

## **Minutes of a meeting of the St Peter's College School Board held on 21 February 2024**

**Meeting commenced at 6.00pm** after a welcome to new members Cathy Puna and John Hogue

A Reflection was led by Catherine Sayer.

**Present:** Ruth Mitchell, Tara Quinney, Ceri MacLeod, Vince Sharp (via Zoom), John Hogue, Aaron Stevenson, Adele McGarry, Catherine Sayer, Sam Sanson and Cathy Puna

**In Attendance:** Nikki Hosking (MOE) and Nicola Hornsey (LSM)

**Apologies:** Father Sani and Courtney Scanlan

R Mitchell/S Sanson

**Carried**

**Resolved:** To grant Speaking Rights to Nikki Hosking and Nicola Hornsey

R Mitchell/A McGarry

**Carried**

### **Election of Presiding Member**

The LSM called for nominations.

John Hogue was nominated by Ruth Mitchell, seconded by Adele McGarry.

There being only one nomination, John Hogue was elected Presiding Member.

John Hogue took the chair.

### **Election of Deputy Presiding Member**

Ruth Mitchell was nominated by C MacLeod, seconded by A Stevenson.

There being only one nomination, Ruth Mitchell was elected Deputy Presiding Member.

### **Acknowledgement of Ruth Mitchell**

Ceri MacLeod acknowledged the work Ruth Mitchell had done as the Presiding member and thanked her on behalf of the Board.

### **Intervention Review**

Nikki Hosking was welcomed to the meeting and began the review discussion by setting out the reasons for the intervention, the requirement for a review to be conducted within twelve months and the options available as a result of the review.

Nicola Hornsey left the meeting at 6.15 pm to enable a free and frank discussion to be had.

Nicola Hornsey returned to the meeting at 7.00pm.

It was indicated that the likely outcome would be that the intervention would continue.

### **Codes of Conduct**

Members were reminded about the new Code of Conduct that was adopted in 2023 and the separate Code of Conduct for Boards of Catholic Schools – both documents are available on Schooldocs.

### **Declarations of Interest**

A McGarry advised that her child was now attending Gore High School.

### **Delegations**

**Resolved:** To confirm the delegation of Board members to a Disciplinary Committee on the same terms as those adopted in 2023.

J Hogue/T Quinney

**Carried**

**Resolved:** To delegate responsibility for the management of the school to the Senior Deputy Principal in the event the Principal is absent for more than two weeks.

T Quinney/J Hogue

**Carried**

**Resolved:** To appoint Adele McGarry as the Board's delegate on the Hostel Board.

R Mitchell/A Stevenson

**Carried**

**Action:** A McGarry to provide a report on the Hostel Board meetings to the School Board, noting that the next meeting would be on 7 March 2024.

### **Ratification of Between Meeting Decisions**

**Resolved:** To ratify the decision to consult with the community on the late start Wednesday proposal and the decision to approve the making of an application to the MOE for permission to close the school on 16 February 2024 for the Waimumu Field Days

R Mitchell/C MacLeod

**Carried**

Tara advised that the Ministry of Education had granted the application for closure and that the school would add an additional day at the end of Term Four to ensure the school was open for instruction for 380 half days in 2024.

### **Proposal to Change length of School Day on a Wednesday**

The Board discussed the 42 responses received, noting a large majority were opposed to a later starting time. The options of approving the shorter day, running it as a pilot or returning to the 8.45 starting time were all discussed.

The value of PLD for staff was acknowledged but had to be balanced with the feedback received about the impact on families and students if the day was shortened. The Board had been placed in an embarrassing position and was now placed in a difficult situation that amounted to pitting staff against parents.

**Note:** Both the Board and the feedback from parents are strongly supportive of PLD for staff and recognize the importance of this.

**Resolved:** In recognition of the feedback from parents and whanau, to return to a starting time of 8.45 am on Wednesdays.

A McGarry/A Stevenson

Opposed: S Sanson

**Carried**

**Action:** T Quinney to share information and refresh consultation on the Wednesday programme, including whanau time.

**Action:** LSM to draft communication to staff and parents in consultation with T Quinney and J Hogue.

### **Strategic Plan**

**Action:** Board Members to review the draft plan once circulated by the LSM with a Zoom meeting to be held prior to 1 March 2024 to enable final discussion and adoption of the Strategic Plan for 2024 and 2025.

### **Principal's Report**

The Report was taken as read. The Principal commented on the roll drop – 44 students have left, in addition to the Year 13s – and said that 3 students had been enrolled that week and the school was fielding enquiries. An estimated 80% of the 44 departing students were non-preference but the school was still, at 18%, over its dispensation allowance of 5%. While a request to increase the amount could be sought, the Principal advised that the Diocese would not invest in buildings for non-preference students. The school currently has 74 students with dispensations.

An invitation was extended to view the new science laboratories after the meeting.

### **Finance**

The estimated end of year result for 2023 is a \$20,000.00 deficit, which is better than expected, given the unanticipated intervention costs.

Income will be down for 2024 as the roll is down.

