

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 30 July 2025 at 5.00 pm in the Staffroom

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

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

1. APOLOGIES

Josie Keucke, Raewyn McPhillips, Brigham Nordstrom

2. PRESENTATION

Kate Lethbridge presented on the Principal Growth Cycle and how it currently works. There was general discussion on this and how the boards would like it to be in the future with the new principal.

3. MONITORING AND REPORTING

3.1 Acting Principal's Report

This report was taken as read with the following comments:

- The principal was asked for an update around AI. She advised that there is a group of staff who are meeting around this topic and training has been given to teaching staff. An AI policy is in the process of being drafted. AI is here and students need to embrace it as it is the way of the future. Some students are reverting to using pen and paper instead of devices to help balance the need to embrace technology and learn this way for literacy standards.
- Some boarders have transferred to the day school when there is capacity.
- Our literacy and numeracy results are very good and this is testament to the hard work of the HOD English, the international and learning support teams.
- There was some discussion around growing students as a whole and ensuring that students balance their extra-curricular commitments with their academic commitments. This balance is closely monitored, with students being met with prior to going on an external commitment such as a sporting competition and expectations around learning are advised to them.
- There was a travel proposal for two staff members to attend the FACTS Conference in Australia and the Principal spoke to the proposal.

Moved:

That:

The School Board approves two staff members attending the FACTS conference in Brisbane.

Ingrid ter Beek/Dean Anne Mills: **CARRIED**

3.2 Student Representative Report

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

- The recent father/daughter breakfast was a great event enjoyed by lots of students and their fathers.
- The Mothers Making Memories event is coming up soon.
- The Dance Showcase has been held over two nights this week with over 100 dancers involved.
- Term 3 is a busy and stressful term for students from an academic point of view and with sport. The school is handling things well.

3.3 Health and Safety

The health and safety reports were taken as read.

- There was a query around the residual risk rating of two hazards on the hazard and risk register. This to be looked into and amended.
- The Health and Safety charter has been updated and will go to the Policy Committee for review before final sign off by both boards.

3.4 Finance Committee

The Minutes were taken as read with the following comments:

- It was noted that our finances are looking stable.
- The budgeting process for the school is about to commence.
- It was noted that the school is required to disclose the annual approved budget in the annual financial statements as a comparison to the actuals. It was identified by the auditors that the 2025 budget did not include a budgeted cashflow statement or balance sheet. This has been prepared and recommended by the Finance Committee for approval.

Moved:

The Finance Committee recommend that the Board approves the budgeted cashflow statement and budgeted balance sheet.

Ingrid ter Beek/Jason Marinkovich: **CARRIED**

Moved:

That:

The minutes of the meeting held on 23 July 2025 be approved.

Ingrid ter Beek/Jason Marinkovich: **CARRIED**

Moved:

That:

The Financial Report be received and approved.

Ingrid ter Beek/Jason Marinkovich: **CARRIED**

4. **PROCEDURAL/ADMINISTRATION**

Minutes of the Previous Meeting

- The Minutes of the School Board Meeting held on 25 June 2025 were received and approved.

Moved:

That:

The Minutes of the School Board Meeting held on 25 June 2025 be accepted as a true and correct record of the meeting.

Ingrid ter Beek/Susi Webb: **CARRIED**

4.1 Matters Arising

- Nil.

4.2 Student Rep Election 2025

- A recommendation was received from the Board Secretary regarding the date of the 2025 Student Representative election and the appointment of a Returning Officer.

Moved:

That:

The 2025 election of a Student Representative for the School Board will take place on Friday 12 September 2025.

That:

The Board Secretary is appointed as Returning Officer for the 2025 Election of a Student Representative for the School Board.

Dean Anne Mills/Ingrid ter Beek: CARRIED

4.3 Correspondence

- Correspondence on the new principal's appointment went out to the community, staff and students.

4.4 Boards' Work Plan

- This had been circulated and updated prior to the meeting for review.
- The Commercial Manager would like some changes to the dates of the budget made to the work plan as follows:
 - The 2026 draft budget to move to the Finance Committees in October.
 - The 2026 budget approval to move to the November meeting.

4.5 Register of Interest

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

4.6 Meeting Closure

- The meeting closed at 6.10 pm.

4.7 Time/date of the next meetings and events

- 27 August 2025 at 5.00 pm.

Confirmed as a true and correct record:



Presiding Member, School Board

17 October 2025

Date