Learning Support needs added support and resources. Mary was of the view that, with adequate support, the current Year 9 and Year 10 students will be back on track by Year 11.

The Chair noted that the Leadership team should establish what resources are needed in this regard and bring a proposal to the Board.

6. REPORTS / MINUTES

6.1 Health and Safety

The Near Miss and Accident/Incident Registers were taken as read, and the Hazard and Risk Register was received.

Near Miss Register and Accident/Incident Register

In order for the Board to satisfy itself that suitable corrective actions are being taken, the Board requested that:

- the Near Miss and Accident/Incident Registers stipulate corrective actions taken (separate from any first aid actions taken) to prevent re-occurrence of the accident/incident, or near miss; and
- once a year tie all recorded near misses and accidents/incidents back to the Hazard and Risk Register, to track the School's health and safety progress. (The Commercial Manager to speak with Health and Safety Consultant, Theresa Dyer, to consider the best way to achieve this.)

Hazard and Risk Register

It was noted that the Hazard and Risk Register was very comprehensive and that it would be sufficient for this Register to be put to the Board quarterly.

6.2 Finance

The finance reports and minutes of the 18 May 2022 Finance Committee Meeting were taken as read.

Doug Wilson commented, noting: -

- The 18 May Meeting had been Sara Kimpton's last meeting with the Finance Committee ahead of her retirement. The Committee acknowledged Sara and thanked her for her service to the Committee over the past 9 years.
- The Budget is to be finalised in October. In light of Covid's impact on the School's international programme, and the increase in costs and inflation the School will need to tighten the 2023 budget.
- The Committee recommended that the Board approve the 2021 Annual Accounts.

Moved: That:

- (1) the April 2022 Finance Report is received and approved;
- (2) the April Edupay Report witnessed by the Principal and Commercial Manager is adopted;
- (3) the Board approves the 2021 Audited Annual Report; and
- (4) the Auditors representation letter is adopted and signed by the Chair.

Ken Williamson / Richard Calderwood : CARRIED.

6.3 Property Planning Group

The Minutes of 2 May 2022 were taken as read. Ken Williamson commented that he would continue to serve on the PPG in an advisory capacity for the time being after his retirement from the Proprietor's Board. Dean Herrmann had been appointed as the new chair of the PPG and new Proprietor's Board member, Jeremy Gibbons, had been appointed to the PPG. Jeremy brings his extensive engineering experience to the role.

The Cherrington project was underway, with Edwards White having been appointed as architect. Edwards White will create a revised master plan for the campus, the current master plan being over 8 years old.

Ken responded to questions.

6.4 Student Representative Report

Jamie Bidois commented on her report and responded to questions.

6.5 Human Resources Report

The Principal commented on the report, and responded to questions.

7. MEETING ADMINISTRATION

7.1 Minutes of the Previous Meeting

The Minutes of the Board Meeting held on 4 May 2022 were received.

Moved: That the Minutes of the Board Meeting held on 4 May 2022 are accepted as a true and correct record of the meeting

Giles Brant / Richard Calderwood : **CARRIED**

7.2 Matters Arising:

ACTIONS	RESPONSIBLE
The Near Miss and Accident/Incident Registers to stipulate corrective actions taken (separate from any first aid actions taken) to prevent re-occurrence of the accident/incident, or near miss.	Commercial Manager
Once a year tie all recorded near misses and accidents/incidents back to the Hazard and Risk Register, to track the School's health and safety progress. (Commercial Manager to speak with Health and Safety Consultant, Theresa Dyer, to consider the best way to achieve this.)	Commercial Manager
Leadership Team to establish what resources are required to support junior students/the Hub, and put a proposal to the Board.	Principal, Leadership Team

7.3 Meeting Closure

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

- Policies for review:
 - Principal's Performance Review Policy
 - Boarding House Staff Accommodation Policy

Call for additional items for the next meeting agenda:

- No additional items.

Time/date of the next meetings and events:

- Boards' Strategy Session: Saturday 11 June 2022 (9 am – 12 noon, at Dio – venue TBC).
- Meeting: Wednesday 29 June 2022 (time and venue TBC).

The Meeting closed at 6.40 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

27/7/22

Date