

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on 26 October 2022, 5.15 pm, CRC
(A combined meeting with the Proprietor's Board)

PRESENT: Hamish Bell (via Zoom), Dr Richard Calderwood, Mary Curran (Principal), Sam Hood, Isabella Hussey (Student Representative), Josie Keucke, Raewyn McPhillips (Chair), Dean Anne Mills, Deborah Nelson, Vanessa Parker, Susi Webb (Staff Representative).

IN ATTENDANCE: Craig Blomfield, Murray Dunn, Jeremy Gibbons, Delwyn Guilford (Commercial Manager), Dean Herrmann (via Zoom), Kate Lethbridge (via Zoom), Joy Houghting (Board Secretary).

APOLOGIES: Brigham Nordstrom.

STUDENT COUNCIL: Student Council representatives, Francesca Cullen and Catherine Curry, addressed the Board briefly, commenting on their leadership learning experience serving on the Student Council during the year, noting it had been a great opportunity to learn and a positive experience overall. The students responded to questions. The Chair thanked the students and they left the meeting at 5.25 pm.

PRESENTATION: The Board received a presentation from the Science Department (Alex McHugh) ahead of the meeting. Alex responded to questions. The Chair thanked Alex for her presentation, and Alex left the meeting at 6.00 pm.

1. WELCOME:

The Chair welcomed everyone present. 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 agenda items.

4. STRATEGIC DECISIONS:

4.1 Boards' Work Plan

- **Half Day Strategy Session:** Will take place at the School on Saturday 29 October 2022 from 9.00 am – 1 pm.
- **Boards/Staff lunch:** Will take place at the School on Teachers Only Day, Tuesday 1 November 2022 from 12.45 – 1.30 pm.
- **Boards' Christmas Dinner (and farewell/welcome to Board Members):** Will take place at the School on Thursday 1 December 2022 at 6.30 pm.

4.2 Overview of Strategic Plan 2022 - 2024

For the benefit of new board members the Principal provided an overview of the School's Strategic Plan 2022 – 2024, noting that the three-year Plan was the outcome of a community consultation process in 2021, carried out with the support of consulting firm, The Education Group. The Principal advised that Rev Stephen Black, the School's Chaplain, had this month made some corrections to the page containing the Five Marks of the Anglican Mission (the international expression of Anglican values), but it was noted that the Strategic Plan itself remained unchanged. There was some discussion on the plan and the 2021 community consultation process that had been undertaken in the preparation of the Plan. The Principal to share relevant consultation documentation with new Board Members.

Rev Anne Mills and the Principal responded to questions.

5. STRATEGIC DISCUSSIONS

5.1 Principal's Report

The Principal commented on the tabled comparison of leavers in 2021 and 2022, which was included in the report this month for the Board's information, noting that it was not unusual for some students to move to other schools for a range of reasons throughout the year. Conversely, Dio received students periodically that were coming from other schools. The School does not have trouble filling these gaps to maintain the roll.

Feedback had been received earlier today from the Education Review Office (ERO) following the review of Boarding as part of the school-wide ERO review. Compliance was found to be good overall, with two issues identified and corrected, and sound processes found to be in place to keep boarders safe and happy.

The Principal provided an update on staffing matters and recruitment currently underway, and commented on the Ministry's Attendance Data report for Term 3, noting that the School's attendance was in a good position overall, and that attendance had been greatly improved post-Covid.

The Principal and Rev Anne Mills responded to questions.

6. GENERAL BUSINESS

6.1 Policies for review

The Policy Committee report was taken as read. The Committee recommended some minor changes, including updating the legislative references in the Policy. There was a discussion about the general content of the Policy and whether it was appropriate to remove paragraph 11. However, after discussion, it was agreed to defer any changes for the time being, as the School was in the process of implementing School Docs Policies and Procedures, which would address this matter. The Principal and Committee members responded to questions.

Moved: That there are no changes to the Policy for the time being, as the Policy will be replaced with the School Docs version when School Docs is implemented.

Richard Calderwood / Susi Webb : CARRIED

6.2 Kim McAlley – application for the HPE/Wellbeing Across School Teacher role for the Te Pae Here Kaahui Ako

Kim McAlley, the School's Head of Department PE and Health and Leader of Operations, sought Board authorisation to apply for the Across School Teacher role. The Principal commented, noting that this would be of benefit to the School as well as to Kim, and indicated support of Kim's application. Benefits to the School include having a representative from Dio in this role, engaging with other Across School Teachers and leaders, building positive relationships and education connections within the Kaahui Ako cluster schools. With the curriculum refresh and NCEA changes happening, Kim will be part of this journey and bring that knowledge back to the School. It was requested that, if successful in her application, Kim report back to the Board in six months to provide an update on her experience and learnings in the role.

