

## MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 8 May 2024 at 5.00 pm in the Staffroom  
(A combined meeting with the Proprietor's Board)

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**PRESENT:** Sam Hood (Presiding Member), Josie Keucke, Susi Webb, Mary Curran, Vanessa Parker, Dean Anne Mills, Charlotte Bidois, Raewyn McPhillips, Deborah Nelson, Brigham Nordstrom, Ingrid ter Beek

**IN ATTENDANCE:** Jeremy Gibbons, Craig Blomfield, Jason Marinkovich, Anna Sinclair, Kate Lethbridge, Liz Binns (Board Secretary), Sonya Noble,

**APOLOGIES:** Nil

The Presiding Member welcomed Ingrid ter Beek and Anna Sinclair to the meeting.

**1. APOLOGIES:**

1.1. No apologies.

**2. RATIFICATION OF NEW SCHOOL BOARD MEMBER:**

2.1 Ingrid had been selected as a potential School Board member because of her governance and finance experience.

**Moved:**

That Ingrid ter Beek be selected to the vacant position on the School Board.

**Sam Hood : CARRIED**

- Ingrid then gave a short introduction of herself to the meeting.
- The Presiding Member gave some context and background to Ingrid around the integrated school structure and the two entities. The proprietor (Waikato Diocesan School Board) is the owner of land and buildings, boarding and special character. The School Board is an entity incorporated under the Education Training Act. There are six parents representatives, the Principal, a student representative, staff representative and then the Proprietor appoints up to four representatives onto the School Board as well.

**3. PRESENTATIONS:**

**Communications and Marketing**

- The Communications and Marketing Manager presented her ideas for a marketing/branding refresh, in particular looking into a new vision/mission statement for the school.
- There was discussion around how the school would go about this refresh and what stakeholders would be key to the success.
- It was agreed that a more detailed proposal be put together including timelines and this be brought to another board meeting for further review and discussion.

**Junior Data**

- This report was taken as read and Mary went through the data and answered questions.

Thanks were expressed to Errin Nin for all his hard work on producing this report.

## **4. STRATEGIC**

### **4.1. International Strategy Plan**

- The Principal spoke to the international strategy plan and advised the boards on the number of short-stay groups that will be attending the school from China. These students are interested in shadowing a Dio student rather than formal learning in classes. Out of these short-stay students it is hoped to gain some full-time students.
- One of the school's international agents has invited two Dio staff to go to China to sign an MOU and also to connect with a Chinese University. Logistics are being worked through along with who would be appropriate to send. It is predicted that we will gain some students out of this visit.

### **4.2. Work Plan Update Summary**

- Project 1 – the Principal advised that there has been a lot of work being undertaken in the background and that there is a meeting scheduled with NZSTA next week followed by the P&C Committee meeting where this will be discussed. It was noted that some of the discovery work has taken a lot longer than anticipated but which path to take will be clearer by the next Board meeting.
- It was noted that Project 1 and Project 6 are key to our cash flow going forward.

## **5. MONITORING AND REPORTING**

### **5.1. Principal's Report**

- This report was taken as read and the Principal responded to questions.
- She noted that enrolment numbers are strong for next year and the boarding numbers are looking stronger than originally thought.

### **5.2. Student Representative Report**

- This report was taken as read.

### **5.3. People and Culture Committee**

- This report was taken as read.

### **5.4. Health and Safety**

- The health and safety reports were taken as read and the Board Secretary responded to questions.
- The H&S charter is up for renewal and there was discussion over whether there needed to be two separate charters for the SB and PB.
- Who is responsible for any liability arising out of a serious incident/accident was also discussed, whether both the SB and PB would be liable. Further discussion between the two Board Chairs to take place on this.

### **5.5. Finance Working Group**

- The Finance Report was taken as read and key points were spoken to.
- A 2024 budget reforecast had been undertaken and a saving had been made, although it was noted that this was under what was originally predicted. The Finance Manager will continue working with the HODs around their budgets. The budget was brought to the board for approval. It was noted there was still a large deficit but with the projects that are underway the 2025 budget is forecast to reduce.
- The International Department had asked for fees for 2025 to be set earlier than last year as prospective families are already looking into schools for their children for 2025. It was noted that the proposed fees place Dio fees in the middle of other similar schools and it was important to remain competitive. The Finance Working Group recommended that the increases outlined in the international fee recommendation be adopted.

**Moved:**

That:

The 2024 budget reforecast be adopted and accepted.

**Raewyn McPhillips/Deborah Nelson: CARRIED**

Vanessa Parker abstained from this vote.

That:

The International fee schedule recommendation be accepted

**Raewyn McPhillips/Josie Keucke: CARRIED**

That:

The March 2024 Finance Report be received and approved.

**Sam Hood: CARRIED**

5.6. Policy Committee

- This report was taken as read.
- It was noted that all working groups and committees should be aware of policies on SchoolDocs that affect them and that was important to also look at the links on the policies.

**6. PROCEDURAL/ADMINISTRATION**

6.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 27 March 2024 were received and approved.

**Moved:**

That the Minutes of the School Board Meeting held on 27 March 2024 be accepted as a true and correct record of the meeting.

**Sam Hood: CARRIED**

6.2. Matters Arising

- Nil

6.3. Correspondence

- Two applications for study leave had been received and both were recommended to be approved from the Principal.

**Moved:**

That:

The two 2025 study leave applications be approved.

**Mary Curran/Dean Anne Mills: CARRIED**

- Three flexible working arrangement letters had been received for approval from the Board. It was noted that the Board is generally supportive of flexible working arrangements but the Principal's recommendation would be key in the decision as she has to take the operational needs of the school into account. The Presiding Member and the Principal to discuss further before a decision is made.

6.4. Boards' Work Plan – 2024

- The work plan for the next boards' meeting was discussed and noted.

6.5. Register of Interest

- The full register had been circulated prior to the meeting for review.

6.6. General

- Nil

Meeting closed at 7.30 pm

6.7. Actions arising

MEETING DATE	ACTIONS FROM PREVIOUS MEETING	RESPONSIBLE	COMMENT
30 August	Strategy Plan around International students to be prepared.	Principal/Associate Principal and Board	Complete

6.8. Meeting Closure


The meeting closed at 7.20 pm

***Time/date of the next meetings and events:***

- Wednesday 29 May at 5.00 pm

Confirmed as a true and correct record:

  
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 Presiding Member, School Board

  
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 Date