



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 21st August 2024
at 6:00pm in the School Library

PRESENT: Ruth Mitchell (Acting Presiding Member), Ceri Macleod, Adele McGarry, Cathy Puna, Sam Sanson, Catherine Sayer, Fr Sani Lam, Aaron Stevenson, Tara Quinney (Principal)

ATTENDEES: Nicola Hornsey (LSM), Nikki Hosking (MoE), Nicky Ryan (MoE), Vicky Aitchison (Minute Taker)

1. The meeting opened at 6:00pm with a prayer/reflection led by Fr Sani.

1.1 Apologies

Courtenay Scanlan, John Hogue (Presiding Member)

1.2 Speaking Rights

MOVED: *That the Board approve speaking rights for Nicola Hornsey, Nikki Hosking and Nicky Ryan.*

MOVED: Ruth Mitchell

All in Favour

CARRIED

1.3 Declaration of Interest

Nil

1.4 Ratification of Between Meeting Resolutions

- Appointment of returning officer for election date of 18th September 2024.
- Alternative Education
- EOTC
 - o AIMS Games
 - o Deep Cove
 - o Manu Korero
 - o Ski Camp
 - o Geography Trip

The meeting held a robust discussion regarding EOTC events involving water-related activities. Concerns were raised about the lack of confirmation of students' swimming abilities. Following the discussion, it was agreed that all swimming pool related events had Board approval. For all other water-related activities, a questionnaire will be sent to parents of participating students to determine their swimming capabilities and to obtain parental permission. This will be included in all future EOTC activities moving forward, as a requirement to meet the EOTC Best Practice Guidelines.

MOVED: *That the Board moved EOTC events, as listed above, subject to confirmation of swimming capabilities for all students participating.*

MOVED: Sam Sanson

SECONDED: Tara Quinney

CARRIED (1 abstain)

2. Key Discussions & Decisions

2.1 Alternative Education

Nicola confirmed that she has drafted a letter to be circulated to the Board for feedback. It was proposed that a Teams meeting with representatives from other Boards involved be scheduled to find a solution for 2025 and beyond. As discussed previously it had been agreed that the Board would write to the MoE to terminate the current agreement, with the suggestion that it would be easier for another Board to take over. However, it was agreed to delay this action until after the proposed meeting above was explored.

The meeting also discussed the new accommodation for alternative education, confirming it would not be a shared space but a separate facility. Concerns were raised about community consultation regarding the use of the new building and whether nearby residents had been informed. It was suggested to send a letter to neighbours highlighting the benefits and offering contact for any concerns about potential issues. Tara confirmed that the programme has already started using the space.

Action: N Hornsey to schedule meeting with other schools involved in Alternative Education Contract.

2.2 Mid-Year Student Achievement

Tara Quinney noted that the mid-year report was not ready for circulation and that it would be ready for inclusion at the next Board meeting. The meeting discussed and agreed that the report should be circulated prior to this. Tara confirmed that she would circulate by Friday 20th September 2024.

Action: T Quinney to circulate mid-year report by Friday 20th September.

2.3 Use of PLD Funding

Tara Quinney spoke to the use of PLD funding. The meeting discussed.

3. Monitoring

3.1 Principal's Report

T Quinney spoke to the Principal's Report. The report was taken as read.

- A review of the Rugby Tour will be presented to the Board once feedback has been received from those participating.
- The meeting further discussed EOTC activities, particularly the cross over into H&S. There was a discussion around when and how incidents are reported and reviewed. It was noted that the review of a recent EOTC skiing incident is still pending. The Board emphasised the importance of completing reviews within a reasonable time frame.
- The Board acknowledged the Alternative Education team and their continued work during uncertain times.
- The Board acknowledged Nikki Cunningham's International Report.
- Nikki Hosking provided an update on student attendance, noting discussion with all staff had been held regarding current resources and MoE monitoring. The Term 1 attendance rate was 48%, which although below target reflects a broader trend seen in many schools. Efforts to improve

attendance are ongoing, including the review of coding. Nikki highlighted the importance of engaging with the community to improve attendance and addressed the challenges presented by post-COVID habits. The meeting discussed the need for better communication with families. The Board also considered the potential benefits of conducting surveys with students and families to make school more engaging.

- The provisional roll numbers, effective from 13th September, were discussed, noting changes due to student movement etc It was acknowledged the provisional roll is likely to be tight or lower, given current circumstances.

MOVED: *That the Principal's Report be accepted.*

MOVED: T Quinney **All in Favour**

CARRIED

3.2 Financial Report

The financial report was taken as read.

- The Board discussed the circumstances under which Board approval is required. Nicola Hornsey agreed to review the financial policies in detail to ensure the Board is fully informed of its responsibilities in accordance with SchoolDocs.

Action: N Hornsey to review financial policies.

