

MINUTES OF THE MEETING OF THE SCHOOL BOARD – WDSG

Held on 29 March 2023, 5.15 pm, Homestead
(A combined meeting with the Proprietor's Board)

PRESENT: Hamish Bell (via Teams), Dr Richard Calderwood (joined the meeting at 5.50 pm), Mary Curran (Principal), Sam Hood (left the meeting at 7.47 pm), Isabella Hussey (Student Representative), Josie Keucke, Dean Anne Mills (chaired the meeting), Brigham Nordstrom, Vanessa Parker, Susi Webb (Staff Representative).

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

APOLOGIES: Raewyn McPhillips, Deborah Nelson.

PRESENTATIONS: The Principal and Leadership team presented to the Board on their individual goals for the year.

Associate Principal Sonja Maree spoke to the Board about the dilemma teachers face about whether or not cell phones may be confiscated from students who use them inappropriately at School. There are conflicting guidelines on the legalities of this. Sonja explained Dio's process, as set out in the Teachers' Handbook, where two warnings are given before the phone is confiscated upon the third misuse, and handed to Student Services for the day. It is expected that SchoolDocs will provide further guidance on the subject once the SchoolDocs portal goes live (expected to be during April).

Rev Stephen Black presented on what it means to be an Anglican Girls School, in both the local and global context. He spoke about the School's Anglican Special Character expressed through values-based behaviour, noting the School's vision, mission, motto and values and how these are integrated into the School's daily operations, to provide holistic education. Rev Stephen spoke of special character under the Education and Training Act and his presentation set out some options for increasing Religious Education at the School: -

- (1) Do nothing
- (2) Explore integration options
 - *Introduce some NCEA credits into our RE programme*
 - *Exploit achievement standards in existing programmes: e.g. 91341 Develop a spatial design through graphics practice - 6 credits - Internal (Designing a holy space)*
- (3) Explore possibility of introducing NCEA Levels 1-3, and the associated risks and benefits

There was some discussion on these options and those present expressed the overall view that there would be great value in exploring option (2) – the integration options – within the current timetable review. This was expected to be easier to achieve and have greater meaning and impact, to help students relate their lived lives with the School's special character and Christian ethos, while at the same time not jeopardising literacy and numeracy.

The Principal and Leadership team responded to questions.

The Chair thanked the Leadership Team for their presentations, and the Leadership Team left the meeting at 6.25 pm.

1. WELCOME:

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

2. REGISTER OF INTERESTS:

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

3. CALL FOR ADDITIONAL AGENDA ITEMS:

No additional agenda items.

4. STRATEGIC:

4.1 Boards' Work Plan

• **April Board Meeting:**

- NCEA, and Junior data, presentation;
- Sports Department Strategy presentation; and
- International Department Strategy presentation.

5. OPERATIONAL:

5.1 Principal's Report

The Principal commented on her report, noting the International update which provided an outline of current international student numbers at Dio by comparison with other local and regional schools, and Dio's plan to grow these numbers. This would be a slow process to grow numbers back to the levels they were at pre-Covid. Dio has done well to retain the number of international students that it has, because many other schools have not retained their international students post-Covid.

The Principal commented on Kokirihiā, the Ministry's plan to remove streaming from schools by 2030 in response to domestic and international evidence of the harm it can do and it having been identified as a key barrier to Māori student achievement. There was some discussion on the potential impacts of this and ways to manage it in terms of both student achievement and communications with the School community going forward.

The Principal provided an update on staffing matters and recruitment currently underway and commented on the progress update to the 2023 Operating Plan as at the end of term 1.

The Principal responded to questions.

6. GENERAL BUSINESS / APPROVALS

6.1 Policy Committee

The minutes of the meeting held on 17 March 2023 were taken as read. The Committee had reviewed the Arts and Cultural Activities Policy this month, and recommended that there be no changes to the policy at this time.

Moved: That the Arts and Cultural Activities Policy is adopted as recommended by the Policy Committee.

Richard Calderwood / Josie Keucke : CARRIED

6.2 EOTC Committee Recommendation – Overseas Travel from 2024

The EOTC Committee met on 22 March 2022 to consider overseas EOTC travel for the School from 2024. Given that circumstances around international travel have normalised and the School is required to begin planning and due diligence for overseas trips one year in advance, the Committee recommends that the Board resolve to support overseas EOTC travel resuming from 2024.

Moved: That the Board resolves to support overseas EOTC travel resuming from 2024.

Richard Calderwood / Susi Webb : CARRIED

6.3 EOTC Committee Recommendation – Terms of Reference

The EOTC Committee considered its Terms of Reference and has recommended that, beyond updating the Board’s nomenclature – replacing “Board of Trustees” with “School Board” throughout, there are no changes to the Terms of Reference at this time.

Moved: That the Board resolves to adopt the EOTC Committee Terms of Reference as recommended by the EOTC Committee.

Susi Webb / Sam Hood : CARRIED

7. REPORTS

7.1 Health and Safety

The Near Miss Register, Accident/Incident Register, and minutes of the 2 March 2023 Health and Safety meeting were taken as read. The Commercial Manager commented on the Registers, noting no near misses recorded in the past month. The Commercial Manager responded to questions.

7.2 Finance

The Financial report for the month of February 2023 was taken as read. The Commercial Manager commented: -

- Financial Report for February 2023 – Actuals YTD are nearly in line with same time last year. Budgets to be loaded in, and will be ready for next month.
- Donations – gross proceeds are ahead of the same time last year, due to 60 families having paid in full in advance, compared to 51 families this time last year. More are expected to pay up in the month ahead.
- Current audit timeline – once the audit process is completed the Accounts need to be signed off by the Board before they are posted online by the deadline of 31 May 2023. Due to timing, this may need to be done in a resolution by email.
- In response to a question, Hamish Bell confirmed that future material variances would be reported on, rather than non-material variances.
- The Committee had reviewed its Terms of Reference and recommends the Board adopt these with no changes, other than the Board’s nomenclature – “Board of Trustees” replaced with “School Board” throughout.

