

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES – WDSG

Held on 31 August 2022, 5.15 pm, CRC
(A combined meeting with the Proprietor's Board)

PRESENT: Jamie Bidois (Student Representative), Dr Richard Calderwood, Mary Curran (Principal), Thomas Gibbons, Raewyn McPhillips, Dan Moore, Deborah Nelson, Karlene Verryt, Susi Webb (Staff Representative), and Doug Wilson.

IN ATTENDANCE: Craig Blomfield (Guest), Murray Dunn, Jeremy Gibbons, Delwyn Guilford (Commercial Manager), Dean Herrmann, Joy Houghting (Board Secretary), Kate Lethbridge.

APOLOGIES: Dean Anne Mills, Brigham Nordstrom.

PRESENTATION: The Board received a presentation from the Careers Department (Sue Wylie) ahead of the meeting. Sue responded to questions. The Chair thanked Sue for her presentation and Sue left the meeting at 5.55 pm.

1. WELCOME:

The Chair welcomed everyone present and opened the meeting with the Board's Prayer.

2. CHAIR'S RETIREMENT / APPOINTMENT OF CHAIR FOR THIS MEETING:

The Chair announced he was retiring as Chair at today's meeting and nominated Raewyn McPhillips to chair the meeting.

Raewyn McPhillips – Nominated by: Dan Moore / Seconded by: Deborah Nelson

Raewyn was declared elected and took the Chair for the remainder of the meeting.

3. REGISTER OF INTERESTS:

The full Register had been circulated prior to the meeting for checking. No further interests were declared.

4. CALL FOR ADDITIONAL AGENDA ITEMS:

There were no additional Agenda items.

5. STRATEGIC DECISIONS:

5.1 Boards' Work Plan

Boards' Strategy Session:

- The next half day Boards' Strategy Session will take place at the School on Saturday 29 October from 9 am – 1 pm.
- It was noted that the draft Budget will go to the Finance Committee in October and to the Board in November.

6. STRATEGIC DISCUSSIONS

6.1 Principal's Report

The Principal spoke to her report noting the consistent low number of students taking Japanese Language as a subject. This was not cost effective as it required a full time teaching position to resource. There was a lengthy discussion and the Board considered the number of languages taught at Dio (two – French and Te Reo Maori) compared with some other local schools (generally two to three). The Board also considered whether there was any risk of attracting fewer students if Japanese language were withdrawn, and the feasibility of offering an alternative language. The Board's consensus was to stop offering Japanese Language as a subject from 2023. The Board considered that the resourcing currently allocated for Japanese Language could be put to better use in a subject such as Technology, where there are more career options for students. Current students taking Japanese Language will finish the year in the Hub and Japanese Language will not be offered from 2023. This is to be communicated to relevant stakeholders without unnecessary delay.

The Principal provided an update on staffing, noting that the School was in the process of recruiting a Rowing Manager, and a School Nurse. The Principal added that internal appointments had been made for the positions of ICT Teaching and Learning and Assistant HOD Science.

The Principal responded to questions.

6.2 Strategic Discussion

As part of the 2022 Education Review Office (ERO) review, the Board considered its stewardship role and how it carries out certain aspects of stewardship as set out in the School Improvement Framework, a document provided by the ERO that provides a foundation and guidelines for continuous improvement in various key school systems and processes.

7. GENERAL BUSINESS

7.1 Policies for review

The Policy Committee recommended that the Managing Challenging Behaviour and Physical Restraint Policy be adopted with no changes beyond updating the legislation in the Policy.

There was a discussion about staff authorised to use physical restraint in paragraph 5 of the Policy, and the required training for this in paragraph 6 of the Policy. It was noted that physical restraint is only authorised for health and safety reasons if a student poses a risk to themselves or others. The Principal advised that while she had received the relevant training prior, there would be school-wide training on restraint for all teaching staff provided by the Ministry of Education on 1 November 2022.

Moved: That:

- (1) the Managing Challenging Behaviour and Physical Restraint Policy is adopted as recommended by the Policy Committee; and

Dan Moore / Richard Calderwood : CARRIED

- (2) the Principal is the designated physical restraint practitioner until training is completed by other staff members in November 2022.

Dan Moore / Thomas Gibbons : CARRIED

7.2 Board Assurance Statement and Self-Audit Checklist

As part of the Education Review Office (ERO) review process, the ERO is asking the Board of Trustees of each school to complete a Board Assurance Statement and Self-Audit Checklist. The information in Dio's Board Assurance Statement and Self-Audit Checklist, as circulated in the board papers this month, will assist the ERO in the scoping and planning of the School's review. The Checklist covers requirements of key interest to the ERO in the following areas:

- 7.2.1 Board administration
- 7.2.2 Curriculum
- 7.2.3 Health, safety and welfare
- 7.2.4 Personnel
- 7.2.5 Finance
- 7.2.6 Asset management

Moved: That the Board of Trustees authorises the Chair to sign the Board Assurance Statement and Self-Audit Checklist on behalf of the Board.