**Action:** 2024 Budget Approval to be on the Agenda for the next meeting

**Action:** LSM to work with Schooldocs to draft a Credit Card Policy for the next meeting. The Principal and Business Manager are the only two card holders and each card has a limit.

**Action:** Updated donations data to be provided to May meeting so that, if warranted, consultation on entering the MOE Donations Scheme can be carried out before a decision to apply is required in July.

**Action:** Update on progress of all outstanding audits to be an Agenda item for the next meeting.

### **Special Character**

The invitation to attend the Special Mass on Tuesday 27 February was noted and appreciated.

## **Pastoral**

The Principal observed that it had been a settled start to the year and that one benefit of lower student numbers meant that Deans were able to really assist with student relationships. The prevalence of female students in Year 7 was noted.

## **Teaching and Learning**

The Principal confirmed that Joseph Driessen had spent the day with staff and had developed a Pastoral Plan that is to be discussed by the Deans.

**Action:** Pastoral Plan to be presented at the next meeting.

The very comprehensive list of subjects available to Year 12 students at St Peter's was read out by the Principal.

It was observed that the Level 1 NCEA data showed a very low achievement rate for Maori and Pasifica students – just 6 out of 13.

The Principal was asked what happens for them in Year 12 this year. The Principal advised that Haka and PE had been introduced. The Board was also advised that they tended to choose subjects whose teachers they got on with and that for boys, and Maori in particular, the technology subjects – food and materials – were popular choices.

The Principal was also asked what Student Voice had been gathered as relationships are very important for Maori students. The Principal provided an assurance that Student Voice had been gathered and that the school was working with the feedback.

## **Property**

It was observed that a lot of work had been completed over the holidays and that the school buildings were looking good.

Regarding the hall floor, the Principal advised that a decision had yet to be made by the Diocese's insurer regarding the installation of a temporary floor which could be installed by Easter, or waiting for the special flooring to arrive and be installed. The asbestos found was most likely from pollution during the flooding and had been removed. The hall was still closed and PE was still taking place at MLT when it could not take place on the school grounds. The need to have something in place by winter was noted.

## **EOTC**

The motion to run two day trips was withdrawn.

**Action:** Following discussion on the suitability of the accommodation, it was agreed that the Principal would ask the teacher to visit the camping ground and then the Principal would make a recommendation to the Board about its suitability.

**Resolved at 8.00pm:** To extend the meeting by up to one hour

T Quinney/S Sanson

**Action:** A list of planned overnight and high risk events for 2024 to be provided to the Board.

**Action:** The Principal to ensure that all EOTC approvals are with the Board at least two weeks prior to the event.

S Sanson advised that he was awaiting the external Health and safety documentation from the Vietnam Trip provider.

The insurance cover for the Vietnam trip was discussed and approved and the Presiding Member was delegated to sign the document on behalf of the Board.

**Resolved:** To receive the Principal's Report and supporting reports.

T Quinney/J Hogue

**Carried**

### **Policy Reviews**

The LSM outlined the way in which the school community and Board provides feedback on Policies being reviewed now that Schooldocs has been implemented. This will be reiterated to the school community in the Update to follow the Board meeting.

### **Minutes**

**Action:** The Minutes of the meeting of 13 December 2024 are to be confirmed at the next meeting.

### **Board Secretary**

**Action:** The role will be re-advertised and applications encouraged.

### **Correspondence**

**Resolved:** to receive the inwards correspondence.

A Stevenson/S Sanson

**Carried**

**Action:** Letters acknowledging resignations to be sent by LSM.

In response to a question about the impact on student achievement of the Teacher Aide resignation, the Principal advised that as all teachers would be involved in delivering structured literacy and because of budget restraints, she did not recommend the appointment of a replacement Teacher Aide.

### **Induction and Training**

While it was highly desirable for Board members to attend the Catholic Conference, it was accepted that as it was during the working week, it would be difficult for most members to attend.

**Action:** Responses to the invitation to be provided to the Principal.

Induction of new trustees is underway.

**Action:** Fr Sani, J Hogue and C Puna to be registered with NZSTA. R Mitchell to assist.

NZSTA Planning and Reporting Training is available in Gore on 20 March 2024

The Principal provided a link to EOTC Management training.

**Action:** Board Fees – Agenda item for next meeting

**Confirmed Meeting Dates for 2024**

- Tuesday 19 March
- Wednesday 22 May
- Wednesday 19 June
- Wednesday 21 August
- Tuesday 22 October
- Wednesday 20 November
- Wednesday 11 December

**Resolved at 8.40pm:** To exclude the public from the next part of the meeting in order to protect the privacy of individual persons.

C Macleod/R Mitchell

**Carried**

The meeting moved back into public at 8.53pm

**Communications**

The positive media articles from the Waimumu Field Days were noted.

**Action:** LSM to prepare Board Update in consultation with the Principal and Presiding Member

J Hogue closed the meeting with a prayer.

**Meeting Closed at 9.00pm**

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**Confirmed as a true and correct record:**

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Presiding Member

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Date