

WAIKATO DIOCESAN SCHOOL FOR GIRLS

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on Wednesday 27 July 2022 at 5.15 pm in the CRC at the School and via Zoom

PRESENT: Dan Moore (Chair), Dean Anne Mills, Jamie Bidois (Student Representative), Giles Brant, Richard Calderwood, Mary Curran (Principal), Thomas Gibbons, Raewyn McPhillips, Deborah Nelson, Brigham Nordstrom, Pat Peoples, Karlene Verryt, Susi Webb (Staff Representative).

IN ATTENDANCE: Dean Herrmann (via Zoom), Kate Lethbridge, Delwyn Guilford (Commercial Manager), Karen Carmichael (Guest), Josie Keucke (Guest), Joy Houghting (Board Secretary).

APOLOGIES: Doug Wilson.

PRESENTATION: Ahead of the Meeting the Board received a scheduled curriculum presentation from Steve Kuluz, HOD of the English Department.

1. WELCOME:

The Chair welcomed everyone present, including two guests (Dio parents, Karen Carmichael and Josie Keucke, who attended the meeting with a view to availing themselves for nomination in the 2022 Board of Trustees election). 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. Karlene Verryt noted of a change in her interests effective 27 July 2022.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

Additional item to be dealt with In Committee at end of meeting after guests and staff have departed.

4. STRATEGIC DECISIONS:

4.1 Boards' Work Plan

13 August 2022 Boards' Strategy Session:

- The next half day Boards' Strategy Session will take place at the School on Saturday 13 August from 9 am – 1 pm.

5. STRATEGIC DISCUSSIONS

5.1 Principal's Report

The Principal spoke to her report, commenting on matters of high priority, noting that an archivist was needed going forward, and that recruitment was underway for the roles of Sports Director, Rowing Manager and Teacher of Japanese Language. The Principal also commented on the recent Leadership Team retreat where the Team worked on updating the Operating Plan and documentation required for the Education Review Office.

There was a discussion about staffing and the Sports Director role. The Principal responded to questions.

5.2 Operating Plan: Mid-year Progress Report

The Principal presented the mid-year progress report on the Operating Plan for 2022, noting satisfaction overall with progress to date, and advising that work was underway to simplify the reporting structure of the Plan. The Principal responded to questions.

5.3 Strategic Discussion

In addition to presenting an update on the Junior and Senior English programmes, and an overview of English for Academic Purposes (EAP), the English Department's curriculum presentation also touched on the following matters identified by the Board at its 31 March 2022 meeting as topics for regular strategic discussion: -

- Reflection – an opportunity to consider, from a strategic perspective, what has/has not gone well, and whether we can be more nimble in dealing with change.
- Te Tiriti o Waitangi – how the School demonstrates a commitment to the Treaty.
- Resourcing – gain an understanding of the Ministry changes to the curriculum, what resourcing will be required and how to effectively resource the School.
- Wellbeing – how wellbeing matters are dealt with at the School.

Key points from the English Department Curriculum presentation included:

Junior Programme:

- A reduction in timetabled classes, down to 4 classes per 6-day cycle, is placing added pressure on staff and students due to insufficient time to cover all important content (such as comprehension, reading and writing). This has had a knock-on effect resulting in setbacks in the Senior Programme.
- Entry level tests for writing have indicated the majority of junior students are in the mid-range for writing. Emphasis is being placed on improving this result.
- In 2023 extensive changes will be introduced to the Year 10 programme to improve the Junior Programme and ultimately benefit the Senior Programme.
- Staff are 'lockdown proofing' teaching resources by digitalising content and being adaptive in their approach to teaching, and providing added support for student wellbeing by checking in with students and parents to offer support.
- The implications of the NCEA changes include more focus on language techniques and their effects, upgrading teacher and student knowledge, including Maori perspectives in text choices, themes and perspectives, and a focus on Maori history.

