

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on 30 November 2022, 4.00 pm, CRC
(A combined meeting with the Proprietor's Board)

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

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

APOLOGIES: Josie Keucke.

PRESENTATION: The Principal and Leadership team presented to the Board on the new leadership structure from 2023 and their respective areas of the Draft Operating Plan for 2023. The Principal also commented on the pastoral team and deaning positions for 2023. The Principal and Leadership team responded to questions. The Chair thanked the Leadership Team for their presentations, and the Leadership Team left the meeting at 4.47 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

- **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 Boards' Work Plan - 2023

- **2023:** The Work Plan for 2023 was received.

5. **STRATEGIC DISCUSSIONS**

5.1 Principal's Report

The Principal spoke to her report, commenting on historic numbers of students that leave Dio for whatever reason, noting that the numbers did not fluctuate greatly since 2017 and 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. Dio does not have trouble filling these gaps to maintain the roll so that it does not drop below 650 students.

The Principal provided an update on staffing matters and recruitment currently underway.

The Principal commented on the progress update to the 2022 Operating Plan.

The Principal responded to questions.

6. GENERAL BUSINESS

No General Business.

7. REPORTS

7.1 Policy Committee

The minutes of the meeting held on 18 November 2022 were taken as read. The Committee had reviewed the Advanced Learning, Students with Special Needs, and Principal's Performance Review policies this month, and recommended that there be no changes to these policies at this time. Richard Calderwood and the Principal responded to questions.

7.2 Health and Safety

The Near Miss Register, Accident/Incident Register, and minutes of the 24 November 2022 Health and Safety meeting were taken as read. The Commercial Manager will provide an update after work has been completed with Health and Safety Consultant, Theresa Dyer, to determine which incidents in the Accident/Incident Register are notifiable, and whether any further actions need to be taken.

7.3 Finance

The Financial reports for the month of October 2022 were taken as read. There had been no Board of Trustees Finance Committee Meeting this month. The Board of Trustees Finance Committee will work through the 2023 Board of Trustees Budget and will put the Budget to the Board for adoption before the end of the financial year.

7.4 Property Planning Group (PPG)

Jeremy Gibbons commented on the Minutes of 7 November 2022, providing an update on the Cherrington Project, Staff Room seismic report, Insurance clauses in contracts, and the Property Manager's report.

Jeremy and the Commercial Manager responded to questions.

7.5 Student Representative Report

Isabella spoke to her report and responded to questions.

7.6 Wellbeing and Attendance Report

The Wellbeing and Attendance Report for Term 3 was taken as read.

8. MEETING ADMINISTRATION

8.1 Minutes of the Previous Meeting

The Minutes of the Board of Trustees Meeting held on 26 October 2022 were received.

Moved: That the Minutes of the Board of Trustees Meeting held on 26 October 2022 are accepted as a true and correct record of the meeting.

Sam Hood / Deborah Nelson : CARRIED

8.2 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	Kim to report back to the Board in April 2023.
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	
30 Nov 2022	Operating Plan – add list of acronyms and explanation of traffic light system/colours.	Secretary	

8.3 Meeting Closure

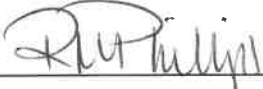
Call for additional items for the next meeting agenda:

Time/date of the next meetings and events:

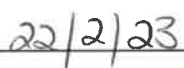
- Meeting: Wednesday 22 February 2023 in the CRC – time TBC.

The meeting closed at 5.58 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees



Date