

**Minutes of a meeting of the St Peter's College School Board held in the Principal's Office on  
Wednesday 13 December 2023.**

**Present:** Ruth Mitchell (Presiding Member), Adele McGarry, Ceri Macleod, Fr Jaimie Lalaguna, Aaron Stevenson, Tara Quinney (Principal), Vince Sharp (via Zoom) and Sam Sanson.

**In attendance:** Nicola Hornsey (LSM) and John Hogue (Visitor)

**Apologies:** Courtney Scanlan and Catherine Sayer

S Sanson/C Macleod

**Carried**

The meeting commenced at 6.00pm with a prayer led by Fr Jaimie.

**Declarations of Interest:** No updates

**Strategic Plan**

The Board expressed its appreciation for the guidance provided by John Goulstone from NZSTA. It was agreed that the discussion be focused on identifying the overarching goals for 2024 and 2025 which should be goals that drive improvements for student outcomes rather than business as usual.

The board reflected on all the feedback from students, parents and staff that had been received over the last year.

**Resolved:** To adopt Option A, being the three goals originally drafted with NZSTA's support with some minor word changes.

R Mitchell/A Stevenson

**Carried**

**Draft Budget for 2024**

The Board expressed its appreciation for the work done by the Finance Team to get the draft Budget prepared in time for the meeting.

Discussion was held regarding assumptions – roll likely to be lower for 2024 (401 plus 6 international students) than 2023 (440 plus 7 international students) so a conservative approach has been taken regarding the income projection. The 1 March 2024 roll return will allow the income to be more accurately forecasted.

One teacher is being budgeted as being paid out of the Operations Grant with an estimated annual cost of \$80,000.00. Concern was expressed by the LSM that this had not been brought to the Board's attention by the Principal and conflicted with the previous advice from the Principal that the school was going to be staffed within its 2024 entitlement and that the reduction in staffing entitlement had been addressed by attrition and the ending of fixed term agreements. The Principal advised that if this was to be removed from the budget, a CAPNA process would need to be commenced. The LSM noted that such a process would usually commenced much earlier and that the Board accordingly had little option but to keep this item in the budget.

The Principal suggested that the Board would benefit from further financial training.

**Resolved:** That the Draft Operational Budget for 2024 as submitted to the meeting, be adopted.

V Sharp/S Sanson

**Carried**

### **Financial Transaction Report**

This new report will continue as part of the Board meeting papers with any unusual or significant transactions to be highlighted by management.

### **SchoolDocs**

The Board thanked the Principal for the work done by her and her team to complete the setting up phase of the change to this new policy suite. Students, Staff, Parents and the public will be able to access to the full policy suite via the school website and the SchoolDocs website.

**Resolved:** To adopt the SchoolDocs suite of policies and procedures.

R Mitchell/A McGarry

**Carried**

### **Minutes of Meeting of 22 November 2023**

**Resolved:** To confirm the Minutes as a true and correct record of the meeting.

R Mitchell/A McGarry

**Carried**

### **Review of Action List**

- Vietnam Trip – Tara to follow up response to insurance question with Solutions and Services
- Diocese has been notified that College has over 5% non-preference students. No risk identified.
- Student End of Year Reports can be accessed via link in latest Newsletter – some entries missing – Principal advised that this was a start to achievement and progress reporting being accessible to students and parents at any time of the year. It was noted that the Reporting to Parents Policy would be reviewed in Term I, 2024.
- Joseph Driessen was booked for Monday 18 March 2024 and would speak to parents about Boys Behaviour and Learning. Evening to be promoted.
- Meeting Dates for 2024 – LSM to circulate dates for 2024 based on one a month during the term, Wednesday evenings best.
- Harrison Tew – The Principal reported that representatives had visited the school and were preparing a proposal.

### **Correspondence**

**Resolved:** That the outwards correspondence be endorsed.

A Stevenson/A McGarry

**Carried**

## General

The Principal advised that the Year 13 Retreat would be based at the school and EOTC planning was underway for this event to be held on 7 February 2024.

## Board Election

The Presiding Member reported that voting has closed and the results will be announced on 15 December 2023.

John Hogue was thanked for his interest in the Board's work and left the meeting at 7.40pm.

**Resolved:** At 7.40pm to move to exclude the public from the meeting in order to protect the privacy of individuals.

R Michelle/C Macleod

**Carried**

The meeting moved back into the public at 9.07 pm.

## Farewell to Fr Jaimie

On behalf of the Board, the Presiding member thanked Father Jaimie for his service and contribution to the Board, the Gore Parish and the wider Gore community and presented him with a gift basket. Fr Jaimie thanked the Board for the gift and wished the Board well for the future.

Meeting Closed at 9.10pm.

---

Signed as a true and correct record:

Date:

-----

-----

Presiding Member

## ACTION LIST

Action	Person Responsible	Date Due
End of Year Board Message <ul style="list-style-type: none"><li>- Strategic Goals</li><li>- School Docs</li><li>- Reports on Student Achievement</li><li>- Election Results</li></ul>	Ruth Mitchell	22 December 2023
Promote Joseph Driessen Evening	Principal/Presiding Member Newsletter and Board Updates	Ongoing
Financial Transaction Report - Highlight items of note	Principal	Ongoing
Vietnam Trip Question	Principal	February 2024 Meeting
2024 Meeting Dates	LSM	30 January 2024
Harrison Tew Proposal	Principal	February 2024 Meeting

