

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

Held on 30 April 2025 at 4.45 pm in the Staffroom

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**PRESENT:** Sam Hood (Presiding Member), Raewyn McPhillips, Ingrid ter Beek, Josie Keucke, Sonja Maree, Gabriella Schuitemaker, Susi Webb, Vanessa Parker, Deborah Nelson, Brigham Nordstrom, Jason Marinkovich, Kate Lethbridge.

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

**1. APOLOGIES**

Dean Anne Mills

**2. HEALTH AND SAFETY WALK AROUND**

- The boards undertook a health and safety walk through of the Technology Department where the HOD outlined the potential hazards of his department and how they were being mitigated.

**3. PRESENTATION**

- Rev Stephen Black presented on current special character initiatives he is running along with his team.
- The Presiding Member thanked Rev Stephen for his engaging presentation and for all the hard work he and his team undertake.

**4. MONITORING AND REPORTING**

**4.1 Acting Principal's Report**

This report was taken as read with the following comments:

- The Principal reported that there were 233 completed Year 9 applications for 2026 comprising of 41 boarding, 192 day and 39 little sister applicants. Interviews are continuing over the next few weeks.
- There are a few senior students applying to the school and these are being reviewed on a case by case basis.
- There are one or two high risk students being worked with at the moment and this involves interactions with not only the student and parents, but also with various agencies.
- Two of our staff are involved in a speaking capacity for the upcoming Te Pae Here Kaahui Ako Teacher Only Day which is great exposure for our school.
- The Principal reported that the SLT goal of refreshing the staff culture and setting the course, vision and expectations of the school is moving forward. Professional development around this will be occurring with the staff to bring it out and reinforce to all.

**4.2 Student Representative Report**

The Student Representative report was taken as read with the following comment:

- Students seemed recharged after the recent school holidays.

**4.3 Health and Safety**

The health and safety reports were taken as read.

**4.4 Finance Working Group**

The Minutes were taken as read with the following comments:

- Although it is early in the year, the finances are looking positive, and reporting is going very well.

- There were some suggested minor changes to the bank card policy that the Finance Committee endorsed.

**Moved:**

That:

The Policy Committee approve the change to the wording of the fifth bullet point of the Bank Card Policy to “The statement must be certified by the cardholder and signed off by the Board Chair for the Principal’s card, Principal for Commercial Manager’s card and the Commercial Manager for staff cards. All expenditure transactions on the card must be supported by a GST receipt or invoice.”

**Ingrid ter Beek/Raewyn McPhillips CARRIED**

- The Finance Committee tabled a paper on recommended international fees for 2026. They advised that a lot of research had gone into this recommendation and many options looked at.

**Moved:**

That:

The board approve the international fees for 2026 as shown below:

<b>International Student Fees</b>	<b>2026 (inclusive of GST)</b>
Tuition	\$29,750
Boarding Fee	\$19,750
Administration fee – non-refundable	\$945
Building Contribution	\$1,530
Homestay/week/annum (assume 46 weeks)	\$370
Homestay placement fee	\$255
Contingency fund student expenditure	\$3,500
Uniform Fund (new students only)	\$1,200
Homestay for boarding students for exeat weekends and school holidays	\$6,100
Pastoral Care Fee (if no guardian)	\$1,770

**Ingrid ter Beek/Raewyn McPhillips CARRIED**

- The Terms of Reference for the School Board Finance Committee have been reviewed by the Finance Committee.

**Moved:**

That:

The board approve the 2025 School Board Finance Committee Terms of Reference for 2025.

**Ingrid ter Beek/Raewyn McPhillips CARRIED**

**Moved:**

That:

The Minutes of the meetings held on 26 March 2025 and 28 April 2025 be approved.

**Ingrid ter Beek/Raewyn McPhillips CARRIED**

**Moved:**

That:

The forecast document be received and approved.

**Ingrid ter Beek /Raewyn McPhillips: CARRIED**

- The board expressed their gratitude to the Commercial Manager and her team for their hard work.

**4.5** Comms Committee

- It was advised that a meeting had been held prior to the board meeting today where strategy and staffing were both discussed. Plans and structures will be worked on and put in place.
- This committee will be set up as a formal board committee.

**5. PROCEDURAL/ADMINISTRATION**

Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 26 March 2025 were received and approved.

**Moved:**

That:

The Minutes of the School Board Meeting held on 26 March 2025 be accepted as a true and correct record of the meeting.

**Ingrid ter Beek/Sonja Maree: CARRIED**

Matters Arising

- Nil

Correspondence

- Nil.

Boards' Work Plan

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

Register of Interest

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

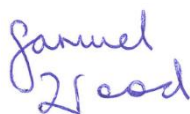
Meeting Closure

- The meeting closed at 6.05 pm.

Time/date of the next meetings and events

- 28 May 2025 at 5.00 pm.

Confirmed as a true and correct record:



28 May 2025

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**Presiding Member, School Board**

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**Date**