



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 19th March 2025
at 6:00pm in the Principal's Office

PRESENT: Ceri Macleod (Presiding Member), Ruth Mitchell, John Hogue, Catherine Sayer, Aaron Stevenson, Millie McFadzien, Cathy Puna, Julie Burrows & Kieran Udy (Principal).

ATTENDEES: Nicola Hornsey (LSM), Nikki Hosking and Vicky Aitchison (Minute Taker)

1. The meeting opened at 6:00pm with a prayer led by Kieran Udy and Karakia led by Cathy Puna. Ceri welcomed all to the meeting, thanking the board for placing their trust in her as Presiding Member. A special welcome was made to Julie Burrows as new staff representative on the board.

1.1 Apologies

Adele McGarry & Vince Sharp

1.2 Speaking Rights

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

MOVED: Kieran Udy **SECONDED:** Catherine Sayer

CARRIED

1.3 Declaration of Interest

Nil

1.4 Ratification of Between Meeting Resolutions

MOVED: *That the Board ratified the approvals for the Steward Island EOTC & the Annual Implementation Plan.*

MOVED: Catherine Sayer **SECONDED:** Ruth Mitchell

CARRIED

2. Key Decisions

2.1 Delegations for 2025

The meeting discussed the delegations for 2025 delayed from the February board meeting. All board members to review the draft prior to approval via email. It was noted that delegation was made at the February board meeting to Kieran to manage employment matters.

Action: All board members to review the draft prior to approval via email.

2.2 Board Committees – Terms of Reference

The board discussed the Board Committee's Terms of Reference, circulated via email prior to the meeting. All board members reviewed the document and agreed to adopt the Terms of Reference following discussion, noting that they will be a working document and may be amended as needed through further committee discussions. Julie Burrows will join the Strategic Planning and Appointments Committee.

2.3 Committee Meeting Schedule for 2025

The meeting discussed the frequency of Committee meetings for 2025. Kieran will work with Ceri to finalise, as discussed and circulate the detailed schedule.

Action: Kieran to work with Ceri to finalise the Committee Meeting Schedule for 2025 prior to circulation.

2.4 Board Workplan 2025

The board work plan for 2025 was reviewed by all board members, with no additional changes suggested.

MOVED: *That the Board Work Plan for 2025 be adopted.*

MOVED: Aaron Stevenson

SECONDED: Ceri Macleod

CARRIED

2.5 Intervention Review – Nikki Hosking

Nikki Hosking provided an update on the intervention review. Sign off is pending review and is expected to be finalised shortly. The review shows that two outcomes have been fully addressed while five remain outstanding. These include the support structure for the new principal and ongoing financial challenges with historical issues. A funding proposal for full MoE funding for continuing intervention is in progress.

Financial matters remain a focus, particularly regarding audit requirements, with Hannah (MoE) assigned to work closely with the Auditor. Kieran and Nicola have met and addressed concerns with the Auditor and Hostel Trust Chair about potential delays due to hostel issues.

Overall progress is being made with a focus on embedding current processes and strategy, including shifting communication responsibilities back to the board.

The board acknowledged Nikki's comments and work on the intervention review.

2.6 MoU with Diocese

Kieran spoke to his discussion with Paul Olson regarding the MoU with the Diocese. The Diocese is working on a proposal and awaiting legal advice. The arrangement will include provisions for charging any rates, power etc to the Diocese whilst ensuring the school does not incur any costs. Remains a work in progress.

2.7 Code of Conduct

The board discussed the Code of Conduct for board members of Catholic Integrated Schools. It was noted that the adoption of the Code of Conduct is on an individual basis rather than a group adoption and that all trustees should be familiar with the document. To be tabled at the May board meeting for approval. Paper copies to be made available at the next meeting for signing.

Action: To be tabled for the May board meeting. Paper copies to be made available for signing.

