

Minutes of a meeting of the St Peter's College School Board held in the Principal's Office, St Peter's College, Gore on Wednesday 22 November 2023 commencing at 6.00pm

1. Administration

Present: T Quinney (Principal) (via zoom), A McGarry, R Mitchell (Presiding Member), V Sharp, A Stevenson, S Sanson, C Macleod and C Sayer

In attendance: N Hornsey (LSM), J Henry (Secretary),

1.2 Apologies: Fr J Lalaguna, C Scanlan

C Macleod/A McGarry
Carried

Reflection

Adele McGarry offered a prayer of reflection.

1.3 Declaration of Interests

C Macleod declared that as of 1st December her new employment would be Hokonui Locality Manager.

2. Strategic Decisions

2.1 Strategic Plan Update

The draft plan was emailed to staff on Monday 20th November. After the plan is finalised and adopted this will be shared with the community.

2.2 Uniform Survey

Julie talked to the board about a couple of options for an optional jersey to be added to the school uniform.

After discussion, it was decided stick with the colour black and to show the options to the students via a questionnaire.

3. Monitoring

3.1 Principal's Report

With the roll decrease the school loses 4 MU's and 2 MMA's, a Board approved Recruitment, retention and responsibility (3R) payment would ensure that none of the fixed term dean positions would be affected. If not approved, after exhausting all other fixed term MU's the only other solution would be to have one dean at the year 12 and 13 years as these levels have the least number of students.

The Board decided to provisionally add \$5000 to the 2024 budget to cover 1MU.

The Board previously agreed to support the request from the PTFA for financial help towards the refurbishment of the Susan Horrell Courts. This was to come from the boards surplus funds, not from the Ops Grant. The PTFA would like to know if the board would support this project with a minimum of \$50k and a maximum of \$100K. This will enable the PTFA to make an application to the Diocese and MoE to help fund the Susan Horrell courts refurbishment.

Ather some discussion, the board agreed to contribute \$50K towards this project.

V Sharp/C Sayer
Carried – 1 against

Mrs Jo Carter has requested a term one extension to her parental leave and Mrs Laura Thomas has requested maternity leave from the beginning of term two next year for 12 months. The board approved both requests and letters will be sent to them from the Board agreeing to these.

No comments were made about the Diocese Attestation report and proprietor's representatives, C Sayer and A Stevenson agreed to write a brief annual report to the Bishop. The report should be emailed to the principal for uploading by the 30th of November.

A question was asked about the number of students leaving at the end of the year. The principal reported that the 23 Year 12 students leaving either have work/apprenticeships or studying. The 12 Year 8 students leaving were expected with most going to boarding school because of sport or family traditions.

The Tiny Forest proposal was discussed, and the board agreed to fund up to \$5000.00 for Option A, however if the grant from Fonterra is declined this can be looked at again. C Sayer advised she would be able to provide a chipper from her employment.

A McGarry/C Sayer
Carried

EOTC Vietnam trip – Solutions & Services is to be asked to provide a summary why they recommend the board accepts responsibility for all costs and what would be the interrelationship with insurance cover.

3.2 Finance Report

- Donations – It was agreed that the discussion about the donation comparisons be carried over to next meeting. The school can't opt into the donations scheme until July 2024 for the 2025 year.
- The school's equity index number is 436 and Tara will upload the ministry document explaining this for the next meeting.
- Nicola has been reminded by the ministry that her fees must be publicly disclosed at each meeting so is Nicola is going to work with Brian/Paula to work out how a monthly schedule of payments to be presented at each meeting.

3.3 Special Character Report

- This report was taken as read.
- C Sayer commented that the Leavers Mass was lovely, and the students were very well behaved.

3.4 Pastoral Report

- Comment was made that the attendance rates are looking positive and that the lunch time activities seem to be well received.
- Concern about the disrespectful behaviour of students, hoping that this can be addressed next year.

