

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 25 October 2023 at 5.35 pm in the Staffroom
(A combined meeting with the Proprietor's Board)

PRESENT: Raewyn McPhillips (Presiding Member), Hamish Bell, Josie Keucke, Charlotte Bidois, Susi Webb, Mary Curran, Deborah Nelson, Brigham Nordstrom, Sam Hood, Richard Calderwood (for part of the meeting)

IN ATTENDANCE: Jeremy Gibbons, Delwyn Guilford, Craig Blomfield, Jason Marinkovich, Liz Binns (Board Secretary), Maree McCarthy (for part of the meeting), a member of the parent community

APOLOGIES: Vanessa Parker

There was Board only time from 5.15 pm-5.35 pm.

WELCOME

- The Presiding Member welcomed the HOD from PE & Health to the meeting.
- A member of the parent community was also welcomed to the meeting.

PRESENTATION

- The HOD PE & Health presented to the Board on her area and responded to questions. After the presentation the Presiding Member thanked her for the presentation and she left the meeting.

1. APOLOGIES:

An apology was received from Vanessa Parker.

2. REGISTER OF INTERESTS:

The full register had been circulated prior to the meeting for checking. There were no changes.

3. TIME CONSTRAINTS/CALL FOR ADDITIONAL ITEMS:

Nil

4. PROCEDURAL/ADMINISTRATION

4.1. Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 27 September 2023 were received.

Moved:

That the Minutes of the School Board Meeting held on 27 September 2023 be accepted as a true and correct record of the meeting.

DEBORAH NELSON/JOSIE KEUCKE : CARRIED

Matters Arising

Correspondence:

- The Principal advised she had received two letters:
 - Secondary Principals' Council asking the school to take place in a trial of community education roles running from 28 January 2024 to 27 January 2026. This was seen as a positive trial to take part in and will be progressed.
 - Ministry of Education asking for the school to take part in a survey on the Equity Index. This index is replacing the old decile system and may affect funding. A committee will be formed to work on this survey on behalf of the school.

4.2. Boards' Work Plan – Draft 2024

- Before the draft work plan for 2024 is approved, there was a request for a discussion on the format of both boards, the delineation of the boards and the legal requirements that both boards need to work to.
- The Presiding Member will consult with the ex-Chair to ask if he would speak to some of the committees, around the roles and responsibilities of their committees.

5. MONITORING AND REPORTING:

5.1 Principal's Report

- The Principal's report was taken as read and the Principal spoke to key points and answered questions.
 - The leavers' data was reviewed and discussed. The Principal was comfortable that the numbers were consistent with previous years and that the school roll was strong.
 - It was noted that the 2023 Operating Plan has been updated using the traffic light system. This plan will be in a new format for 2024 and will be shown to the boards at the strategic planning session on Saturday.

5.2 Health and Safety

- The Near Miss Register, Incident Register and Hazard and Risk Register were taken as read.
 - Accidents and incidents were minor staff incidents. The older incidents to be taken off the report so only incidents that have occurred since the last meeting are on the report for the Board to review.
 - Near Miss Report – not much to report because of the school holidays.
 - Critical risk register – the Commercial Manager is working on this.

5.3 School Board Finance Committee Meeting

- The Finance Report and minutes of the Finance Committee meeting were taken as read and there was discussion as follows:
 - Noted the main delta at the bottom line is largely due to the ~\$500k increase in operations grants which reflects the wash up in the increase in payouts from pay equity in 2022. Noted that this was a one-off for the current year on an income side (all pay equity expenses paid out in December 2022)
 - The budgeting process is well under way. The plan is to gather initial feedback over the next week and then review with the Finance Team with the aim of bringing finalised budgets to the November board meeting for approval. The Presiding Member noted that this should be a firm goal.
 - There had been a meeting held with the International team to look at revenue and expenses. Another meeting is to be scheduled to progress this work further.

Moved:

That:

- 1) The September 2023 Finance Report be received and approved;
- 2) Minutes of the School Board Finance Committee Meeting dated 27 September 2023 be approved.

Hamish Bell/Deborah Nelson : CARRIED

5.4 People and Culture Committee

- The minutes of the People and Culture Committee were taken as read and there was discussion as follows:
 - Pay Equity:
 - The pay equity process is well under way with the Finance team working through the impact of this. The Finance Committees are being kept up to date with the work undertaken.
 - Any queries on this to the Chair of the People and Culture Committee or the People and Culture Manager in writing.
 - This work has delayed finalising the Remuneration Policy which will be the framework to look at remuneration reviews going forward.
 - It was noted that the People and Culture Manager should be the subject expert in in the pay equity matter in conjunction with NWM and NZSTA and that there needs to be one message across the school.
 - Consultation will begin next week and the board has offered support around this process.
 - The Terms of Reference have been finalised and are attached for approval from the board. Any changes or updates to be sent to the Chair by email.

5.5 Comms/Engagement

- The survey has been sent out and is due to close shortly. The survey to the Old Girls will be sent out next and then the staff engagement focus groups will commence. It was noted that these groups should include a mix of old and new staff with both teaching and support staff.

5.6 Policy Committee

- No meeting was held this month.

5.7 EOTC Committee

- The minutes of the EOTC Committee were taken as read and there was discussion as follows:
 - The TOR has been reviewed and updated and is in the final stages of this process. It is hoped to bring the final TOR to the November meeting for approval.

5.8 Student Representative Report

- The Student Representative Report was taken as read. Charlotte spoke to her report and responded to questions.

6. STRATEGIC DISCUSSIONS

- 6.1 Discussion on board delineation and roles to be discussed at the strategic session on Saturday.

MEETING ADMINISTRATION

6.1. Matters Arising:

MEETING DATE	ACTIONS FROM PREVIOUS MEETING	RESPONSIBLE	COMMENT
30 August	Recommendation on staff who should undertake surrender/searches	Associate Principal	Complete
30 August	Strategy Plan around International students to be prepared.	Principal/Associate Principal and Board	WIP
25 October	EOTC TOR for approval	EOTC Committee	
25 October	P&C TOR approval	P&C Committee	


6.2. Meeting Closure

The meeting closed at 7.06 pm.

Time/date of the next meetings and events:

- Wednesday 29 November 2023 at 5.15 pm

Confirmed as a true and correct record:



Presiding Member, School Board

16/2/24

Date