Moved: That:

- (1) the February 2023 Finance Report is received and adopted;
Hamish Bell / Vanessa Parker : CARRIED
- (2) the February 2023 Edpay Report witnessed by the Principal and Commercial Manager is adopted; and
Vanessa Parker / Mary Curran : CARRIED
- (3) the Board adopts the Finance Committee's Terms of Reference as recommended by the Committee.
Mary Curran / Vanessa Parker : CARRIED

7.3 Property Planning Group (PPG)

Jeremy Gibbons commented on the Minutes of 6 March 2023, providing an update on the Cherrington Project, Staff Room seismic report, Whareako and the Property Manager's report, noting that the Property Manager was doing an exceptional job of managing a large workload.

Jeremy presented to the Boards the Updated Masterplan Proposal for the School, and Updated Design Proposal for Cherrington's rebuild, noting how the Masterplan concept focuses on three main themes of:

- interconnected courtyards, with a central courtyard that connects each of the School's zones physically and visually to build upon the existing green environment and soften the urban space;
- key sight lines to promote safety, security and easy wayfinding, and a social environment for students and staff; and
- school character, by maintaining and upgrading significant facades surrounding the entry courtyard and contributing to the School's character.

Added to this it was proposed to reorganise learning areas by grouping STEM subject classrooms to the east, Social Sciences, Languages and Arts to the west and sports to southern area of the School. Jeremy noted that the Plan incorporated a range of individual projects which promoted all aspects of the School, including Special Character, history, tradition, teaching and learning, wellbeing and the possibility of future expansion. Jeremy noted that whilst the final position and/or use of some individual buildings was still being refined/discussed, the underlying themes for the Masterplan are well supported and should be used in further development of individual projects. As an example, consultation with local Iwi had revealed that the preferred location of the Whareako was at the location of the current Staff Room (old Dining Room), which differs from the location shown on the current Masterplan layout. Once final building locations (and uses) are agreed, then the relevant drawings in the Masterplan can/will be updated.

There was some discussion on the Staff Room and the options around the future purpose of that space. Jeremy indicated that the emerging view is that the best option is for the Old Dining Hall to be demolished and the valuable real estate (footprint) be repurposed with a new building that is best aligned with the Masterplan themes – most likely being the site of a new Whareako. Feedback was requested from Board Members with no negative feedback being received.

Jeremy also noted that there were mixed views on whether the Wellbeing Centre should be relocated to the new Cherrington building. This idea had been suggested as being an ideal

opportunity to centralise those services with complete wrap-around support from associated services (such as Chaplain and Dean services, etc). However, alternative views are that the independence (or “isolation”) of the Wellbeing Centre is positive in that those girls seeking services may prefer the discreteness (or confidentiality) of being away from other staff and away from the Main Entry to the school. IN addition, the existing buildings are fairly modern (only 7-years old), were purpose-built and are well set-up, and any relocation will come at considerable cost. Jeremy indicated that his (personal) view was a preference to retain the existing Wellness Centre and reutilise the space allocated in the Cherrington design for a staff room (or similar). Jeremy also indicated the informal feedback from the PB Finance committee was that they couldn’t see the additional expense of the relocation as providing good value for money within an already financially challenged development project. Feedback was requested from Board Members with no specific views being received - other than agreement/acknowledgement of the additional financial constraints that a relocation would impose.

Jeremy spoke to the Updated Design Proposal for the Cherrington rebuild, noting how the general design themes aligned with Masterplan in terms of sight lines, the arrangement and shape of courtyards, and harmony between the old and the new. Jeremy commented on the engineering challenges and expense of retaining the façade, and that the best option was determined to be retaining the central port of the façade. There was some discussion on the floorplan and the use of various spaces within Cherrington noting that certain spaces, such as the board room (and current Wellness space), will likely need to be reviewed to optimise size/space, enable multiple uses, and/or be adapted to accommodate staff room (as per comments above). Jeremy noted the magnitude of the project is significant and early feedback from the Finance committee is that the works are likely to be deemed unaffordable (if funded purely through bank loan provisions), so external funding/fundraising and/or staging of the works may be necessary in order to progress the project. The Property Planning Group and Proprietor’s Board were working to understand the viability of the project as proposed and updates would be provided to the boards regularly.

Jeremy and Dean Herrmann responded to questions.

7.4 Student Representative Report

Isabella spoke to her report, commenting on results of tournament week so far, and the Year 9 camp, which had been an enjoyable and positive experience.

8. MEETING ADMINISTRATION

8.1 Minutes of the Previous Meeting

The Minutes of the School Board Meeting held on 22 February 2023 were received.

Moved: That the Minutes of the School Board Meeting held on 22 February 2023 are accepted as a true and correct record of the meeting.

Josie Keucke / Mary Curran : CARRIED

8.2 Matters Arising:

MEETING DATE	ACTIONS TO BE UNDERTAKEN BEFORE THE NEXT 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	

8.3 Meeting Closure

Call for additional items for the next meeting agenda:

Time/date of the next meetings and events:

- Meeting: Wednesday 26 April 2023 in the Hubbard Meeting Room (the Homestead) – time TBC.

The meeting closed at 8.10 pm.

Confirmed as a true and correct record:

Mills
Presiding Member, School Board

31/5/23
Date