



**St Peter's College, Gore**  
**Meeting of the School Board**  
**held on Wednesday 20<sup>th</sup> August 2025**  
**at 6:00pm at The Croydon Lodge**

**PRESENT:** Ceri Macleod (Presiding Member), Ruth Mitchell, Aaron Stevenson, Millie McFadzien, Julie Burrows, Adele McGarry, Catherine Sayer

**ATTENDEES:** Nicola Hornsey (LSM), Nikki Hosking (MoE), Nikki Cunningham (International Director) and Vicky Snowsill-Blyde (Minute Taker)

1. The meeting opened at 6pm with a prayer. Ceri welcomed all to the meeting.

**1.1 Apologies**

Vince Sharp, Fr Sani Lam, Cathy Puna

**1.2 Speaking Rights**

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

**MOVED:** Ceri Macleod

**SECONDED:** Kieran Udy

**CARRIED**

**1.3 Declaration of Interest**

Nil

**2. International Student's Recruitment Report**

Nikki Cunningham provided a verbal update on the recent international trip, noting it's timeliness and the warm reception of Kieran as new Principal. Engagements including reconnecting with past students, meeting current and prospective students, and strengthening relationships with agents in Tokyo, Hong Kong and Nagoya.

The Nagoya visit marked the first in-person engagement despite a 20 plus year agreement. A proposal was received to send 10 students in 2026, with shared Catholic values noted. A suggestion was also made for two staff from Nagoya to visit St Peter's College in 2026.

Anticipated impact on enrolments from march 2026, with short-term stays expected. Admissions remain flexible with no fixed deadlines. Recommendation to include a one-page summary in multiple languages and a video in the prospectus to support future recruitment. The meeting acknowledged the report and the trip outcomes.

*Nikki Cunningham left the meeting at 6:25pm.*

### 3. Key Decisions

#### 3.1 Intervention Update

Nicola spoke to her community report, noting that outcomes were very close. Nikki Hosking jointed the meeting to provide a brief update on next steps. Nicola acknowledged Kieran's positive approach to the induction for incoming board members.

#### 3.2 In between meeting decisions

EOTC approvals for Bishop's Shield and Deep Cove were ratified. It was noted that accommodation arrangements for Bishop's Shield were amended, as discussed at the previous meeting, and swimming consent forms were confirmed for Deep Cove.

**MOVED:** *That the EOTC approval for Bishop's Shield be ratified.*

**MOVED:** Ruth Mitchell

**SECONDED:** Adele McGarry

**CARRIED**

**MOVED:** *That the EOTC approval for Deep Cove be ratified.*

**MOVED:** Ceri MacLeod

**SECONDED:** Aaron Stevenson

**CARRIED**

#### 3.3 Review Annual Work Plan

The board noted that the Annual Work Plan has only recently been adopted. It was agreed to defer the review to the next meeting.

### 4. Monitoring

#### 4.1 Principal's Report

The Principal's Report was taken as read.

- Health & Safety – WorkSafe visited following a request from a member of the technology department after the last Health & Safety Committee meeting. A formal report with recommendations is expected with further detail to be provided at the next board meeting.
- The open night was a successful event with strong interest for 2026 enrolments.
- Board induction will be progressed once new members have been confirmed.
- The meeting acknowledged Ruth, Adele and Vince for their service and contribution to the board.

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

**MOVED:** Kieran Udy

**SECONDED:** Julie Burrows

**CARRIED**

#### 4.2 Finance & Property Report

The Finance & Property Report was taken as read.

- Reports are tracking well and remain aligned with the budget.
- One van has failed its WoF; replacement options are being explored and will require board approval.
- Programme property maintenance costs, which should have been covered by the hostel, are currently under review with Brendon (Chair – Hostel Trust).
- The Science lab project has gone out for tender. Initial scoping also underway for an integrated hall and should be finished within 2 years.
- The Finance meeting reviewed and recommended full board approval for the procurement quotes as outlined in the board papers; for desks, robots, coffee machine and router. It was agreed that any left over funds be put towards weights for the gym. The board meeting discussed and approved.

**MOVED:** *That the quotes outlined in the board papers and discussed, as above be approved for the purchase of desks, robots, coffee machine and router.*

**MOVED:** Adele McGarry

**SECONDED:** Aaron Stevenson

**CARRIED**

- The finance committee recommended full Board approval to formally minute the addition of Lisamarie Harvey as a signatory to the ASB account, alongside Paula.