3.5 Teaching and Learning Report

- Literacy looking good.
- Disappointed that B Ryan wrote in her report that \$25k had been approved for PLD funding for 2024 when this has not been approved at all. It was clarified that the \$25k is a budget request and up for approval at the next board meeting.
- Tara to look at the costing of having Joseph Driessen come down for a parent session.
- Concern about some students not achieving Level 1 or Level 2. S Sanson explained that there were already things put in place to help these Level 1 students achieve Level 2 over 2 years and that the same would apply to the Level 2 students.
- There needs to be clearer targets and reporting to be in strategic plan and annual plan. Summary of external results. Principal's Nominee can prepare a report once results are in. The principal advised that a report will be sent to all parents at the end of this year with the overall grades for each student.

For next year the board would like this to be sent twice a year. (mid and end year progress and achievement reports).

3.6 Property Report

As per principal's report

3.7 EOTC

Incident reports: First Aid kits will be upgraded to include items designed to assist with burns.

3.8 Kahui Ako – as per Principal's report

3.9 PTFA Report – no report this meeting

3.10 Rosmini House Report

Good to see a marketing plan in place for the beginning of 2024. They will be with the school at the Southern Field Days and the Wanaka Show in 2024.

3.11 LSM report

4. Policy Review

4.1 SchoolDocs is ready to be signed off. This will be done before the next meeting so it can then be formally adopted.

5. Administration

5.1 Confirmation of minutes held on 13 September 2023

Harrison Tew, Tara to investigate if there are other companies and if so to get a quote.

Resolved: to approve the Minutes as a true and correct record to the meeting held on 13 September 2023

R Mitchell/A Stevenson
Carried

5.2 Correspondence

Resolved: to receive the inwards correspondence and endorse the outwards correspondence

R Mitchell/A McGarry
Carried

The board acknowledged receipt of the letter from L Sanson requesting that Certified Therapy Dogs be allowed at St Peter's College. There is a SchoolDocs policy to allow this. After some discussion it was decided that there could be a trial for 1 term to see if this is effective and can then be reported back to the board at the end of term 1 2024.

There will need to be some education for staff around qualified therapy dogs.

The board would like to congratulate L Sanson on her well thought through and logical proposal.

5.3 Proprietor's Representative Vacancy

Claire McAlinden has been approached to consider this role. C Sayer will invite her to the next meeting to observe.

5.4 Election Update

The election for a new parent representative is under way. Voting closes at 4pm on Friday 8th December.

Julie will count votes over the weekend of 9th/10th December. A winner can not be declared until 7 days later because of the possible votes coming in via mail, therefore Julie will email Ruth and Nicola on 15th December with the new representative's name.

Once both Proprietor's and Parent Representatives have been named an induction can be held and they can be signed up for NZSTA webinars.

5.5 Special Character

Talked about slides at Strategic Plan meeting.

5.6 Health & Safety

Safe 365 – no record of statistics and these are usually reported to see the trends changing. Tara will make a table to show these trends.

Great that everyone is reporting everything in Safe 365.

6. Identify agenda items for next meeting

6.1 Upcoming training

None this meeting

6.2 Confirm meeting dates

Strategic meeting 4th December. Next board meeting 13th December.

6.3 Agenda items

7. Meeting closure

7.1 Comments on meeting procedures and outcomes

7.2 Preparation for next meeting

This meeting closed at 8.00pm.

Motion: The board excludes the public under section 48 of the Local Government Official Information and Meetings Act 1987, for reasons of 'confidentiality and the privacy of individuals.' Time: 8.00pm

R Mitchell/
Carried

Signed as a true and correct record:

.....
Presiding Member

.....
Date

ACTION LIST

Action	Person/s Responsible	Date Due
Questionnaire re proposed school jersey be circulated to all students	Julie Henry	
Contact PTFA with more fundraising ideas	Catherine Sayer	
Report for Diocese to go with Attestation	A Stevenson/C Sayer	30 November
Contact Brian re EOTC	Tara	
Monthly schedule of payments	Nicola Hornsey	
Joseph Driessen parent evening	Tara Quinney	
First Aid kits upgraded	Julie Henry	
Investigate if there are other Emergency Management Specialists	Tara Quinney	
Health & Safety Webinar Information Report from Learning Library	Ruth Mitchell	