Moved: That the Board supports Kim McAlley's application for the HPE/Wellbeing Across School Teacher role for the Te Pae Here o Te Raki Raawhiti Kirikiriroa Kaahui Ako.

Josie Keucke / Dean Anne Mills : CARRIED

7. REPORTS

7.1 Health and Safety

The Near Miss Register, Accident/Incident Register, and minutes of the 13 September 2022 Health and Safety meeting were taken as read. The Commercial Manager responded to questions, noting that work was underway with Health and Safety Consultant, Theresa Dyer, to determine which incidents in the Accident/Incident Register are notifiable and to action those appropriately, with an update at the November Board meeting.

7.2 Finance

The Financial reports for the month of September 2022 were taken as read. Hamish Bell commented, noting that: -

- Current actual MTD showing a surplus of \$195,854 and YTD surplus of \$211.605 compared to budgeted deficit of \$(500,963) YTD. However, invoicing for Term 4 was in September 2022 but budgeted for in October 2022, so the increased surplus in September has no matching expenditure – this is a timing difference to be corrected in October 2022.
- Debtors – it was noted regarding donations that the number of families who are not paying donations is slowly increasing.
- The International Programme, as a key source of funding – the Committee noted the importance of actively seeking to increase international numbers, or extend the range of countries from which international students can be sourced.
- Draft budget 2023 – the Committee recommended that the draft budget 2023 reflect an increase in donations for 2023 to meet rising costs and inflation.
- Pay Equity claim – clarity is needed on the impact of the claim on wages going forward and an external review of support staff roles is necessary to control the future financial impact of the claim.
- The pay rate for part time teachers who also undertake relief was considered. The Committee was of the view that part time teachers who undertake relief work should be paid the correct rate as recommended by the Ministry and Auditors, without exception. Susi Webb advised that there was further information that the Committee was not aware of and requested to attend the November Finance Committee Meeting to address the matter before a final decision is made.

The Principal and Commercial Manager responded to questions.

Moved: That:

- (1) the September 2022 Finance Report is received and adopted;
- (2) the September 2022 Novopay Report witnessed by the Principal and Commercial Manager is adopted; and
- (3) the budgets are prepared reflecting an increase of donations from 2023 to meet rising costs and inflation.

Hamish Bell / Vanessa Parker : CARRIED

7.3 Property Planning Group (PPG)

Jeremy Gibbons commented on the Minutes of 3 October 2022, providing an update on the Cherrington Project, Master Plan, Whareako and Staff Room. Jeremy noted that the positioning of the Whareako required consultation with Tainui and Ngati Waiweri to ensure its correct placement on campus. A structural engineer will be appointed to carry out an assessment of the Staff Room to determine its feasibility, as the building is part of the School's history and heritage.

Micon has been engaged to do a review of the School's power use and future needs.

Jeremy responded to questions.

7.4 Student Representative Report

Isabella spoke to her report and responded to questions.

8. MEETING ADMINISTRATION

8.1 Correspondence

Letter from Kim McAlley seeking Board authorisation to apply for an Across School Teacher role with the Kaahui Ako; covered under item 6.2 of these minutes.

8.2 Minutes of the Previous Meeting

The Minutes of the Board of Trustees Meeting held on 28 September 2022 were received.

Moved: That the Minutes of the Board of Trustees Meeting held on 28 September 2022 are accepted as a true and correct record of the meeting.

Richard Calderwood / Josie Keucke : CARRIED

8.3 Matters Arising:

MEETING DATE	ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING	RESPONSIBLE	COMMENT
28 Sep 2022	Board's Prayer – Obtain translation into Maori.	Secretary / Faith Tautuhi	In progress.
26 Oct 2022	Kim McAlley – application for AST role with Kaahui Ako – if successful, Kim to report back to the Board after 6 months on her experience and learnings in the role. Advise Kim and diarise.	Secretary	

26 Oct 2022	Community Consultation 2021 – share relevant documentation with new Board Members.	Principal	
26 Oct 2022	H&S Accident/Incident Register – clarity on whether any notifiable incidents – after work has been concluded with Consultant, Theresa Dyer report back at next meeting.	Commercial Manager	
26 Oct 2022	Donations increase letter – draft to Board chairs.	Commercial Manager, Secretary	

8.4 Meeting Closure

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

- Policy reviews:
 - Advanced Learning Policy
 - Special Needs Student Policy
 - Principal’s Performance Review Policy

Call for additional items for the next meeting agenda:

Time/date of the next meetings and events:

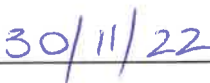
- Meeting: Wednesday 30 November 2022 in the CRC – time TBC.

The meeting closed at 7.45 pm.

Confirmed as a true and correct record:



 Chairperson, Board of Trustees



 Date