

Minutes of a meeting of the St Peter's College School Board held in the Principal's Office, St Peter's College, Gore on Thursday 13 September 2023 commencing at 6.00pm

1. Administration

Present: T Quinney (Principal), A McGarry, R Mitchell (Presiding Member), V Sharp (via video link 6pm to 7pm), Fr J Lalaguna, A Stevenson, S Sanson, C Macleod and C Sayer

In attendance: N Hornsey (LSM), J Henry (Secretary), C Murphy PGC (7.20-8pm via zoom)

1.2 Apologies: J Mackereth

S Sanson/A McGarry
Carried

Reflection

Fr Jaime Lalaguna offered a prayer of reflection.

1.3 Resignation – Martin Mackereth

Resolved to accept the resignation of Martin Mackereth from the School Board.

A Stevenson/S Sanson
Carried

1.4 Declaration of Interests – no change.

1.5 Principal's Professional Growth Cycle

Chris Murphy talked to the board via zoom-link to explain what and how the Professional Growth Cycle works for Principals.

He was very informative and provided the board with the understanding of how this works for Tara. He will also provide a copy of his slide show for the board.

2. Strategic Decisions

2.1 Student Survey Results

The board discussed the results of the student survey. Seemed to be a theme of belonging and being accepted. Issues around (perceived) bullying is concerning. Need to try and come up with a way of encouraging students to see the guidance counsellor.

We have outside speakers come in to speak to students every year. (Travellers programme and John Parsons).

Students don't want to be 'a nark' – they need to be encouraged to try and be upstander not a bystander. Possibly get senior students to work with younger students to break down barriers in whanau time to bring students together. Younger students may then have a peer to talk to if uncomfortable talking to an adult.

The survey is an improvement on last year's external pastoral review. Things we have put in place, like whanau time, Deans moving with the students has helped immensely.

2.2 Planning for 2024-2025

John from STA – governance support – is keen to work with the board. Thinks the board should start consulting the community now (Students, Staff, Parents, Whanau, Parish and St Mary's community). He wants the board to use positive leading questions:

1. What do you value about the education provided at St Peter's College?
2. What aspirations do you hold for your child/ren, students of St Peter's College?
3. What future opportunities do you see for St Peter's College that will enhance student engagement and achievement?

Possible ways to get the survey out are: Questionnaire, group meetings and manu whenua.

Phase One: asking the questions, responses publicly displayed.

Phase Two: STA will work with board and turn into a draft plan in early November.

Once developed, draft plan goes back to community, then final plan adopted in December.

2.3 **Budget for 2024** – currently being worked on by Tara and Paula.

2.4 **Uniform Survey**

Carried over until next meeting.

3. **Monitoring**

3.1 **Principal's Report**

The new website is up and running – can update ourselves. Can put link to survey on new website.

Courts:

The PTFA have been fundraising for a year to resurface the Susan Horrell courts. In order to help raise the funds Tara proposed using some school funds and advised that to do this we will have to approach Ministry and Diocese to ask their permission. The courts will be a community project, will have multi courts and will be available to everyone to use. Tara reported the PTFA are doing a fantastic job with their fundraising and will not be offended if this request is not successful as they don't want to take anything away from students.

Tiger Turf – maintenance, first 3 years covered then \$3000 per annum after that which can come from repairs and maintenance budget.

Security cameras will be extended to cover the new courts.

Suggested trying to get grant from Transpower and/or Mercury Energy. Also possible asking for sponsorship from businesses.

The Board is supportive of the project and will consider approving up to \$100,000 from the 2024 Budget once final project figures have been presented to the board.

Maths:

Tara explained how Literacy and Numeracy must be passed by the end of Y13, however we are striving under the new curriculum to have them pass this by the end of Y10. There will always be an opportunity up to Y13 to pass this. There will be 12 opportunities over a student's school life to pass this, the pilot schools are struggling with the exams.

The board discussed the upcoming changes to the national curriculum and understands that numeracy and literacy needs to be taught in every curriculum area in every year level and that all staff need to be trained to in how to teach this going forward and this has already started. They just need time and practice.

Students will be monitored and will be guided down the pathway of their choosing without any repercussions with the changing of the national curriculum.

Key Board Decisions:

The board approved the recommendation that funding for the 'Golden Ticket Day' be added to the draft budget for 2024, it was noted that the Golden Ticket Day is a paid discretionary leave award that is granted at the principal's discretion.

The board agreed that Joseph Driessen be bought in for a full teacher only day with all staff at the beginning of 2024. It was recommended by the board that he also hold a parent evening the same night.

The board discussed the Principal's proposal for the PD budget being split to cover general staff PD and then each HELA to have their own budget for specific PD for their individual areas.

John McGlashan College have sent a request to increase their government roll cap. The board have agreed to send a letter to not support this roll increase.

A Stevenson/C Macleod
Carried

Heating and Cooling on C Floor: The board discussed the letter from the staff about the heating and cooling of C floor.

Step 1: A Stevenson to contact Craig at the Diocese regarding this.

Step 2: The board will write to the Diocese showing their concern about this situation.

Harrison Tew (Emergency Planning Specialists) are being contracted to do a review and training on evacuation procedures. Their proposal will be included in the next board meeting papers.

As per the finance report, the Diocese did a recalculation on previous years Furniture and Equipment grants. This resulted in a top up of funding for the Furniture and Equipment Grant. The board approved the increased funding received for furniture and equipment for 2023 to be used to replace existing furniture and new furniture for the refurbished science labs.

