

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 19 February 2025 at 5.05 pm in the Staffroom

PRESENT: Sam Hood (Presiding Member), Dean Anne Mills, Josie Keucke, Deborah Nelson, Vanessa Parker, Gabriella Schuitemaker, Raewyn McPhillips, Ingrid ter Beek, Kate Lethbridge, Susi Webb, Sonja Maree

IN ATTENDANCE: Liz Binns (Board Secretary), Craig Blomfield, Anna Sinclair, Jeremy Gibbons, Rachelle Stoddart, Sonya Noble

1. APOLOGIES

Jason Marinkovich, Brigham Nordstrom

2. PRESENTATION

- The head students presented their vision for 2025 and responded to questions. The Presiding Member thanked them for speaking and said their vision was inspiring and worked well with the Principal's and Boards' goals for 2025.
- The Deputy Principal Deputy Principal - Reporting, Priority Learners and Kaupapa Maaori presented on the NCEA results for 2024 and responded to questions. It was noted that our results were impressive and the board passed on their thanks to the teaching staff for all their hard work.

3. STRATEGIC

3.1. SB Elections

As it is an election year, there is no requirement for elections. All committee members present confirmed their willingness to remain on their designated committees.

3.2. Delegations of Authority

- The Presiding Member advised that there was one addition to this authority – clause 7 as follows:
 - *Authority to resolve personal grievances and other employment disputes, including through negotiation and settlement. Provided that the Principal may not incur any liability over and above the employee's statutory or contractual entitlements, such as compensation or other monetary payment, without the authorisation of the Chair of the relevant Board.*

Moved:

That the Delegations of Authority to the Principal be approved.

Raewyn McPhillips/Deborah Nelson: CARRIED

3.3. Ratify Charter (including Operating Plan)

- This is reviewed on annual basis. There will be changes to the charter next year when the Proprietor's Board becomes the WDSG Board.
- There an action from last year to look at the formal process around increasing the school roll. It was discussed that there is a flow on effect from increasing the roll around extra classes, timetabling etc and it was agreed that we not look into this now.

Moved:

That the 2025 Charter be approved.

Anne Mills/Deborah Nelson: CARRIED

3.4. Review of Power of Authority to Act

- It was noted that this document has been updated to reflect the Commercial Manager's role and that the Finance Committees had reviewed and approved it.

Moved:

That the Power of Authority to Act be approved.

Sonja Maree/Raewyn McPhillips: CARRIED

3.5. Board Members' Code of Ethics

- The Board Secretary will send out this document to members for completion

3.6. Succession Planning – Skills Matrix

- The Board Secretary will send out this document to members for completion.

4. MONITORING AND REPORTING

4.1. Acting Principal's Report

This report was taken as read with the following comments:

- The Principal advised that had been 152 enquiries for Year 9 spaces in 2026.
- Open Day RSVPs currently stand at 83 groups and 319 individuals.
- It was noted that we may need to interview more prospective students than we have places for.
- Dean Anne spoke about needing to be mindful of any extra learning needs that applicants might have and ensure that the school can cater for these needs.

4.2. Health and Safety

- The health and safety reports were taken as read.

4.3. Finance Working Group

- A tribute to the hard work that occurred last year was a much improved financial position. The challenge is to keep this up, in particular ensuring that staff know what it means to be a budget holder, balancing what they need to be effective in their department.
- The percentage of donations recovered was better than forecasted so thanks to the Finance Team for their hard work in this. The collection rate was down, but with the few extra students we ended up on budget.

Moved:

That:

The Principal and Commercial Manager be added as signatories on the bank accounts.

Raewyn McPhillips/Deborah Nelson CARRIED

4.4. Policy Committee Minutes – November 2024

- It was noted that there were two items under the Expenditure Policy of particular note:
 - Payroll matters should be reported to the board monthly and include updates on staff movements, banked staffing usage against entitlements, leave balances and any variance to staffing budgets. This is captured on the Principal's report.
 - A nominated board member should check processes and authorisations at least three times a year.
 - Credit card statements should be signed off by the Finance Committee.

4.5. Comms Committee

- This committee comprising of Vanessa Parker, Sonja Maree and Anna Sinclair met last week.
- A long term plan for marketing/comms is to be worked on to look at critical key areas. Current resourcing and what support may be needed will be looked into as part of this plan.
- The committee will liaise with the Finance Committee regarding budget.
- It was noted the Acting Principal is doing a commendable job with the communications being sent to our community.
- An update on progress will be given at the March boards' meeting.

4.6. Student Representative Report

A verbal update was given to the board from the student representative.

- The new school started off well with the full school Powhiri.
- NCEA results came out and students were recognised at an assembly.
- It has been a busy 10 days with Swimming Sports, Valentines Day, and Production rehearsals. The Swimming Sports had great participation both in the competitive and non-competitive events.

5. **PROCEDURAL/ADMINISTRATION**

5.1. Minutes of the Previous Meeting

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

Moved:

That:

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

Sam Hood: CARRIED

5.2. Matters Arising

- Nil

5.3. Correspondence

- Nil

5.4. Boards' Work Plan

- This had been circulated and updated prior to the meeting for review.

5.5. Register of Interest

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

5.6. General

- A verbal update was given on the new principal recruitment including processes and timelines. There is a strict process from the MOE to follow which will include stakeholder consultation.
- An education adviser to assist with the recruitment is being investigated.
- A draft plan for the recruitment will come to the board for input.

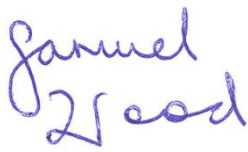
5.7. Meeting Closure

- The meeting closed at 6.40 pm

5.8. Time/date of the next meetings and events

- 26 March 2025 at 5.00 pm.

Confirmed as a true and correct record:



Presiding Member, School Board

1 April 2025

Date