**MOVED:** *That Lisamarie Harvey be added as signatory on the College ASB account.*

**MOVED:** Adele McGarry

**SECONDED:** Catherine Sayer

**CARRIED**

- The finance committee recommended the adoption of the proposed St Peter's College Procedure for Management of Outstanding School Accounts by the full Board.

**MOVED:** *That the St Peter's College Procedure for Management of Outstanding School Accounts be approved.*

**MOVED:** Adele McGarry

**SECONDED:** Aaron Stevenson

**CARRIED**

- The finance committee recommended the adoption of the proposed St Peter's College Procedure for Sports and Tournament Fees by the full Board.

**MOVED:** *That the St Peter's College Procedure for Sports and Tournament Fees be approved.*

**MOVED:** Adele McGarry

**SECONDED:** Aaron Stevenson

**CARRIED**

### **Building Academy Proposal**

The meeting discussed the Building Academy concept and associated costings, which were noted as commercially sensitive. Aaron declared a potential conflict of interest and left the meeting during the discussion.

*Aaron Stevenson left the meeting at 6:50pm.*

Kieran spoke briefly to the proposal, including indicative costings and projections sufficient to cover programme setup and staffing. The concept involves employing a licensed builder and establishing the programme at the rear of the school, with minimal infrastructure costs and no consent requirements confirmed by Council.

The programme would target Years 12-13. Insurance coverage has been confirmed, and employment arrangements would follow existing school models. The Diocese has expressed support, and the proposal is subject to sign-off by the MoE finance team in consideration of integration and LSM status.

Nicola recommended reviewing reserves to assess financial impact prior to MoE engagement. The board moved to support the proposal in principle, with implementation targeted for 2026, subject to MoE and Diocese approval.

**MOVED:** *That the board support the proposal in principle subject to MoE and Diocese approval.*

**MOVED:** Kieran Udy

**SECONDED:** Ceri McLeod

**CARRIED**

*Aaron Stevenson rejoined the meeting at 7:03pm.*

**MOVED:** *That the Finance & Property Report be accepted.*

**MOVED:** Adele McGarry

**Seconded:** Aaron Stevenson

**CARRIED**

### 4.3 Strategy & Appointments Report

Ceri reported on the recent Strategy & Appointments meeting to review feedback from whānau, students, and staff. The responses showed strong consistency, with an overall sense of progress and constructive themes to build on. Some concerns were noted regarding confidence and capability within the teaching cohort, though to a lesser extent than previously observed.

These insights will inform the draft strategic plan, with the first version expected in the coming meetings and finalisation scheduled for November. The Board noted upcoming MoE guidance and legislative changes due in October, which will shape the strategic planning process.

It was agreed that the rich data already gathered provides a strong foundation, and that community perspectives must remain central. The Board supported a pause in finalising the plan to allow time for reflection and to ensure feedback is reported back to the community. It was agreed that Ceri and Keiran collate key themes and prepare a community-facing summary.

**Action:** Ceri and Kieran to collate key themes from survey and prepare a community facing summary.

**MOVED:** *That the Strategy & Appointments Report be accepted.*

**MOVED:** Adele McGarry

**Seconded:** Aaron Stevenson

**CARRIED**

### 4.4 Student Report

Millie gave a brief verbal report noting the success of the Bishop's Shield event and that students are well prepared for upcoming exams. No significant issues were reported.

### 4.5 Junior Progress Report

Julie presented the Junior Progress Report, noting that achievement data for Year 8 students is tracking well, while Year 7 results are comparatively lower but still show encouraging progress. She emphasised that these are two distinct cohorts and that staff are actively reflecting on how to improve both teaching practice and assessment methods.

All staff have recently participated in professional learning and development focused on reading assessment, following Ministry recommendations. Julie expressed confidence that this will strengthen assessment rigour across the junior levels.

Gender data indicates that boys are performing consistently, with no significant disparities. Julie also highlighted the positive impact of increased teaching hours, which have allowed for more targeted practice and support.

The board acknowledged the encouraging progress in structured learning and affirmed the team's data-driven approach. In light of budget tracking, there may be scope to add further support next year, although a deficit budget is still anticipated and some financial risks remain.

