

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG Held on Wednesday 24 November 2021 at 5.15 pm via Zoom Conference

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

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

APOLOGIES: Doug Wilson, Pat Peoples.

1. WELCOME:

The Chair welcomed everyone present. The Meeting was opened with a Prayer.

2. REGISTER OF INTERESTS:

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

3. NEW STUDENT REPRESENTATIVE

The Chair welcomed Jamie Bidois, the newly elected Student Representative on the Board, and encouraged Jamie to have the confidence to speak her mind at meetings, adding that the Board appreciated and welcomed the student voice and student perspective.

Jamie expressed her thanks and excitement about the opportunity to be the student voice on the Board.

4. CO-OPTION OF WHANAU GROUP REPRESENTATIVE

The Chair welcomed Brigham Nordstrom, a Dio parent and the Whanau Group's nominee for Maori representation on the Board.

Moved: That the Board of Trustees co-opt Brigham Nordstrom onto the Board as Whanau Group Representative with immediate effect.

Thomas Gibbons / Raewyn McPhillips : CARRIED.

Brigham thanked the Board, noting that he considered one of his roles as the Whanau Representative to move the voice from the Whanau Committee though to the Board on matters of relevance and to help consider and weigh up the place of Tikanga Maori in the School.

5. CALL FOR ADDITIONAL AGENDA ITEMS:

Follow up on parent letter to the Board. Discussed under the heading, *Correspondence*, at par 10.2 of these minutes.

6. STRATEGIC DECISIONS:

6.1 Board Work Plan 2021

- There was a discussion about the annual Boards' Christmas function. The proposed date and time was Thursday 16 December 2021 at 6.30 pm. The Secretary to arrange and advise details and venue.

7. STRATEGIC DISCUSSIONS

7.1 Principal's Report

The Principal spoke to her report, noting it had been another challenging month navigating the implications of the Covid-19 alert level changes, the emerging law and requirements of the Covid-19 Vaccination Order and accompanying employment matters.

Boarding and Day School - 2022

The Principal commented on the proposed new staffing structure for Boarding and the Day School for 2022, and responded to questions.

There was a discussion about the resignation of two members of the Senior Leadership Team to progress their careers and the resulting re-structure of the Leadership Team to ensure continuity and the necessary alignment of academic and pastoral aspects of the School. The Principal responded to questions.

Departmental Operating Plans: Boarding, International, and Sports Departments

The Principal spoke to the departmental operating plans, noting that these draft working documents were aligned to the Boards' strategic objectives with the aim of improving the departments' focus and to enable better reporting back to the Boards.

Staffing Matters

The Principal provided an update on staffing matters: -

Five new teachers had recently been appointed (for Senior English, Biology, Mathematics, Chemistry/Science, and Physical Education and Health), as well as a new Netball Coach.

The School was in the process of recruiting for the following roles: -

- Operations Leader (senior management)
- Logistics Leader (senior management)
- Deputy Principal Reporting and Priority Learners, and Kaupapa Maori (senior management)
- Sports Director
- Junior Data Administrator
- Dean of Junior Boarding
- Dean of Senior Boarding

Covid-19 Vaccination Order – Compliance

The Principal commented on the School's status to date.

There was a discussion about the consultation process with relevant employees and who should have the authority to terminate employment, where termination is a last resort under the Vaccination Order.

Moved: That, up to 28 February 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 Covid-19 Public Health Response (Vaccinations) Order 2021.

Thomas Gibbons / Anne Mills : CARRIED.

Anne Mills recorded the Board's support and recognition of Mary in one of her toughest months as Principal. Anne thanked Mary on behalf of the Board for the amazing work done under exceedingly trying circumstances and while navigating complex issues.

7.2 Operating Plan: 2022 – 2024

The draft Operating Plan had been circulated ahead of the meeting. The Principal commented on the work done on the draft Plan, noting that it continued to be a working document, which would be changed and updated over time. The final version would be put to the Board along with the Strategic Plan at the February 2022 Board Meeting.

