

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on Wednesday 23 February 2022 at 5.15 pm via Zoom Conference

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

IN ATTENDANCE: Rev Stephen Black (Chaplain), Gina Fichet (Deputy Principal – Teaching and Learning), Delwyn Guilford (Commercial Manager), Sonja Maree (Deputy Principal – Junior School), Theresa Miller (Deputy Principal – Senior School), Errin Nin (Deputy Principal – Reporting), Joy Houghting (Board Secretary).

APOLOGIES: Karlene Verryt, Thomas Gibbons.

1. WELCOME:

The Chair welcomed everyone present.

2. REGISTER OF INTERESTS:

The full Register had been circulated prior to the meeting for checking. Brigham Nordstrom's interest as Trustee of Te Mana Visions Trust was noted. No further interests were declared.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

No additional items.

4. PRESENTATIONS:

The Board received the following presentations:

Head Students' Vision for 2022

Olivia Bayne (Head Student) and Cooper Jones (Deputy Head Student) shared their vision for the student leadership team in 2022. Olivia and Cooper responded to questions, and left the meeting at 5.35 pm.

Operating Plan 2022

The Principal and Deputy Principals each briefly presented on their respective areas of focus under the Operating Plan and responded to questions.

NCEA Presentation (Errin Nin, Deputy Principal – Reporting)

Errin presented the provisional NCEA results for 2021, covering NCEA Levels 1 – 3 literacy, numeracy, endorsements and scholarships. Errin explained the results and the reasons for any variations, and commented on trends, noting that the results were exceptional in a challenging year. Errin and Mary responded to questions.

There was a discussion about the need for an appropriate communications strategy to publicise the School's results.

The chairman thanked all presenters for their presentations. The presenters remained in the meeting until the Board had ratified the Charter and Supporting documents and left the meeting at 7.05 pm.

5. STRATEGIC DECISIONS:

5.1 Ratification of Charter and supporting documents

- Strategic Plan 2022 – 2024
- *Operating Plan for 2022*
- Achievement Targets 2022
- Analysis of Variance – Achievement Targets 2021/2022

The Charter 2022 and above supporting documents was presented to the Board for adoption. The Principal commented on the supporting documents and responded to questions.

Moved: That the Board of Trustees adopts the 2022 Charter and supporting documents, as listed above, and accepts the quantitative Analysis of Variance for the 2022 Achievement Targets.

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

5.2 Boards' Work Plan

- Time will be set aside for the boards to discuss strategic matters, including the content and format of board papers, at the March 2022 Board Meeting.
- A first half day strategy session will take place on Saturday 14 May 2022, followed by a second half day strategy session on Saturday 13 August 2022 (time and venue of both sessions to be confirmed closer to the date).

6. STRATEGIC DISCUSSIONS

6.1 Principal's Report

The Principal's report was taken as read. The Principal commented on the impact of Covid-19 on student and staff attendance, as positive cases and close contacts were self-isolating at home. There was a discussion about the need to maintain focus on both wellbeing and achievement to help students achieve their best results.

7. GENERAL BUSINESS / APPROVAL ITEMS

7.1 Delegations of Authority to the Principal

A copy of the current Delegations had been circulated.

Moved: That the Board resolves to delegate to the Principal the powers and responsibilities set out in the document headed, Delegations of Authority to the Principal, subject to the following amendments:

(a) That paragraph 16 of the Delegations is amended to read,

16. Up to 31 July 2022, the Principal's delegated authority is amended so that the Principal may, in conjunction with one member of the Board of Trustees and one member of the Proprietor's Board, make a decision in respect of an unvaccinated staff member up to and including termination, such decision being pursuant to the Covid19 Public Health Response (Vaccinations) Order 2021 and any subsequent amendments or the Order's replacement.

