

## WAIKATO DIOCESAN SCHOOL FOR GIRLS

### MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG Held on Wednesday 4 May 2022 at 5.30 pm in the CRC at the School

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**PRESENT:** Dan Moore (Chair), Dean Anne Mills, Jamie Bidois (Student Representative), Giles Brant, Dr Richard Calderwood, Mary Curran (Principal), Raewyn McPhillips, Brigham Nordstrom, Pat Peoples (left the meeting at 7.20 pm), Susi Webb (Staff Representative), Ken Williamson, and Doug Wilson.

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

**APOLOGIES:** Karlene Verryt, Thomas Gibbons.

**PRESENTATIONS:** Ahead of the Meeting the Board received two presentations updating on progress in the areas of IT (by consultant, Richard Rayner) and Health and Safety (by Health and Safety Consultant, Theresa Dyer) at the School. The presenters, Principal and Commercial Manager responded to questions.

#### 1. WELCOME:

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

#### 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

- It was necessary to re-schedule the Boards' Strategy Session which had been scheduled for Saturday 14 May 2022. An alternative date of Saturday 11 June 2022 was put forward. A show of hands indicated that a morning session (9 am – 12 pm) on 11 June was preferred. The Secretary to confirm the new date and the details of the Strategy Session in the next week.

#### 5. STRATEGIC DISCUSSIONS

##### 5.1 Principal's Report

The Principal's report was taken as read. The Principal commented on the annual departmental reviews which were underway, and on the applications and enrolment process for 2023, noting fewer applications for enrolment than last year (175 compared with 243 last year), likely partly due to fewer international applicants on account of Covid restrictions. The Principal noted that there was a new Human Resources Department Report in the papers this month. This new report will be included in the board papers in future.

The draft Strategic Plans for the Sports, Netball and International Departments were taken as read. The Principal commented on the draft Plans noting that the authors sought Board feedback on the contents of the Plans. Overall consensus was that the draft plans require:

- a greater level of detail, including key actions or initiatives necessary to ensure that the Plans can be achieved, and
- measures for success.

There was a brief discussion about Richard Rayner's IT presentation ahead of the meeting, and the plan for the School's IT upgrade project.

Richard had presented on three strategies whereby the upgrade project could support the School to be outstanding for the next 10 years:

- 1) Infrastructure strategy (WiFi, servers, user management).
- 2) Administration strategy (process, efficiency, control).
- 3) Teaching and Learning strategy (knowledge and skills acquisition, learning outcomes / accreditation, character development).

The next steps for the upgrade project were to develop the three strategies into plans, obtain wider staff engagement for feedback, and set pricing and timelines for board approval.

The Principal and Commercial Manager responded to questions about the upgrade project, noting that Richard had obtained inputs from the principal, leadership team, heads of department, teachers, accounting staff and students, to ensure that the plan addressed the School's individual needs across the board. The importance of ongoing teacher input to the plan was noted.

## 6. GENERAL BUSINESS / APPROVAL ITEMS

### 6.1 Policies for review

The Reporting on Student Progress Policy and Staff Professional Training and Development Policy were reviewed by the Policy Committee this month as part of the policies' triennial review.

**Moved:** That the following policies are adopted as recommended by the Policy Committee: -

- Reporting on Student Progress Policy; and
- Staff Professional Training and Development.

Richard Calderwood / Raewyn McPhillips : **CARRIED.**

## 7. REPORTS / MINUTES

### 7.1 Health and Safety

The Near Miss and Accident Registers were taken as read.

With reference to Theresa Dyer's Health and Safety presentation ahead of the meeting, it was confirmed that the following items are to be included in health and safety reporting for the boards at future meetings:

- Risk Register
  - to be tabled at every Board Meeting

- to include uncontrolled or high level risks that pose a real threat, and what the School is doing to reduce those risks
- Actions that flow from the Risk Register, Accident Register, and Near Miss Register, and from any complaints.
- In terms of the Accident and Near Miss Registers, reporting to be in greater detail where there has been a serious incident recorded.

## 7.2 Finance

The finance reports and minutes of the 27 April 2022 Finance Committee Meeting were taken as read. Doug Wilson noted two matters of importance that were discussed by the Committee:

- Retention strategy for key staff – the School needs to ensure a good retention strategy is implemented; and
- The School’s international programme – the importance of understanding how the international programme will play out in future after Covid-19 travel restrictions have resulted in the School losing many of its international students, and understanding the extent to which the School’s daily operation depends on funding from international students, and determining whether that is sustainable for the School on a long term basis.

**Moved:** That:

- (1) the March 2022 Finance Report is received and approved; and
- (2) the March Edupay Report witnessed by the Principal and Commercial Manager is adopted.

**Doug Wilson / Ken Williamson : CARRIED.**

## 7.3 Property Planning Group

The Minutes of 4 April 2022 were taken as read. Ken Williamson provided an update on the Cherrington project, noting that a meeting was scheduled for the following week with the preferred Architect to begin the process of drawing up the plans and considering costings. The new Selwyn Dining Room had been opened with a blessing on Monday 2 May 2022. It has been beautifully completed and integrated seamlessly with Boarding.

## 7.4 Student Representative Report

Jamie Bidois commented on her report and responded to questions.

## 7.5 Human Resources Report

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

## 8. **MEETING ADMINISTRATION**

### 8.1 Minutes of the Previous Meeting

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

**Moved:** That the Minutes of the Board Meeting held on 30 March 2022 are accepted as a true and correct record of the meeting, subject to an amendment to paragraph 7.1 to reflect that the giving of gifts is both a Christian custom and a Maori custom.

**Giles Brant / Richard Calderwood : CARRIED**

8.2 Matters Arising:

<b>ACTIONS</b>	<b>RESPONSIBLE</b>
<b>Hamilton Christian School proposed roll increase:</b> Letter from Board Chairs regarding mutual support to go to the Boards of Hamilton Christian School.	Principal, Board Chairs
<b>Health and Safety:</b> Items listed in par 7.1, above, to be included in future board reporting.	Commercial Manager

8.3 Meeting Closure

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

- Policies for review:
  - Principal's Performance Review Policy

***Call for additional items for the next meeting agenda:***

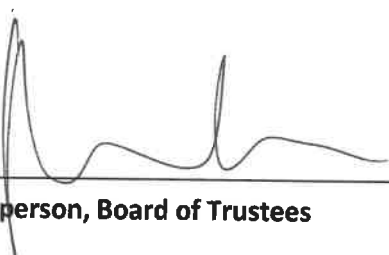
- No additional items.

***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 25 May 2022 (time and venue TBC).

The Meeting closed at 7.50 pm.

Confirmed as a true and correct record:

  
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Chairperson, Board of Trustees

27/7/22  
\_\_\_\_\_  
Date