The progress report on the 2021 Operating Plan would also be provided at the February 2022 Board Meeting.

7.3 Boards' Evaluation Questionnaire

The anonymous summary of responses to the Boards' Evaluation Questionnaire was received. Relevant items were discussed and addressed as follows:

Is there a mechanism for board members to modify the meeting agenda items?

There is a mechanism for board members to modify or add agenda items. Additional agenda items can be added at the start of the meeting, or emailed in advance of the meeting. At the end of every meeting agenda there is also an item providing the opportunity to consider agenda items for the next meeting, and to add any additional items.

Does the content of board meetings reflect the need to spend: 65% of time on strategic issues, 30% of time on operations, and 5% of time on administration?

The Chair commented on the need for some flexibility in this regard to reflect the fact that the operations of a school differ from those of many business settings. However, the Board has dedicated a lot of time to strategy in 2021, including establishing the Sports Strategy Committee. The Principal commented that an improved focus on strategy was the reason for the layout of the new Operating Plan, to better align the School's operations with the Strategic Plan and enable management reporting that is aligned with the School's strategy.

There was some discussion and it was suggested that:

- reports should be taken as read at meetings, requiring the authors to speak only to matters that have occurred or changed after the time of writing; and
- reports should be more strategy focused and less focused on details of operational matters.

It was agreed that the board should dedicate some time in February or March 2022 to consider these matters as a special agenda item.

Are the boards actively involved in succession planning or senior management? The Chair commented that, in his experience, the board has been involved in the succession planning of the Principal, but never of less senior staff, such as Deputy Principals.

Is the Principal's performance review performed annually? Dean Anne Mills commented that there is an annual review of the Principal's performance both from the Board of Trustees and Proprietor's Board perspectives. The Principal's review is generally done internally, with an external review every second year.

8. GENERAL BUSINESS

8.1 Policies for Review

The Committee had reviewed the Equal Employment Opportunities Policy, and the draft new Privacy Policy at its meeting on 12 November 2021. Further work was needed on the Equal Employment Opportunities Policy before it was put to the Board. NZSTA had been asked to review the draft new Privacy Policy before it was put to the Board. The draft Koha document was a work in progress.

8.2 New Policy

The Policy Committee had considered the draft Anti-Bullying Policy for Staff at its meeting on 12 November 2021. The Policy was put to the Board for adoption.

Moved: That the Staff Anti-Bullying Policy is adopted as recommended.

Richard Calderwood / Thomas Gibbons : CARRIED.

9. REPORTS

9.1 Health and Safety

The Health and Safety Incident Register and Near Miss Register were received. The Commercial Manager commented on the Registers and provided a progress update on the Employee Health and Safety Handbook, which was in the final review stage and expected to be finalised by the end of Term 4. The Commercial Manager responded to questions.

9.2 Finance Report

The finance report was received. Karlene Verryt spoke to the Finance Report, noting that: -

- The year to date actual shows a surplus compared to the budgeted deficit;
- The variances to the budget are fully explained in the notes to the financial statements and are mainly due to consumables variances, and unspent STAR and Trades Academy funds.
- Donations are to budget.
- The Committee had considered the 2022 Budget. In setting the 2022 Budget the Committee had taken a conservative approach, particularly in relation to the 5-year forecast regarding international students. This will be monitored monthly. The 2022 Budget includes provision for Board of Trustee parent donations to be increased by 4 percent.

There was a brief discussion about the increased fee and the timing of the increase. The increase was considered to be reasonable in the circumstances, taking into account inflation and uncertainty around especially international students.

Moved: That:

- (1) The 2022 Budget is approved, including a 4 percent increase to Board of Trustees parent donations;

Thomas Gibbons / Karlene Verryt : CARRIED.

- (2) the October 2021 Finance Report is received and approved; and
- (3) the Novopay SUE Report witnessed by the Principal and Commercial Manager, is adopted.