3. Monitoring

3.1 Principal's Report

The principal's report was taken as read. Key updates included:

- Consultation summary document with commentary included in board papers separately (see below). Feedback from the community has been gathered, revealing some common themes that will be addressed throughout 2025. Other areas, which have been set for the year will be reviewed in preparation for 2026.
- The Annual Implementation Plan has been uploaded to the school website as per requirements.

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

MOVED: Aaron Stevenson

SECONDED: Ruth Mitchell

CARRIED

3.2 Consultation Report

Kieran spoke to the Consultation Report. The survey was sent out to students and whanau, with additional questions posed to teaches. Responses have been analysed with meetings with the SLT beginning to address the findings. While curriculum changes cannot be made immediately, work will be done later in the year to prepare for 2026. A letter will be sent to whanau outlining actions that will be taken with similar further surveys to take place throughout the year. The board acknowledged Kieran's work on the survey.

3.3 Pastoral Report

Kieran spoke to the Pastoral Report. The report was taken as read.

- Nothing of significant concern with the main issue highlighted as being student's off-site visits to the dairy; however, the rule has been adjusted to allow Year 12 and 13 students to go there at lunchtime.
- The report emphasised that the students can be proud of their behaviour.

3.4 Special Character Report

Tabled as read.

3.5 Teaching & Learning Report

The teaching and learning report was tabled as read with nothing of significance to report. Julie briefly spoke to the Maths Programme.

3.6 Finance Report

Kieran spoke to the Finance Report. The report was taken as read.

- It was noted that a more accurate picture will be available in May, as current figures have been impacted by timing. It is expected that March should provide a clearer view, but after the audit process it was recommended that a review of the accounting services be undertaken.
- As discussed at the February board meeting the deficit has been significantly impacted by the hostel situation leading to a larger deficit than anticipated. Concerns were noted whether all costs related to the hostel have been presented.
- Nicola noted that additional work completed may raise questions about the accounts and further investigation is expected.
- Kieran provided an update on the audits. The Hostel Chair is working to find as much information as possible to fill any gaps in the records. While school-related information for 2023 is in order, the hostel remains the primary issue.
- Updated costs for the hostel and the inclusion of cyclical maintenance and depreciation in the 2025 Budget contribute to a deficit of \$167k for the year, mostly attributed to the hostel.

- The property report highlighted the need for carpet installation for the gym as the only urgent capital item at this stage. Once the quote has been received it will be emailed for review by the board. Quotes for painting will also be reviewed when available. Any further capital item purchases will be put on hold until further notice.
- Kieran confirmed that the PTFA funding has been refunded as discussed at the previous meeting.
- Minimal amendments have been made to the 2025 draft budget which requires approval by 31st March 2025.

MOVED: *To approve the 2025 Interim Draft Budget as the final approved budget for 2025.*

MOVED: Ceri Macleod

SECONDED: Ruth Mitchell

APPROVED

- Capital Items – noting prioritising carpet. One quote to come, as noted above with the recommendation to obtain a further quote.

Action: Quote for carpeting to be circulated once received for approval. One further quote to be obtained.

MOVED: *To approve the reporting as tabled and discussed above.*

MOVED: Aaron Stevenson

SECONDED: Catherine Sayer

APPROVED

4. POLICIES – Term 1 School Docs Review

The following policies were noted for review for Term 1 with no comments or suggested amendments.

- Health, Safety & Welfare Policy
- Safety Management System
- Risk Management
- Healthcare

Nicola noted that some policies will need to be shared with the community and that a link to SchoolDocs with information on how to access should be included in the newsletter. The complaints/concern policy, with flow chart should also be included.

MOVED: *That the above school policies be accepted, without amendment.*

MOVED: Catherine Sayer

SECONDED: Kieran Udy

APPROVED

It was noted that the Policy Committee will handle policy review moving forward, reporting any recommendations to the board.

5. Administration

5.1 Minutes of Previous Board Meetings – Wednesday 11th December & Wednesday 19th February 2025

MOVED: *That the Minutes of the meetings held on the 11th December 2024 & 19th February 2025 be adopted as a true and accurate record, subject to changes, as discussed.*

MOVED: Ceri Macleod

SECONDED: Aaron Stevenson

APPROVED

5.2 Actions from the Previous Meetings

It was confirmed that all outstanding actions have been completed or are in progress.

