

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 26 March 2025 at 5.05 pm in the Staffroom

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

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

1. APOLOGIES

Raewyn McPhillips, Deborah Nelson, Brigham Nordstrom

2. MONITORING AND REPORTING

2.1. Acting Principal's Report

This report was taken as read with the following comments:

- The Principal advised that the recent Open Day was very successful which 164 groups having registered for the morning session and 50 groups in the afternoon for boarding. Very positive feedback from the day has been received. A follow up survey will be sent out to the attendees to gain further feedback.
- There was discussion on the roll in general and how many students we will need to take into Year 9 for 2026. It was noted that we currently have a waiting list for places in Year 11 and 12.
- There has been steady interest for International students with a Chinese school wanting to come and experience the school for a month. The team needs to look into this further to ensure it is viable for the school.
- The format for the attendance data that is produced on our school's attendance was discussed.

2.2. Student Representative Report

The Student Representative report was taken as read.

- The student rep commented that it had been a very busy Term 1 and outlined some of the main events that had taken place.

2.3. Health and Safety

The health and safety reports were taken as read.

- It was noted that H&S will be a feature of People and Culture Committee meetings going forward.
- There will be a board walk around to look at H&S hazards before the next board meeting in an area to be confirmed.

2.4. Finance Working Group

The Minutes were taken as read with the following comments:

- There was a request from the Commercial Manager to seek approval for a revised budget for 2025 due to a minor calculation error made late last year.

Moved:

That:

The School Board approve the 2025 budget with a surplus of \$106,372 as the final budget which supersedes all previous versions of the 2025 budget.

Jason Marinkovich/Ingrid ter Beek **CARRIED**

- Cleaning Contract
 - There was an update provided to the board on the cleaning contract and the Finance Committee shared their preference was to keep cleaning in-house if the contract can be cancelled. Legal advice is currently being sought on the contract cancellation.
 - Current cleaning staff hours were discussed and the importance of keeping to budget.
- It was noted, and the board would like it reiterated to staff, that teachers and departments should have the resources they need, they just need to ask.

Moved:

That:

The Minutes of the meetings held on 19 February 2025 and 19 March 2025 be approved.

That:

The forecast document be received and approved.

Dean Anne Mills/Ingrid ter Beek: CARRIED

2.5. Policy Committee Minutes

- It was noted that the policies had been reviewed as per the Term 1 SchoolDocs schedule with the following comments:
 - H&S goals need to be put into the performance appraisal systems especially for support staff.
 - Psychosocial risks will be a focus for the People and Culture Committee.
 - Minor wording changes to policies have been put through to SchoolDocs arising from the review of these policies.

2.6. Comms Committee

- There is work going on in the background and a meeting will be organised in the next few weeks.
- There will be an update on progress at the next board meeting.

2.7. Self-Review Summary

- The summary was discussed and it was noted that professional development on Te Tiriti is scheduled for the June board meeting.
- It was noted that strategic sessions will be built into board meetings rather than being scheduled on a Saturday going forward.
- If any board members have ideas on how to improve our board please feel free to share.

3. **PROCEDURAL/ADMINISTRATION**

3.1. Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 19 February 2025 were received and approved.

Moved:

That:

The Minutes of the School Board Meeting held on 19 February 2025 be accepted as a true and correct record of the meeting.

Sam Hood: CARRIED

3.2. Matters Arising

- Nil

3.3. Correspondence

- Two items of outward correspondence were tabled and discussed.

3.4. Boards' Work Plan

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

3.5. Register of Interest

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

3.6. Meeting Closure

- The meeting closed at 6.15 pm

3.7. Time/date of the next meetings and events

- 30 April 2025 at 4.45 pm commencing with a health and safety walkaround.

4. PRINCIPAL RECRUITMENT

Moved:

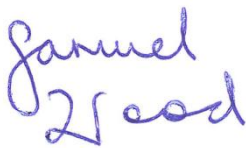
That:

The School Board approved the delegated authority for the appointment of the following positions for the shortlisting and first interview of the application for the Principal:

- One School Board member
- One Proprietor's Board member
- One Staff representative
- One external person or a Board member who has business acumen.

Susi Webb/Jason Marinkovich: CARRIED

Confirmed as a true and correct record:



Presiding Member, School Board

30 April 2025

Date