Karlene Verryt / Anne Mills : CARRIED.

9.3 Property Planning Group (PPG)

The Minutes of 15 November 2021 were taken as read. It was noted that it was a busy time with all the development projects currently underway.

9.4 Student Representative Report

Jamie Bidois' report was received. Jamie thanked the Board for welcoming her aboard and noted her excitement for the opportunity to provide a student perspective on the Board in the year ahead. Jamie spoke to her report and responded to questions.

The Chair thanked Jamie for an excellent report.

There was a brief discussion about the potential impact of the Unexpected Event Grades on student achievement for 2021.

9.5 Sports Strategy Committee

Raewyn McPhillips provided feedback following the Committee's meeting with the Principal and members of the Sports Department on Friday 19 November 2021. A lot of work had been done prior to the meeting in preparing a Strategic and Operating Plan for the Department. The meeting not only revised the Committee's findings to date, but also reviewed what the Department had achieved and the new draft Strategic and Operating Plan for the Department for 2022, which aims to bring about balance between participation and excellence. Some further work was required on the Strategy for the Department and the meeting had provided some guidance to the Department on how to achieve that.

There was discussion about the structure of the Department. The Principal advised that the School was recruiting for a new Sports Director and that a new Netball Coach had been appointed. There would be further updates in the New Year.

10. MEETING ADMINISTRATION

10.1 Minutes of the Previous Meeting

The Minutes of the Meeting held on 27 October 2021 were received.

Moved: That the Minutes of the Meeting held on 27 October 2021 are accepted as a true and correct record of the meeting with the changes below:

At par 5.3 – replace the words, "It was agreed" with the words, "it was discussed".

Giles Brant / Karlene Verryt : CARRIED

10.2 Correspondence

Following up from a parent letter received in October, the Chair and Principal advised of work done to date in relation to the matter. The Principal noted that she spoken with and requested information from all relevant School staff in relation to the matter and that a draft

letter to the parents was being prepared. The matter was taking longer than intended to investigate and respond to appropriately, due to the Covid-19 Vaccination Order and related employment and administrative matters. The parents had been advised that the matter was being dealt with. The Secretary to advise the parents that work is ongoing.

10.3 Matters Arising:

ACTIONS	RESPONSIBLE
Boards' Christmas Function: Secretary to arrange and advise details.	Secretary
Strategic Issues and Board Papers: Chair and Secretary to consider putting time aside for board members to discuss content and format of board papers in February or March 2022.	Chair and Secretary
Correspondence – Parent letter of 18 October 2021: Secretary to advise parents that work is ongoing.	Secretary

10.4 Meeting Closure

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

- Appoint Chair, Deputy & Committees (BOT).
- Terms of Reference (BOT).
- Delegations of Authority.
- Ratify Charter (including Operating Plan
- Strategy – Analysis of Variance
- Succession Planning
- Boards' Professional Development plan
- Head students share their vision for 2022
- Policies for review:
 - Equal Employment Opportunities Policy
 - Privacy Policy
 - Koha Document
 - Financial Management Policy (and appendices)
 - Education Outside the Classroom (EOTC) Policy
 - EOTC (Overseas Trips) Policy

Call for additional items for the next meeting agenda:

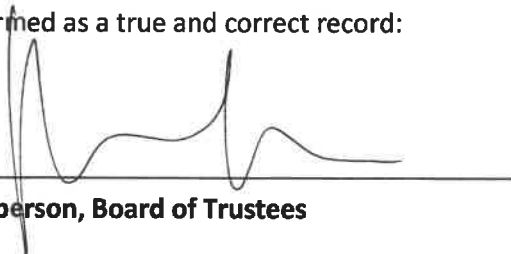
- No additional items.

Time/date of the next meetings and events:

- Meeting: Wednesday 23 February 2022 – time TBC.

The Meeting closed at 7.45 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

13/4/22

Date