Doug Wilson / Thomas Gibbons : CARRIED

8. REPORTS

8.1 Health and Safety

The Near Miss and Accident/Incident Registers were taken as read. The Commercial Manager commented that it was encouraging to see people increasingly reporting incidents and near misses as it reflected an increasing awareness of health and safety matters. The Commercial Manager responded to questions.

8.2 Finance

The Financial reports and minutes for the month of July 2022 were taken as read. Doug Wilson commented: -

- Deficit is higher than planned for the month, but is on track to being better than budget.
- Forecast is due to be reviewed, particularly around Capital Expenditure (full IT budget will not be used this year), which may have a positive effect on the forecast deficit.
- Debtors – no areas of concern.
- The International Programme remains a strategic priority as a key source of funding.
- International Fee for 2023 – the Committee recommends an increase of 10%. The increase was not purely due to inflationary pressures, but also to try and price the School's International Programme at a level to those schools that offer a similar standard.
- Succession planning – the Committee members indicated they will attend the September and October Committee meetings with the new Board of Trustees Committee members to facilitate a handover.

Doug and the Commercial Manager responded to questions.

Moved: That:

- (1) the July 2022 Finance Report is received and adopted; and
- (2) the international student fee for 2023 is increased by 10% from \$22,600 to \$24,860.

Doug Wilson / Thomas Gibbons : CARRIED.

8.3 Property Planning Group (PPG)

Dean Herrmann commented on the Minutes of 1 August 2022, providing an update on the Cherrington Project, noting that the commissions were almost finalised and the Architects Agreement had been approved by the Proprietor's Board. Work was underway on the agreements with Mark Enderwick in his capacity as the School's representative, and the Quantity Surveyor. The draft Master Plan was currently under review by the PPG and is a live document, which will be revised and updated as the campus develops.

With reference to the light pole that fell and hit a staff member's car in July, Dean noted that the condition of the other light poles had been checked to ensure that they were sound.

Dean noted that the School was operating close to the current capacity of its electrical transformers and that an upgrade would be required in future in light of the Cherrington Project and other campus development activities. An electricity consultant will be engaged to review existing and future requirements in relation to current capacity and recommend the way forward.

Dean responded to questions.

8.4 Student Representative Report

Jamie Bidois spoke to her report and provided an update on the annual dance showcase that took place from 8-9 August, the Year 10 Enterprise event on 23-24 August, and the Koroneihana Celebrations from 15-20 August. Jamie responded to questions.

8.5 International Department Report

Taken as read. The Principal commented that future international numbers were an unknown at this stage, but that the School was hopeful of a continued increase in numbers as a level of normalcy begins to return globally.

9. MEETING ADMINISTRATION

9.1 Correspondence

There was no inwards or outwards correspondence.

9.2 Minutes of the Previous Meeting

The Minutes of the Board of Trustees Meeting held on 27 July 2022 were received.

The Minutes from the confidential Board of Trustees' In Committee session of 27 July 2022 were received and the Chair reminded board members of their obligation of confidentiality.

Moved: That: -

- (1) The Minutes of the Board of Trustees Meeting held on 27 July 2022 are accepted as a true and correct record of the meeting; and

Dan Moore / Thomas Gibbons : CARRIED

- (2) The Confidential Minutes of the Board of Trustees' In Committee Meeting held on 27 July 2022 are accepted as a true and correct record of the meeting.

Dan Moore / Susi Webb : CARRIED

9.3 Matters Arising:

ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING	RESPONSIBLE
Half day Strategy Workshop, 29 Oct: Advise candidates in Board of Trustees Parent election of date of Board's half day strategy workshop so that they can save the date in the event they are elected.	Secretary
Japanese Language – communicate to relevant stakeholders that this will no longer be offered as a subject from 2023.	Principal

9.4 Meeting Closure

In closing, the Chair noted the upcoming Board of Trustees triennial election and that there would be a new Board in September. The Chair thanked all Board Members for their dedication and service to the School in the past three years. There will be a farewell / welcome event for departing and new Board Members in December.

Agenda items for the next meeting (from Boards Work Plan):

- Policy reviews: Alcohol and Other Drugs Policy.

Call for additional items for the next meeting agenda:

Time/date of the next meetings and events:

- Meeting: Wednesday 28 September 2022 – time and venue TBC.

The meeting closed at 7.30 pm.

Confirmed as a true and correct record:



Chairperson, Board of Trustees

17/10/22

Date