Senior Programme:

- Regarding a question on challenging content in teaching materials, this is largely only a matter affecting seniors in Years 12 and 13. To address this an explanation and disclaimer is included in the programme information at the start of the year, so students know at the start of the course if there is a book, or film that contains challenging material. This is also discussed with the teacher at the start of year, with explanations of controversial material.
- Unexpected Event Grades in response to Covid-19 and lockdowns have resulted in some exceptionally good results at the end of last year. This year the grading system will revert to normal and all students will be required to sit exams.

English for Academic Purposes (EAP):

- EAP supports international students' academic performance with the aim of enhancing their ability to cope independently with language and literacy demands of their studies, as well as covering cultural issues. Language support is provided for International students in the form of courses and they are able to approach the Teacher in charge of EAP for help as needed.

- While Covid-19 has not impacted the way EAP is delivered, it has meant there have been fewer students taking part. International student numbers are increasing again, however, with four new international students having joined the School in July.

6. GENERAL BUSINESS / APPROVAL ITEMS

6.1 Policies for review

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

- International Students Policy;
- International Student Exchange Policy;

Richard Calderwood / Thomas Gibbons : CARRIED.

Richard Calderwood noted that the Commercial Manager and Health and Safety Consultant had considered the Health and Safety Policy and Charter and recommended that there be no changes to the Policy or Charter currently.

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

- Health and Safety Policy; and
- Health and Safety Charter.

Richard Calderwood / Giles Brant : CARRIED.

7. REPORTS / MINUTES

7.1 Health and Safety

The Near Miss and Accident/Incident Registers were taken as read. Not many incidents or near misses to report due to the recent term break and less activity around the School.

The Commercial Manager presented the Health and Safety Framework, noting that it was created to bring all relevant health and safety documents together in summary form into one document, for use in inductions in conjunction with the Health and Safety Handbook, to set out how health and safety is managed at the School.

The Commercial Manager responded to questions.

7.2 Finance

The Financial reports and minutes were received for the month of June 2022. Karlene Verryt commented on the reports noting:

- A strong result for June 2022 and good work done on following up debtors;
- Actual surplus YTD is \$173,000 against a budgeted deficit of \$334,000, and Full Year forecast deficit is \$456,000 against a budgeted deficit of \$544,000;
- Forecast is due to be revised due to staffing changes. Forecast to year end is to be reviewed and may include variances with possibly some adjustment to depreciation;
- Regarding the Covid credits that were being held for the School due to cancelled trips, one credit is being used this year;
- Work is underway to determine the international fee for 2023;
- Management is applying for funding to help cover relief teaching costs; and
- The Committee recommends the adoption of the June 2022 Edupay Report.

Moved: That:

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

Karlene Verryt / Thomas Gibbons : CARRIED.

7.3 Property Planning Group (PPG)

Dean Herrmann commented on the Minutes of 4 July 2022, and provided an update on the Cherrington project, noting that the Committee was in the initial stages of the appointment process for a Quantity Surveyor and that a progress report on the Master Plan was expected at the next PPG Meeting on 1 August 2022. Jeremy Gibbons was working on finalising the Architect's agreement for commission and on insurance cover for the project.

Dean responded to questions.

7.4 Student Representative Report

Jamie Bidois spoke to her report noting that House Singing and the Senior Ball were highlights for the month, along with the \$12,847.11 raised for World Vision during the 40 hour famine, which exceeded the School's goal of \$10,000. Jamie responded to questions.

8. **MEETING ADMINISTRATION**

8.1 Minutes of Previous Meetings

The draft Minutes of the Board Meeting held on 29 June 2022 were received.

Moved: That the Minutes of the Board Meeting held on 29 June 2022 are accepted as a true and correct record of the meeting.

Moved from the Chair: CARRIED

8.2 Matters Arising:

No matters arising.

8.3 In Committee Session

8.4 Meeting Closure

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

- Policies for review:
 - Challenging Behaviour and Physical Restraint Policy

Call for additional items for the next meeting agenda:

- No additional items.

Time/date of the next meetings and events:

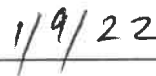
- Meeting: Wednesday 31 August 2022 (time and venue TBC).

The Meeting closed at 7.20 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees



Date