(b) That paragraph 17 is inserted, which reads,

17. *Up to 1 May 2022, the Principal's delegated authority is amended so that the Principal may, in conjunction with the Chairs of the Board of Trustees and Proprietor's Board, temporarily take all teaching and learning online if, in their opinion, it is required to manage the health risk and administration requirements related to the present outbreak of the Omicron Variant. The online teaching and learning status should be reviewed regularly with a view to returning to in-person teaching and learning as soon as practicable.*

Richard Calderwood / Ken Williamson : CARRIED.

7.2 Policies

Moved: (1) That the following policies are adopted incorporating the changes as recommended by the Committees: -

- Financial Management Policy and Appendices;
- EOTC Policy;
- EOTC (Overseas Trips) Policy;
- Equal Employment Opportunities Policy; and

(2) That the new Employer Responsibility Policy and Digital Communications Policy are adopted as recommended.

Raewyn McPhillips / Richard Calderwood : CARRIED.

7.3 EOTC Committee

The EOTC Committee had considered overseas travel for the School in 2023. Given that it is very difficult currently to predict what future international travel might look like and that the School is required to begin planning and due diligence for overseas trips one year in advance, it was considered prudent to recommend that there be no overseas trips in 2023.

Moved: That there be no overseas School trips in 2023.

Richard Calderwood / Giles Brant : CARRIED.

8. **REPORTS / MINUTES**

8.1 Finance

The finance report was taken as read. Doug Wilson commented that the full year actual showed a lower deficit than had been budgeted for. Variances were explained in the notes. The impact of Covid-19 on the School's international programme has meant that the School received less income from international fees than budgeted. However the School's balance sheet remained strong.

Moved: That:

- (1) the December 2021 Finance Report is adopted; and
- (2) the Principal and Commercial Manager may authorise additional non-budgeted expenditure that is directly related to Covid-19 management and delivery of curriculum to the value of \$10,000 excluding GST for an individual item, or no more than \$20,000 excluding GST for a grouping of items, for the financial year ending 31 December 2022. Authorisation will be required from the Finance Committee for individual items over \$10,000 excluding GST or if the purchase of a group of items is to exceed \$20,000 excluding GST in the financial year ending 31 December 2022.

Doug Wilson / Richard Calderwood : CARRIED.

8.2 Property Planning Group

The Minutes of 8 February 2022 were taken as read. It was noted that delivery delays and supply shortages meant that the Selwyn Dining Room was expected to be complete by the start of Term 2, 2022. Ken Williamson advised that the three prospective architects for Cherrington were presenting to the Property Planning Group and Project Manager on 1 March 2022.

8.3 Health and Safety

The Health and Safety Report and Near Miss Register were taken as read. The Commercial Manager responded to questions, noting that the School was now up to date with health and safety requirements in terms of the Health and Safety At Work Act 2015.

9. MEETING ADMINISTRATION

9.1 Correspondence

The audit engagement letter was received on 14 February 2022 following the re-appointment of the Auditor (PKF Chartered Accountants and Business Advisors) by the Auditor-General until 31 December 2023. The letter has been signed by the Auditor and Board Chair.

9.2 Minutes of the Previous Meetings

The Minutes of the Special Board Meeting held on 15 February 2022 and the Board Meeting held on 24 November 2021 were received.

Moved: That:

- (1) The Minutes of the Special Meeting held on 15 February 2022 are accepted as a true and correct record of the meeting; and
- (2) The Minutes of the Board Meeting held on 24 November 2021 are accepted as a true and correct record of the meeting.

Dean Herrmann / Doug Wilson : CARRIED

9.3 Matters Arising:

ACTIONS	RESPONSIBLE
Communication of Results: Consider a communication strategy.	Principal, Secretary / Communications and Marketing Manager

9.4 Meeting Closure

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

- Terms of Reference (BOT).
- Policies for review:
 - Privacy Policy
 - Koha Document
 - Smoke-free Policy
 - Concerns and Complaints Policy and appendices

Call for additional items for the next meeting agenda:

- No additional items.

Time/date of the next meetings and events:

- Meeting: Wednesday 30 March 2022 – time TBC.

The Meeting closed at 8.00 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

13/4/22

Date