



St Peter's College, Gore
Meeting of the School Board
held on Thursday 20th November 2025
at 6:00pm in the Principal's Office

PRESENT: Ceri Macleod (Presiding Member), Aaron Stevenson, Cathy Puna, Catherine Sayer, Julie Burrows, Sr Leona Garchow, Fr Sani Lam, Morgan Greene, Jane Matthews, Kieran Udy (Principal)

ATTENDEES: Vicky Snowsill-Blyde (Minutes)

1. Introduction and Welcome

The meeting opened at 6pm with a prayer. Ceri welcomed all to the meeting noting that the meeting was recorded for minute purposes.

1.1 Apologies

Beth Gray, Millie McFadzien

1.2 Speaking Rights

Nil

1.3 Declaration of Interest

Nil

1.4 Register of Conflicts

Board members were reminded to keep updated.

1.5 Board Code of Conduct

Hard copies of the Board Code of Conduct were circulated to all members, with signatures completed at the meeting.

1.6 Board Photo

To be rolled over.

1.7 BoT Special Character PLD

To be rolled over.

2. Key Decisions

2.1 Schedule of Delegations

The Board discussed the schedule of delegations for the Principal, noting that the current version (from the Limited Statutory Manager) requires revision for next year to include spending limits and other clarifications.

It was agreed that the schedule of delegations be adopted for the remainder of 2025, with a full review to take place at the first meeting of 2026.

MOVED: *That the board adopt the schedule of delegations for the remainder of 2025. To be reviewed in 2026.*

MOVED: Kieran Udy

SECONDED: Morgan Greene

CARRIED

2.2 Te Tiriti o Waitangi Statement

The Board discussed recent government recommendations to remove Te Tiriti o Waitangi obligations from school boards, noting that while the government's position is that this remains a Crown responsibility, many schools view the change as a backward step.

Board members affirmed that the school's commitment to honouring Te Tiriti remains unchanged, with obligations still in law at present and woven through the school's strategic planning and values. The discussion highlighted the importance of continuing to focus on equitable outcomes for all students, particularly Māori, and maintaining a safe environment for children and staff.

It was agreed that the Board will issue a statement to the community confirming that the school will continue to uphold and honour Te Tiriti as part of its ongoing practice.

MOVED: *That the Board notes it's continued commitment to giving effect to Te Tiriti o Waitangi.*

MOVED: Ceri Macleod

SECONDED: Kieran Udy

CARRIED

3. Monitoring

3.1 Principal's Report

Kieran spoke to his report. The report was taken as read.

- No significant Health & Safety issues to report.
- Student and staff wellbeing – no current issues at present; wellbeing survey still to be analysed and reported.
- Careers/Gateway – 21 students graduated from SIT this year; student engagement strong; early paperwork/H&S challenges resolved.
- Property and Finance – overall on track; music/graphic room roof repaired and carpet installation next; trees require review due to size and H&S risks with a proposal to invite Foundation families to plant native replacements if poplars removed.
- Auditor – verbal update received; progress on 2022/23 accounts – expected sign-off with minor changes; 2024/25 accounts should be completed early next year; a second review opinion is estimated to cost in the range of \$3,000–\$4,000. However, if subsequently referred to the Office of the Auditor General, expenses could escalate significantly, as this may necessitate a completely new audit.
- Annual Improvement Plan – leavers mass held successfully; pass rates on track, projected roll steady at 353.
- Prue's 50th Year Event confirmed for 28th March 2026.
- Building programme progressing well; awaiting tree removal in designated area.
- Strategic Plan to be discussed; once approved will be sent to the graphic designer along with the Annual Improvement Plan ready for the beginning of the year.
- Canteen requires window installation; will operate 5 days a week for morning tea and lunch at this stage; food cooked off-site.
- Hostel clean-up underway; unwanted furniture has been donated to local Marae and other organisations/charities.

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

MOVED: Kieran Udy

SECONDED: Morgan Greene

CARRIED

3.2 Careers/Gateway Report

Taken as read.

MOVED: *That the Careers/Gateway Report be accepted.*

MOVED: Kieran Udy

SECONDED: Aaron Stevenson

APPROVED

3.3 Finance/Property Report

The Finance and Property Report was taken as read, with Morgan noting that the school is currently operating at a year-to-date surplus due to lower than expected expenses. The science upgrade is progressing well, with downpipes fixed, and discussion was held around the operations grant and its accounting treatment. Paula was commended for preparing the interim draft budget, which reflects a worst-case scenario but will be revised at the start of 2026 once the March roll and international student numbers are confirmed. The Board adopted the interim draft budget, acknowledging the strong progress made.