5.3 Correspondence

As per agenda. It was noted that the letter received from John Ryan needs to go to the Diocese. After discussion it was agreed that the board should acknowledge the letter, noting that it sits outside of the College board's control.

Action: Kieran to draft acknowledgement letter to John Ryan to be sent by the Presiding Member.

5.4 Triennial Elections

The meeting discussed and agreed to the dates for the Triennial election and student election in September as per the recommended national election dates. The student election will be held on 4th September and the triennial election will take place on 10th September.

6. Public Excluded

The meeting moved into Public Excluded at 7:46pm. Nikki Hosking left the meeting at this time.

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

MOVED: Ceri Macleod

ALL IN FAVOUR

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 8:08pm

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

MOVED: Ceri Macleod

ALL IN FAVOUR

CARRIED

The meeting moved back into the General Agenda at 8:08pm

7. General Business

7.1 EOTC Staffing Considerations

The meeting discussed the upcoming Portobello Trip in May 2025 and the staffing requirements, particularly regarding the ratio of male staff with one male student attending. It was suggested that the school be allowed to make staffing recommendations based on the group's composition.

Nicola emphasised the responsibility of Kieran as Principal and questioned whether the board needs to provide unanimous approval in these instances. There was discussion about the need to review the policy to avoid potentially limiting future EOTC activities due to gender-based staffing requirements. The board will need to determine the appetite for risk and support Kieran's decisions.

It was agreed that the topic would be discussed further within the relevant committee, with recommendations to be brought to the board at the next meeting. Ceri also recommended the EOTC webinar.

Action: Policies Committee to discuss staffing requirements further, as above and bring recommendation Back to board.

7.2 Communications

Nothing further. It was noted that Ceri, as Presiding Member would update the community following board meetings with any key decisions.

It was acknowledged that staff morale around the College is much improved, with the retreat being very beneficial. Students are also noticing the difference.

7.3 John Hogue

The board acknowledged John Hogue's final meeting and expressed gratitude for his contributions over the past year. Ceri thanked John for stepping in during challenging times and for his professionalism, dignity and grace in helping guide the board to this point. John's presence will be missed, but it was noted that he will remain connected to the school community.

John expressed his confidence in the board's current position and extended his appreciation to staff for their engagement and support.

There being no further business the meeting closed at 8:25pm with a Karakia.

The next meeting to be held on Wednesday 20th May 2025.

CONFIRMED.....

DATE.....

C. Bullock
21/05/25.

Appendix One

1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	19/02/25	Reporting on results and pass rates to be included in March Meeting.	K Udy	Complete
2.	19/02/25	Quotes for review at the March Meeting – Tree Trimming, Maintenance.	K Udy	Complete
3.	19/02/25	Clarification of December Board Minutes	V Aitchison	Complete
4.	19/02/25	MoU with Diocese to be drafted – update to be provided at the next board meeting.	K Udy	In Progress
5.	19/02/25	Kieran to report to next finance meeting, if quotes have been obtained for maintenance costs. <i>Update 19/03 – quote for carpeting to be circulated once received for approval. One further quote to be obtained.</i>	K Udy	Ongoing
6.	19/03/25	Code of Conduct – to be reviewed by all board members and tabled for the May board meeting. Paper copies to be made available for signing.	K Udy/All	
7.	19/03/25	2025 Delegations – all board members to review prior to approval by email before the May board meeting.	K Udy/All	
8.	19/03/25	Committee Meeting Schedule – Kieran to work with Ceri to finalise the schedule prior to circulation.	K Udy/C Macleod	
9.	19/03/25	Kieran to draft acknowledgement letter to John Ryan to be sent by the PM	K Udy/C Macleod	
10.	19/03/25	EOTC – staffing requirements. Policy Committee to review and bring recommendation to the board in May.	Policy Committee Members	