T Quinney/C Sayer
Carried

Resolved at 8.30pm - The meeting be extended by up to 1 hour.

R Mitchell/A Mc Garry

3.2 Finance Report

Paula and Tara are currently working on the draft budget for 2024. They will be working with Brian Tong over the holidays.

Donations – Paula will have a comparison report from the last 3 years at the next meeting. The board may need to opt into the governments donations scheme as current donations are lower than budgeted.

3.3 Special Character Report

This report was taken as read.

3.4 Pastoral Report

The board discussed the data around attendance at St Peter's College. One of the graphs in this report showed a spike in Y12 leavers in T4 2022. These students choose to leave at the end of T3 if they have employment and are not sitting NCEA exams.

The board would like to thank Sharon for her analysis in this report.

3.5 Teaching and Learning Report

The board would like a detailed Professional Development information included in this report – What PD has been used, who was on them and the costs.

3.6 Property Report

3.7 EOTC

The board appreciated getting the EOTC reviews after trips taken.

C Macleod declared an interest in the Readers Cup trip.

The board resolved to approve all upcoming trips as listed:

- Year 10 Camp to Borland Lodge
- Duke of Edinburgh Bronze Tramp to Catlins
- North Island Volcanoes Tour
- Readers Cup trip to Auckland

R Mitchell/A Stevenson
Carried

3.8 Kahui Ako – as per Principal's report

3.9 PTFA Report – taken as read

3.10 Rosmini House Report

The Rosmini House board have a new strategic plan in draft form. They are also looking at a plan to visit rural primary schools in the future. They will be with the school at the Southern Field Days and the Wanaka Show in 2024.

3.11 NCEA

We are tracking well with NCEA results. Any student who isn't their parents are contacted and a plan is put in place to help these students achieve.

3.12 Junior Mid-Year Literacy & Numeracy Data

Taken as read.

4. Policy Review

4.1 SchoolDocs reviews for Term 3

We are currently transitioning to SchoolDocs – Our part is complete and SchoolDocs advised everything would be complete in 8-10 weeks.

The board thanked Tara for her time in completing the information for SchoolDocs.

5. Administration

5.1 Confirmation of minutes held on 10 August 2023

Resolved: to approve the Minutes as a true and correct record to the meeting held on 10 August 2023

R Mitchell/A McGarry
Carried

5.2 Correspondence

The board discussed the letter from Chris Gold from ERO and decided that a summary of the report would be prepared alongside the LSM report as it works with the outcomes plan. Tara advised with the new timetable, it will be easier to get key staff together to work together on the ERO outcomes plan.

Diocese Strategic Plan – Consultation with stakeholders. The board discussed the draft strategic plan from the Diocese and would like to thank them for the opportunity to comment.

Resignation from Director of International Students – Lisa Perkins
Lisa will be a hard act to follow – she has been a fantastic face for this role will be missed.

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

A McGarry/S Sanson
Carried

5.3 Proprietor's Representative Vacancy

A letter has been drafted to send to Paul Olsen as requested with key skills and attributes.

5.4 Election Update

The board declared a casual vacancy and to hold an election. The board appointed Julie Henry as returning officer.

R Mitchell/S Sanson
Carried

Student Election to be held on 14 September 2023.

The board would like to thank J Mackereth for his time on the board and his commitment to his role as Student Representative on the board.

5.5 Induction for new members

6. Identify agenda items for next meeting

6.1 Upcoming training

Leadership Webinar Series – some board members have already been registered.
Health & Safety zoom training, Ruth will attend and report to the board.

6.2 Confirm meeting dates

Two board meetings in term 4 plus 2 planning meetings. Dates to be confirmed.

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 9.35pm

Signed as a true and correct record:

D Mitchell
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Presiding Member

22-11-23
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Date

ACTION LIST

Action	Person/s Responsible	Date Due
Final figures from PTFA for Courts upgrade	Tara Quinney	Next meeting
Need to consult with the counsellor (Catherine Baldock) to get ideas on how to change perceptions.	Tara Quinney	November 2023 Before next board meeting
Consult John from STA re date for first planning meeting	Nicola Hornsey	ASAP – need date to plan the next meeting date
Survey needs to be: Emailed out Added to school alerts Link in newsletter Board to be at parent evening 11 th Oct. Paper copies available at school office Ask St Mary's to add to their newsletter and keep copies at their office Email Fr Jaime to take to parish counsel Board members to attend All Saints day mass on 2 nd Nov	Julie Henry	
The board suggested that the builders and fire brigade be informed of where the chemicals are being stored while renovations are being carried out. Tara will send full report to them.	Tara Quinney	Before end of Term 3
Contact Diocese re heating/cooling on C floor	Aaron Stevenson	Next board meeting
Add to newsletter how people can claim their tax donations from IRD.	Julie/Paula	ASAP

Summary of ERO report to be prepared with LSM report	Nicola Hornsey	Next meeting
Thank the Diocese for opportunity to consult on Strategic Plan	Ruth Mitchell	22 September 2023
Thank you to Lisa Perkins	Ruth Mitchell	Next meeting
Letter to Paul Olsen	Ruth Mitchell	ASAP
Card for J Mackereth	Ruth Mitchell	End of Term
Register C Sayer to Leadership Webinar	Julie Henry	ASAP