

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 10 August 2023 commencing at 6.00pm

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

In attendance: N Hornsey (LSM/Minute Taker), B Tong Solutions and Services - 6.00 to 6.30pm)

1. Apologies: Nil

2. Reflection

Sam Sanson offered a prayer of reflection.

3. Mid-Year Budget Review and Audit Update

Brian Tong from Solutions and Services provided an overview of the current financial position, noting the strong working capital and the good work being done to manage the budget. When considering future financial planning, the costs of asset replacement and painting always need to be kept in mind.

There are areas of overspending and underspending but overall, the school is on track to end the year close to the budgeted result, even with the intervention costs. The two key areas where a school can be at risk of significant budget overspending are personnel and property, however these items are well within budget as at mid-year. These risks are identified when accounts come through on a monthly basis.

Brian advised that the budget is not set in stone and that any additional expenditure can be approved by the Board during the year. Performance against budget will be measured against the approved budget but there is always the ability to depart from this should the Board resolve to do so, noting that any property expenditure over \$5,000.00 requires the prior approval of both the Proprietor and the Ministry of Education.

The Board was encouraged to be ready to adopt a draft Budget by the end of the year so that the school can continue operating from 1 January 2024, and to adopt a final budget in March 2024 once the March roll return has been confirmed, this being the main source of income for the school's operations.

The school has been rebuilding reserves from an historic position of having a \$150,000 deficit. The Board is now in a good position to ask what assets need upgrading or replacing, what new assets might be purchased to support teaching and learning and what other initiatives might be introduced to lift student engagement and achievement. Brian encouraged the Board to ask these questions of Learning Area Leads when they presented their Curriculum Area reports to the Board.

Brian will be visiting the school in early October 2023 and has offered to assist with the preparation of the 2024 draft budget. This offer was gratefully received.

Audit

Brian explained the reason for the delay in the audits being completed began in 2017 when the Auditor General deemed The Foundation to be a controlled entity of the School Board as well as the Hostel company and the Hostel Trust. The matter came to the attention of the school's auditors because the hostel had borrowings. The sale of the Hostel Manager's House provided the funds to repay the debt.

This meant that all the entities accounts had to be consolidated with the school's accounts before an audit could be conducted. This required significant additional work and resulted in the delays in the audits being completed.

The Foundation was wound up in 2020 and a new Trust Deed has been made for the hostel that means that for the 2023 financial year onwards, the school's accounts will just be those of the school and the audit process should comply with the Ministry of Education's timeline requirements. The entities have received advice that there will be no tax implications.

Brian assured the Board that the reports being provided are reliable and the closing position of 2022 is unlikely to change following audit.

Ruth thanked Brian very much for attending to answer the Board's questions and provide an overview of the financial position, both historically and for 2023.

4. Board Training Reports

4.1 Changes to NCEA

Five board members attended the NZSTA training in Invercargill. The magnitude of the changes required to be implemented by 2027 and the complexity of initially having to run two separate systems was noted and the board asked what would help staff to achieve this. The answer was time together to plan. Given the impacts of having Teacher Only Days, in service days would be planned and classes covered by relief teachers.

It was noted that the presentation delivered by the SLT on the changes to NCEA earlier in the year had set the scene well for this training. Tara advised that more information evenings were being planned to update parents regarding the various stages of implementation.

The Board requested that the Principal arrange a brief presentation for the Board showing where St Peter's is now and the plan to implement the changes.

4.2 Strategic Planning

V Sharp reported on the webinar he had attended on the changes to Strategic Planning and Reporting noting that the Annual Implementation Plan was to be ready by 1 January each year, the importance of engaging and constructive community consultation before, during and after the planning process (to ensure responses were being interpreted correctly) and to write the plan for the Board and community.

The Toolkit prepared by the Ministry of Education was provided as part of the Board papers.

4.3 Wellbeing for Learning

The Principal, LSM and Presiding Member attended an NZSTA session in Invercargill on the impact of stress on brain development and functionality. Creating an environment where students were able to learn without being in a state of stress was a key message delivered by the presenters.

5. LSM Report

Intervention progress interviews have now been held with all Board members. Progress on making improvements to the more mechanical aspects of governance has been made.

The damage to the reputation of the school was the chief concern expressed.

The key focus of the intervention remains on the goal to develop and maintain professional working relationships.

A formal Intervention Update Report is due to be provided to the school community and media.

6. Principal's Report

The report was taken as read and recommendations for discussion were made by the Principal.

6.1 Code of Conduct

Resolved: to adopt the Code of Conduct for Catholic State Integrated School Boards.

