

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

Held on 31 May 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), Dean Anne Mills, Josie Keucke, Deborah Nelson, Dr Richard Calderwood Brigham Nordstrom, Isabella Hussey (student representative), Vanessa Parker, Mary Curran, Sam Hood (for part of the meeting)

**IN ATTENDANCE:** Jeremy Gibbons, Kate Lethbridge, Jason Marinkovich, Sonja Maree, Delwyn Guilford (Commercial Manager), Gina Fitchett (for part of the meeting), Ilse Rhynes, Liz Binns (Board Secretary)

**APOLOGIES:** Hamish Bell, Susi Webb

### WELCOME AND OPENING PRAYER

The Chair welcomed Liz Binns to the role of Board Secretary and EA to the Principal and introduced the board to her. The meeting opened with the Board's Karakia.

**1. APOLOGIES:**

Apologies were received from Hamish Bell and Susi Webb.

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

There were no additional agenda items.

**3. REGISTER OF INTERESTS:**

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

**4. STRATEGIC:**

4.1 Boards' Work Plan

There was a reminder of the strategy day scheduled for Saturday 10 June 2023 from 9.00 am-12.00 pm.

**5. OPERATIONAL:**

5.1 Principal's Report

The Principal spoke to her report and answered questions.

The Principal commented on the privacy breaches that occurred and that they were due to a combination of human and system errors. It was noted that The Principal advised the Board Chairs when it happened, but that the rest of the Board could have been communicated to as well.

There was an error in the roll data figures for Year 11 total numbers. This will be rectified for the next board report.

There will be an update to the principal growth cycle in the Principal's next report.

2024 intake interviews are nearly complete and the Principal advised that enrolment application numbers are the highest she has seen.

Industrial action will continue as teachers have voted not to accept the Government's latest offer.

The Principal supports the sabbatical application from Alistair Hutcheson for 2024 and recommends approval. He will be invited to share his knowledge and findings on his return.

**Moved:** That the sabbatical application from Alistair Hutcheson be approved - **CARRIED**

Consent to Go, which is the school's new EOTC package, has been implemented and staff are undertaking training.

There was a request for the HR update in the Principal's report to report staff turnover by percentage/role and to separate out into teaching and learning and support staff. Staff names are not necessary.

Board assurance will be in the next Principal's Report.

The Principal was asked what the risk assessment process was for EOTC arising out of the tragedy in Whangarei. The process around high risk trips will be discussed at the next EOTC sub-committee meeting and will be reported back on. It was noted that this committee will be meeting monthly going forward.

The Principal asked when the log in for School Docs could be shared with the school community and it was agreed that the password could be shared now.

#### 5.1.1 Pastoral Update

The report was taken as read.

#### 5.1.2 Sports Department Strategic Plan 2023

The Director of Sport gave an overview of this report. She noted there has been a lot of interest in Dio's sporting prowess over the past few years and that the challenge is to balance participation and performance.

More work needs to occur on the participation data which is 78% as some students play numerous sports.

It was noted that there is a need for non-competitive sport as well as competitive sports and that being active is just as important as being competitive.

How high performance athletes are working is changing, work is going into developing them as a whole person, not just a sportsperson, and also managing parent expectations around their child.

It was reported that only 3% of teachers are actively involved with sport. There could be some education undertaken with staff around what roles they could undertake.

The Diofit strategy would be presented to the Board at a later date.

Thanks were expressed to Ilse Rhynes and Gina Fitchett for their work on the report.

### 5.1.3 International Strategic Plan

The international strategic plan was taken as read but it was noted that further discussion needs to occur on this plan with particular focus on the budget and the marketing plan. A focus to increase revenue could be to encourage students into boarding rather than into homestays.

### 5.1.4 Timetable and Level 1 at Dio Reviews 2023

Gina Fitchett spoke to this report and advised that the school had gone through a process and made a decision to keep NCEA level 1.