- Tara confirmed that a quote has been obtained for the equipment proposal. The meeting discussed and agreed that further quotes should be obtained for comparison, prior to everyone approving expenditure. All agreed.

Action: T Quinney to obtain 2 further quotes for the equipment proposal for review.

- After discussion Nicola Hornsey agreed to look at procedures around the school credit card.

Action: N Hornsey to look at procedure regarding the school credit card.

MOVED: *That the Financial Report be accepted.*

MOVED: T Quinney **All in Favour**

CARRIED

3.3 PFTA Report

The Board expressed a desire to see the minutes from the PFTA meetings. Nicola noted that instead of a separate report, the Board would be satisfied with receiving the PFTA minutes and financial statements. It was emphasised that, although the PFTA operates separately, the Board is responsible for overseeing fundraising activities. Moving forward, the Board agreed that increased oversight and transparency was necessary.

MOVED: *That the PFTA Report be accepted.*

MOVED: T Quinney **All in Favour**

CARRIED

4. Public Excluded

The meeting moved into Public Excluded at 7:45 and 8:55pm.

MOVED: *That the meeting move into Public Excluded.*

MOVED: R Mitchell **Second:** Ceri Macleod

CARRIED

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject Reason for passing this resolution Ground(s) under s48 (1) for the passing of this resolution.

General Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Personnel Issues	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA").	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Complaints		
Board Matters		

Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

The meeting moved out of Public Excluded at 8:48 and 9:15pm.

MOVED: *That the meeting move out of Public Excluded.*

MOVED: R Mitchell

ALL IN FAVOUR

CARRIED

5. Policy Development/Review

N Hornsey to speak to SchoolDocs with regards to Term 1 School Docs Review reporting to parents and Term 3 SchoolDocs review.

Action: N Hornsey to speak to SchoolDocs re policy review reporting/reviews.

6. Administration

6.1 Minutes of Previous Board Meeting – Wednesday 19th June 2024

MOVED: *That the Minutes of the meetings held on the 19th June 2024 be adopted as a true and accurate record subject to changes, as discussed.*

MOVED: R Mitchell

Second: C Sayer

CARRIED

6.2 Actions from the Previous Meetings

N Hornsey spoke to the actions from the previous meetings. All actions apart from the following were noted as complete or to be reported on as part of the meeting Agenda.

- Leavers Survey – responses and actions. Nicola Hornsey confirmed that John Hogue has been working with the SLT around the responses and actions following the leavers survey.

- Nicola Hornsey suggested that the Board consider an approval for payment of Board fees covering the first half of the year, specifically for Term 1 and Term 2.

MOVED: *That the Board approve payment of Board fees for Terms 1 and 2.*

MOVED: R Mitchell

Second: C Sayer

CARRIED

6.3 Correspondence

As per circulated as part of the Board papers

7. Agenda Items for Next Meeting

The meeting suggested that Bridget speak briefly to the new curriculum changes at the next Board meeting. To be noted.

There being no further business, the meeting moved back into Public Excluded at 8:55pm (as above).

T Quinney left the meeting at 8:55pm.

The meeting closed with a Karakia/closing prayer at 9:15pm

The next meeting to be held on Wednesday 16th October 2024.

CONFIRMED



21 August 2024

Appendix One**1. Action Points Table**

Action Point	Date	Action	Responsibility	Status
1.	22/5/24	Leavers Survey – Education Counts presentation to be added to the agenda for the next board meeting. T Quinney to provide further breakdown of gender/years. T Quinney to feedback to the Board around an ongoing plan with response/actions around key points. To be added to agenda of next Board meeting.	J Hogue	Work in progress
2.	22/5/24	Staff Wellbeing – Options around tailored support for staff moving forward. Proposal to be presented at the next Board meeting.	J Hogue/N Hornsey	Work in Progress
3.	22/5/24	School Development Plan – Proposal to be presented to the Board regarding a development group/plan for review and feedback at the next Board meeting.	J Hogue	
4.	20/6/24	School Uniforms – process to be brought to the Board meeting in August.	T Quinney/S Sanson	
5.	20/6/24	Reporting Review – J Hogue & T Quinney to discuss review of reporting, tracking and monitoring.	J Hogue/T Quinney	
6.	21/8/24	Alternative Education – Meeting to be scheduled with other schools involved.	N Hornsey	
7.	21/8/24	Mid-Year Report to be circulated by Friday 20 th September.	T Quinney	
8.	21/8/24	Financial Policies to be reviewed	N Hornsey	
9.	21/8/24	Equipment Proposal – 2 further quotes to be obtained.	T Quinney	
10.	21/8/24	School Credit Card – look at procedures.	N Hornsey	
11.	21/8/24	Policy Review/reporting – Nicola to speak to School Docs.	N Hornsey	