M Mackereth/A Stevenson

Carried

6.2 Education Outside the Classroom

The Board discussed the amount of information to be provided for each event, the timing of requests for approval and the level of approval required for different types of events. It was noted that the Board was provided with the information for the Bishop's Shield event as it can involve overnight trips when St Peter's is not hosting.

Recommendations to make the approval process smoother were made, including reminders of when approvals were required if they fell outside scheduled Board meetings, copying all board members into all emails so there was full visibility of questions, responses and votes, and the need to keep communications respectful and professional.

Sam Sanson advised that all EOTC trips were reviewed afterwards so that improvements and changes could be made if required. The Board asked that these reports be provided to them so that they could monitor any recommended changes to risk management, noting that they took their health and safety obligations very seriously.

The Board was reminded that the organising and documentation for events required a significant amount of work from staff and that it was the students who were the beneficiaries of all the various events and sports trips that staff organized and supervised.

The Board recognized the importance of EOTC and emphasized their support for such activities, noting that their role was to assess the risks, the risk management strategies put in place and to take overall responsibility for the health and safety of students, especially given the tragedy that had occurred on another school's trip earlier this year.

The Board recorded its appreciation for all the work staff did to enable students to enjoy such great EOTC experiences.

Resolved: to ratify the approvals for the Bishop's Shield event and the Portobello Trip.

R Mitchell/C Macleod

Carried

Resolved: to approve planning for the 2024 Rugby Trip to Australia to proceed.

C Sayer/A Stevenson

Carried

Resolved: to approve the SISS Senior Mixed Hockey Tournament Trip.

S Sanson/A Stevenson

Carried

Resolved: to approve the SISS Senior Netball Tournament Trip

M Mackereth/C Macleod

Carried

Resolved: to approve the Under 15 Boys Rugby Tournament Trip

J Mackereth/C Sayer

Carried

Resolved: to approve the Year 12 Geography Field Trip to Mt Cook

A Stevenson/S Sanson

Carried

Resolved: to approve the Year 13 Geography Trip to Queenstown

M Mackereth/J Mackereth

Carried

Resolved: to approve the Year 13 Physical Education Trip to Wanaka

M Mackereth/A Stevenson

Carried

Resolved: to approve the Years 7 and 8 Rugby Festival Trip

C Macleod/M Mackereth

Carried

Resolved: to approve the Deep Cove Trip

A Stevenson/C Sayer

Carried

6.3 Dogs at Work

The results of the staff survey were discussed.

Resolved: To decline the request to permit staff to bring their dogs to school.

Fr Lalaguna/A Stevenson

Carried

6.4 Staff Wellbeing Suggestions

The suggestions and initiatives to improve staff wellbeing made by staff were discussed.

Resolved: The Board will provide a morning tea shout for all staff each term at a cost of \$5,500.00 per annum.

M Mackereth/R Mitchell

Carried

Resolved: To purchase a coffee machine up to the value of \$2,000.00 for the Staffroom.

A Stevenson/A McGarry

Carried

The Board supported the planning for a tiny orchard initiative as part of the Agriculture programme and proposed that up to \$5,000.00 be budgeted for this initiative in 2024.

The Principal is to obtain advice on the suggestions that involve additional entitlements to those negotiated as part of Collective Agreements.

6.5 Education Review Office

The Board noted the update on the recent visit from Christine Gold which is to be discussed in more detail with Christine at the Board meeting on 13 September 2013.

6.6 Employment and Staff Professional Learning and Development

The Principal advised that Lynne Presley has been appointed as the Teacher Aide to support the literacy programmes in Years 9, 10 and 11 and that teachers of Year 10 students had attended all three Zoom sessions with Joseph Driessen on teenage brain development.

The Board supported the Principal's recommendation that further education of this type, for staff and for whanau, be included in the planning for 2024.

6.7 Principal's Professional Growth Cycle

Concern was registered about the statement made about planning which indicated that the principals in this group held a poor opinion of parents.

The role of the PGC was identified as an area the Board would like further information about and Chris Murphy from Evaluation Associates Limited is to be invited to make a brief presentation on the PGC for Principals at the next Board meeting.

6.8 Special Character

The Board complimented the Principal and staff on the successful hosting of the Bishop's Shield competition and the success of the St Peter's College students. Fr Lalaguna passed on the comments from the Church that the clean-up was excellent and that the Church was very happy with how the event had been managed.

The information about the distribution of funds raised by students was well received.

6.9 Pastoral

The Principal advised that Joseph Driessen will be meeting with the SLT and will provide recommendations for developing a Pastoral Plan for Year 10 students. This would be an ongoing plan and behavioural trends would be monitored over time. The Student wellbeing survey results will be considered by the Board at its next meeting.