The Government subsequently advised that the NCEA Level 1 would be implemented in 2024, but the new NCEA Level 2 not implemented until 2025.

Based on this information, it was recommended that Dio not provide NCEA Level 1 for 2024 instead providing an alternative which will still see students ready for Level 2 by way of assessments and exams and then moving to the new Level 1 and 2 in 2025. It was believed this would be easier on students and provide less disruption to staff and students.

It was noted that communications to the community will be vital to explain this change and that a parent evening (which will be recorded) will be held to answer queries alongside the written communications. The draft communications to be sent to Deborah Nelson, Josie Keucke and Vanessa Parker prior to sending out.

#### **Moved that:**

The recommendation from SLT that NCEA Level 1 for 2024 is converted to a Dio Level 1 programme for 2024 be approved - **CARRIED**

Gina Fitchett also outlined the rationale and advantages for moving from a six day timetable to a 10 day timetable in that it will provide greater flexibility to offer six subjects in Year 11, along with simplifying the timetable for staff and students.

#### **Moved that:**

The recommendation from SLT for the timetable to move from a six day timetable to a 10 day timetable be approved - **CARRIED**

Thanks were expressed to Gina Fitchett for her work on the report.

### 5.1.5 Changes to Performance Appraisal

This report was taken as read.

## 6. REPORTS AND MINUTES

### 6.1 Health and Safety

The Near Miss Register and Incident Registers were taken as read. The reporting timeframe to be cut down from 12 months to three months for the incident register going forward. There was a request from the board to see critical risks going forward as well.

## 6.2 Finance – School Board

The Financial report for the month of May 2023 was taken as read. The Commercial Manager spoke to the report:

- Tracking well to April – and it was pleasing to see staff are thinking before spending. Donation collection is at 96.2% up from 94% at the same time last year.
- There was discussion around the proposal to increase the attendance dues to cover a loan to rebuild Cherrington.

### **Moved that:**

- (1) The April 2023 Finance Report be received and approved;
- (2) The Board approves the 2022 Audited Report; and
- (3) Minutes of the School Board Finance Committee Meeting dated 25 May be approved

**Anne Mills/Vanessa Parker : CARRIED**

## 6.3 People and Culture Committee

The minutes of the People and Culture Committee were taken as read.

Sam Hood commented on the key items in the minutes being around changes to the performance appraisal and remuneration review processes for support staff. This work will be ongoing.

## 6.4 Student Representative Report (School Board)

The report was taken as read. The student representative commented on the following:

Recent events that have occurred have included the cross country, school ball and the Auckland Dio sports exchange which saw very good results. The Board congratulated the sports teams on these results.

Teacher strikes are causing some stress amongst students, especially seniors.

House singing is back at Claudelands which is exciting for the students.

## 6.5 EOTC Committee

The minutes of the EOTC Committee were taken as read.

The 2024 Noumea trip was discussed. It is proposed that stay with homestay families. It was noted that these families are used by other schools and they are all police vetted. This proposal will now go to the EOTC committee for a decision before being brought back to the board.

## 7. MEETING ADMINISTRATION

### 7.1 Minutes of the Previous Meeting

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

**Moved:** That the Minutes of the School Board Meeting held on 26 April 2023 be accepted as a true and correct record of the meeting.

**Vanessa Payne /Anne Mills: CARRIED**

7.2 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>		
31 May 2023	<b>International Students:</b> Viability feedback and recommendation	Commercial Manager/FCs	
28 June 2023	<b>Communications &amp; Marketing:</b> External review report	Principal	

9.3 Meeting Closure

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

- *Agenda for strategic planning meeting*

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

- Saturday 10 June, 9.00 am to 12.00 pm – Boards' strategy meeting (venue Staffroom)
- Wednesday 28 June 2023 at 5.15 pm

The meeting closed at 7.44 pm.

Confirmed as a true and correct record:



Presiding Member, School Board



Date