MOVED: *That the budget be adopted as an interim draft to be revised at the start of 2026.*

MOVED: Morgan Greene

SECONDED: Julie Burrows

APPROVED

Tree management was discussed as a health and safety issue, with consideration of replacing foundation-planted poplars with natives. Maintenance quotes are awaited for interior work. Capital items were reviewed, with approval given for the purchase of a van and for science lab furniture valued at \$19,000, to be covered by the furniture/equipment grant once received.

MOVED: *To approve the purchase of a van for 2026 and the rest of the capital items dependent on further funding and furniture and equipment grant.*

MOVED: Kieran Udy

SECONDED: Sr Leona Garchow

APPROVED

MOVED: *To approve the quote for the science lab furniture.*

MOVED: Kieran Udy

SECONDED: Aaron Stevenson

APPROVED

3.4 Strategy & Appointments Report

The report was taken as read, with Cathy providing a debrief on the recent reporting process from Heads of Department. Feedback from staff was very positive, and the Board discussed the value of HoD presentations to the full Board in future, with 15 minutes allocated and clearer guidance on content. It was agreed that this would be best scheduled as a designated meeting rather than alongside a regular Board meeting, with a proposal for early Term 2. The draft strategic plan was reviewed and commended, noted as comprehensive, aligned with the three C's, and reflective of community voice. The Board acknowledged Kieran's work on the plan and agreed it is a strong foundation for shaping future direction.

MOVED: *That the board approve the proposed 2026 department reporting format.*

MOVED: Cathy Puna

SECONDED: Morgan Greene

APPROVED

MOVED: *That the draft 2026 Strategic Plan be adopted.*

MOVED: Cathy Puna

SECONDED: Kieran Udy

APPROVED

3.5 Student Rep Report

Nil

3.6 Staff Rep Report

The Staff Report noted that all staff are busy wrapping up top scholar work, with performance and collaboration at the strongest level seen for some time. Staff are actively supporting one another, marking a significant shift from previous siloed working practices to a more collective approach. This change reflects a positive cultural shift in how the team operates together.

3.7 International

Kieran spoke to the International review, noting that the annual review has been completed with the International Director and home-stay coordinator. While there was no evidence of previous reviews, two documents have now been prepared to meet the requirements of the Code for International Students, with a plan in place to address any minor gaps. The review process includes identifying issues, assigning responsibility for resolution, and ensuring good practice reminders are given each term. The Principal is required to submit confirmation annually, and ERO will expect to see the review. The recent overseas trip was noted as valuable in informing the process. All documents are now up to date, have been added to the school website, and can be translated into other languages, providing a useful resource for international students and migrant families.

4. Administration

4.1 Minutes of Previous Board Meetings – Thursday 30th October 2025

MOVED: *That the Minutes of the meetings held on the 30th October 2025 be adopted as a true and accurate record.*

MOVED: Julie Burrows

SECONDED: Aaron Stevenson

APPROVED

4.2 Actions from the Previous Meetings

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

4.3 Correspondence

Nil

4.4 Work & Reporting Plan 2026

A draft plan was included in the Board papers, with no significant changes proposed. It was acknowledged that the plan can be adjusted as needed, and additions can be made throughout the year as required.

MOVED: *That the Work & Reporting Plan be adopted as tabled. To be adjusted as required.*

MOVED: Ceri Macleod

SECONDED: Kieran Udy

APPROVED

4.5 End of Year Function

The Board discussed holding an end-of-year function and agreed that the board will gather at the conclusion of the next Board meeting at the school. This will provide an opportunity to chat, share food, and enjoy a drink together. All members will bring a plate.

5. Public Excluded

The meeting moved into Public Excluded at 7:10pm

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

MOVED: Ceri Macleod

SECONDED: Aaron Stevenson

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 7:15pm.

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

MOVED: Ceri Macleod

SECONDED: Morgan Greene

CARRIED

6. General Business

6.1 Agenda Items for the next meeting

- Schedule of Delegations Review (early 2026).
- HoD presentations (early 2026).
- Van update (early 2026).
- Board Photo.
- Special Character PD.

6.2 Communications

- Statement re Te Tiriti o Waitangi

There being no further business the meeting closed at 7:21pm with a Karakia.

The next meeting to be held on Thursday 4th December 2025.

CONFIRMED.....*C. Macleod*.....DATE *04/12/25*

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>	K Udy	Complete
2.	21/05/25	Full uniform review to be completed in 2025	K Udy	2026
3.	30/10/25	Kieren to compile and circulate alternative dates for Team Building/Strategy Day for early February	K Udy	
4.	30/10/25	Aaron to follow up to request a revised, itemised quote re cyclical maintenance.	A Stevenson	Completed