

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 26 April 2023, 5.15 pm, Staffroom
(A combined meeting with the Proprietor's Board)

PRESENT: Raewyn McPhillips (Presiding Member), Hamish Bell (via Teams), Dr Richard Calderwood, Mary Curran (Principal), Isabella Hussey (Student Representative), Josie Keucke, Dean Anne Mills, Deborah Nelson, Brigham Nordstrom, Vanessa Parker, Susi Webb (Staff Representative)

IN ATTENDANCE: Craig Blomfield, Murray Dunn, Jeremy Gibbons, Jason Marinkovich (Guest), Delwyn Guilford (Commercial Manager), Stephanie Boyce (Board Secretary)

APOLOGIES: Sam Hood

WELCOME AND OPENING PRAYER

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

1. APOLOGIES:

An apology was received from Sam Hood.

2. PRESENTATION:

Errin Nin (Deputy Principal Reporting & Priority Learners & Kaupapa Maaori) gave a presentation.

Junior Data:

There was an overview of:

- data from Year 8 testing, used to organise class placements and identify students with special learning needs;
- value added from Year 9 to Year 10. For WDSG, this is ahead of the national average.

It was noted that PAT data is limited to those schools who are able to pay for the testing, whereas e-asTTle testing is free to all schools and gives richer data.

NCEA:

Results for NCEA 2022 show WDSG pass rates at 97.7% at Level 1, 100% at Level 2 and 98.1% at Level 3. 91.4% of eligible students gained University Entrance. The students who did not achieve NCEA are being given wrap around support from early in the year.

It was suggested to include data for a 5-year period to show the impact of COVID restrictions.

Errin, Mary and Susi answered questions about the changes to NCEA, starting with Level 1 in 2024. Some subject areas will have no information until November 2023 and there is no information available about Levels 2 and 3 in subsequent years, making it extremely difficult to plan for Level 1 next year. A meeting has been arranged with MOE staff to discuss these challenges. There was brief discussion about whether it is an option to stop offering Level 1 in future (as some schools have done).

The Chair thanked Errin for his presentation and he left the meeting.

3. CALL FOR ADDITIONAL AGENDA ITEMS:

There were no additional agenda items.

4. REGISTER OF INTERESTS:

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

5. STRATEGIC:

5.1 Boards' Work Plan

Two other presentations scheduled for this meeting (Sport and International) have been postponed to next month.

6. OPERATIONAL:

5.1 Principal's Report

The Principal spoke to her report and answered questions.

The Ministry of Education has changed the requirements for Principal sabbaticals and will no longer require a report on completion of a sabbatical.

Further strike action by teachers will include a rolling one-day strike on Thursday 11 May and a series of rostered home days (by year level). During the facilitated bargaining process, PPTA members will not know anything about the negotiations (apart from what is reported in the media) until an offer is on the table.

A Teacher-Only Day on 24 April included an overview from each Deputy Principal, Boarding and Human Resources. Time was spent on planning for the Government's proposed changes to NCEA (as discussed above).

A Generation Breakfast planned for the end of term will be similar to the Father-Daughter Breakfast but involving several generations of students and Old Girls. This is a new initiative from the Old Girls' Association.

There was discussion about the strategy (being developed) for International students. Strong competition from other countries has meant that New Zealand has become a lesser country of choice with the Chinese market. Students of high ability have been accepted elsewhere and those applying for New Zealand places tend to be of lower ability. WDSG will need to decide how much it is willing to pay for agents to promote the school and for staff to attend the fairs. The Boards asked the Commercial Manager and Finance Committees to do some research around their concerns and present a business case back to the Boards with a recommendation.

There was a request for the Principal's report to include recent national sporting successes, although these are covered in other publications.

7. GENERAL BUSINESS / APPROVALS

7.1 Policy Committee

There had been no meeting of the Policy Committee since the previous Board meeting, pending an update from SchoolDocs. The Principal will follow up on this with SchoolDocs.

7.2 Other items

The People and Culture Subcommittee has had an initial meeting, where they looked at the staffing structure to understand the various roles (teaching/non-teaching) and how they are

funded (Ministry/Proprietor's Board). A number of job descriptions need to be updated. No date has been set for the next meeting.

Anne noted that there is to be a peer review of the Communications and Marketing Department by an independent contractor with experience in school settings. The review will look at the resourcing, functions and strengths of the Department, identify gaps and provide a written report with observations and recommendations across the various functions of the Department. The report should be available for the June Board meetings. Initially the review will be focused within the Department and its current practices. It may be extended to obtain stakeholder feedback at a later date. It was suggested that Josie Keucke and Vanessa Parker could be involved, along with both Board Chairs.

8. REPORTS

8.1 Health and Safety

There was no written report. The Commercial Manager noted that there were no incidents to report.

8.2 Finance

The Financial report for the month of March 2023 was taken as read. The Finance Committee meeting had taken place earlier in the day so no minutes were available yet. The Commercial Manager spoke to the report:

- Variations from budget for the month to date are mainly due to timing.
- Actual profit for YTD is \$255k, against budget of \$157k. Most of this is attributed to donations paid in advance, which will plateau over the month.
- Debtors is sitting at 91% collection, better than at the same time last year.
- Photocopying costs are a concern. A print-out will identify the areas where a reduction is needed.

There was discussion around debtors and how to address ongoing non-payment. Vanessa will draft a letter to be sent from the Chairs. Anne offered to follow up the letters with a phone call.

Moved: That:

(1) the March 2023 Finance Report be received and adopted;
Vanessa Parker / Josie Keucke : CARRIED

(2) the March 2023 Edpay Report witnessed by the Principal and Commercial Manager be adopted.
Raewyn McPhillips : CARRIED

Anne asked how often the two Finance Committees meet together. Combined meetings are currently scheduled quarterly. She expressed concern about having separate meetings, which led to difficulties in the past when the two committees did not work together. Separate meetings also create additional work and doubling up for Finance staff. The Finance Committees will discuss this and report back to the next meeting.

Hamish Bell left the meeting during this discussion.

8.3 Student Representative Report

There was no written report from the Student Representative as the period covered included school holidays.

MEETING ADMINISTRATION

9.1 Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 29 March 2023 were received.

Moved: That the Minutes of the School Board Meeting held on 29 March 2023 be accepted as a true and correct record of the meeting.

Brigham Nordstrom / Josie Keucke : CARRIED

9.2 Matters Arising:

MEETING DATE	ACTIONS FROM PREVIOUS MEETING	RESPONSIBLE	COMMENT
29 Mar 2023	Boards’ Code of Ethics – Secretary to prepare ‘signature sheet’ for Boards’ Code of Ethics for members’ signature at April Board Meeting.	Secretary	Code of Ethics signature sheet was circulated and signed during the meeting.
	ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT MEETING(S)		
31 May 2023	International Students: Viability feedback & recommendation	Commercial Manager/FCs	
28 June 2023	Communications & Marketing: External review report	Principal	

9.3 Meeting Closure

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

- Sign off Annual Accounts
- Review of Operating Plan


Call for additional items for the next meeting agenda:

Time/date of the next meetings and events:

- Wednesday 31 May 2023 in the Hubbard Meeting Room (the Homestead) – 5.15 pm Combined Boards meeting.
- Saturday 10 June, 9 am to 12 pm – Boards’ strategy meeting (venue TBC)

The meeting closed at 7.07 pm.

Confirmed as a true and correct record:



 Presiding Member, School Board

31/5/23.

 Date