6.10 Teaching and Learning

Some changes to the reporting were requested to make it more accessible to the Board which was mostly comprised of parents.

6.11 Property

Resolved: to adopt the Principal's recommendation to proceed with requesting approval from the Proprietor and the Ministry of Education for the construction of an extension to the porch over the entrance to the Maths block, the reasons in support of the request to include: the proposal came from the students, protection from the elements was a health and safety consideration, students used the area for changing for sports training as well as when waiting for classes, the Board would be meeting the costs and two supporting quotes had been obtained.

R Mitchell/M Mackereth

Carried

6.12 Hostel

The staffing situation was noted and Board members will promote the opportunities available to work at the hostel.

Resolved: at 8.00pm, to extend the meeting by up to one hour.

R Mitchell/C Macleod

Carried

6.13 SchoolDocs

The Principal advised that there were fifteen sections that needed to be completed and she had completed one - which took five hours. The Board offered to assist but was informed that it was a job for the Principal.

Resolved: to adopt the School Docs model policies for Camera Surveillance and Minimising Physical Restraint.

M Mackereth/A McGarry

Carried

It was agreed that the Privacy Officer and any managers authorized under the Camera Surveillance policy should complete the online course on dealing with the recordings, data and information gathered.

7. Minutes of the Meeting held on 28 June 2023

Resolved: to approve the Minutes as a true and correct record of the meeting held on 28 June 2023

R Mitchell/Fr Lalaguna

Carried

8. Correspondence

The letter from Mr and Mrs Bulleid about uniform and hard technologies was discussed. While the school uniform currently includes a red woolen jersey, red woolen vest and a grey woolen vest, it is understood that the jersey is not worn because of the colour and/or it being a standard school jersey. It was agreed that J Mackereth would survey students about their jersey preferences and A Stevenson will discuss the status of the previously proposed Hard Technology upgrade project with the Proprietor.

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

R Mitchell/A McGarry

Carried

9. Proprietor's Representative Vacancy

Board members were asked to email the LSM with the key skills and attributes they consider would be valuable for the Board. Once collated, a letter will be sent to the Proprietor setting out the desired attributes of any new appointee.

10. Student Representative

The next meeting will be the last for James Mackereth and he was thanked sincerely for the insightful, helpful and diligent contributions he has made to the School Board during his tenure. James will assist with promoting the role to other students and has offered to assist with the induction and mentoring of the new student elected representative. This offer was received with the appreciation of the Board.

Resolved: To appoint Julie Henry as the Returning Officer for the Student Representative election and to set 14 September 2023 as the Election date.

M Mackereth/C Macleod

Carried

Resolved: At 8.23 pm, to exclude the public from the following part of the meeting in order to protect the privacy of natural persons.

R Mitchell/A Stevenson

Carried

The meeting moved out of the public excluded session at 9.00 pm

11. Next Meeting

Wednesday 13 September 2023 at 6.00pm

Christine Gold from ERO and Chris Murphy from Evaluation Associates Limited to attend at the start of the meeting.

Fr Lalaguna to led the reflection.

12. Strategic Planning

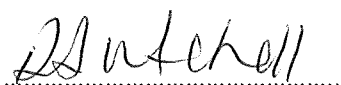
To assist with the consultation and planning process, the LSM will obtain proposals from experienced facilitators and a special meeting will be arranged for **15 November 2023** to focus just on strategic and annual planning so that the Board is in a position to meet the planning timeframes under the Education and Training Act 2020.

13. Board Communications

The Presiding member will circulate a draft Board Update to be included in the 18 August 2023 Newsletter.

The meeting closed at 9.08 pm.

Signed as a true and correct record:


.....

Presiding Member


.....

Date

ACTION LIST

Action	Person/s Responsible	Date Due
Update on current status and plan to implement NCEA changes	Tara Quinney	13 September 2023
EOTC Trip Review Reports	Tara Quinney	13 September 2023
Report on ability to grant entitlements above Collective Agreements	Tara Quinney	13 September 2023
Invite Chris Murphy to present on PGC for principals	Nicola Hornsey	13 September 2023
Review format of Teaching and Learning Report	Tara Quinney/Nicola Hornsey	13 September 2023
Uniform Survey	James Mackereth	13 September 2023
Reply to Mr and Mrs Bulleid	Ruth Mitchell	25 August 2023
Status of Hard Materials Upgrade Project	Aaron Stevenson	13 September 2023
Email Key Attributes for Proprietor's Representative Vacancy to LSM	All	1 September 2023
Letter to Proprietor re vacancy	LSM	2 September 2023

Proposals for Planning Facilitator	LSM	13 September 2023
Board News	Ruth Mitchell	17 August 2023