The board acknowledged Julie and her team for their continued commitment.

**MOVED:** *That the Junior Progress Report be accepted.*

**MOVED:** Julie Burrows

**Seconded:** Catherine Sayer

**CARRIED**

## 5. POLICIES

### 5.1 Policy Review

The policies were reviewed as outlined in the agenda and included in the board folder.

The Child Protection Policy was noted, with any future issues to be reported to the board via the PE portfolio. The board received assurance that all staff have completed the required online child protection module and provided supporting documentation. The importance of maintaining an up-to-date induction list was discussed, along with encouragement to include police vetting as part of the process.

There was discussion around police vetting for board members. It was noted that while not mandatory, it remains a consideration for best practice.

### 5.2 EOTC Approval

The board reviewed EOTC recommendations as per the agenda.

The board reviewed the proposed DoE Bronze Expedition, noting that approval is subject to the return of all medical consent forms. Two other schools will be joining the expedition. Kieran confirmed that their students will submit the same documentation as St Peter's students, and the College retains responsibility for oversight.

**MOVED:** *EOTC approval for DoE Bronze Expedition, subject to confirmation that all participating students – both internal and external – submit the required forms.*

**MOVED:** Ceri MacLeod

**ALL IN FAVOUR**

**APPROVED**

**MOVED:** *EOTC approval for Yr 13 Geography subject to swimming consent forms being returned.*

**MOVED:** Ceri MacLeod

**ALL IN FAVOUR**

**APPROVED**

**MOVED:** *EOTC approval for Yr 7 and 8 Rugby Tournament subject to police vetting.*

**MOVED:** Ceri MacLeod

**ALL IN FAVOUR**

**APPROVED**

## 6. Administration

### 6.1 Minutes of Previous Board Meetings – Wednesday 23<sup>rd</sup> July 2025

**MOVED:** *That the Minutes of the meetings held on the 23<sup>rd</sup> July 2025 be adopted as a true and accurate record.*

**MOVED:** Julie Burrows

**SECONDED:** Aaron Stevenson

**APPROVED**

### 6.2 Actions from the Previous Meetings

It was confirmed that all outstanding actions have been completed or are in progress (see action list below).

### 6.3 Correspondence

ERO Draft Report noted as received. Kieran to follow up outcomes.

<b>Action:</b> Kieran to follow up ERO outcomes.
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## 7. Public Excluded

The meeting moved into Public Excluded at 6:30pm and 7:27pm.

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

**MOVED:** Ceri MacLeod

**SECONDED:** Kieran Udy

**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 6:42pm and 7:32pm

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

**MOVED:** Ceri Macleod

**SECONDED:** Kieran Udy

**CARRIED**

## 8. General Business

### 8.1 Agenda Items for the next meeting

To be confirmed once new structure has been confirmed.

### 8.2 Communications

- Acknowledge current board structure and signal transition to incoming board.
- Note ERO report; recommendations are being actively addressed.
- Include mid-year achievement data in upcoming newsletter (Julie).

There being no further business the meeting closed at 7:35pm with a Karakia.

The next meeting to be held on Wednesday 22<sup>nd</sup> October 2025.

CONFIRMED.....*Ceri Macleod*.....DATE.....*18/09/25*.....

## Appendix One

### 1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	19/03/25	2025 Delegations – all board members to review prior to approval by email before the May board meeting. <i>20.08.2025 - To be rolled over and completed with the incoming board.</i>	Nicola Hornsey	Roll Over
2.	19/03/25	EOTC – staffing requirements. Policy Committee to review and bring recommendation to the board in May.	Policy Committee Members	Complete
3.	21/05/25	Full uniform review to be completed in 2025	K Udy	In progress
4.	21/06/25	Extracurricular Costs – Policy & Procedure to be drafted for review	K Udy	Complete
5.	21/06/25	Building Academy – draft business model.	K Udy	Complete
7.	23/07/25	ERO review outcomes to be followed up.	K Udy/N Hornsey	
8.	23/07/25	Further information to be circulated to the board by Friday 25 <sup>th</sup> July re Camp Iona.	B Ryan	Complete
9.	23/07/25	Notice re staff/student nominations for board elections to be circulated.	B Ryan	Complete
10.	20/08/25	Ceri and Kieran to collate key themes from survey and prepare a community facing summary.	C Mcleod/K Udy	