

**St Peter's College, Gore**  
**Meeting of the School Board**  
**held on Wednesday 21<sup>st</sup> May 2025**  
**at 7:00pm in the Principal's Office**

**PRESENT:** Ceri Macleod (Presiding Member), Ruth Mitchell, Aaron Stevenson, Millie McFadzien, Cathy Puna, Julie Burrows, Adele McGarry, Fr Sani Lam & Kieran Udy (Principal).

**ATTENDEES:** Nicola Hornsey (LSM) and Vicky Aitchison (Minute Taker)

1. The meeting opened at 7pm with a prayer led by Fr Sani Lam and Karakia led by Cathy Puna. Ceri welcomed all to the meeting.

**1.1 Apologies**

Vince Sharp & Catherine Sayer

**1.2 Speaking Rights**

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

**MOVED:** Kieran Udy

**SECONDED:** Ruth Mitchell

**CARRIED**

**1.3 Declaration of Interest**

Nil

**1.4 Ratification of Between Meeting Resolutions**

Nil

**2. Key Decisions**

**2.1 Intervention Update**

Nicola provided an update, noting that there has been no further communication. The school is awaiting the outcome of the ERO report. The Ministry of Education needs assurance that progress is being made, with Kieran's appointment being a key factor. Once the Ministry is satisfied and sees evidence that the ERO recommendations are being addressed, an early review will be requested.

**2.2 Code of Conduct for Catholic Schools**

Confirmed that the Code of Conduct has been read by all present. No discussion was required. The Board unanimously accepted the Code. All members present will sign individually, with absent members to sign at a later date.

### 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.

## 3. Monitoring

### 3.1 Principal's Report

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

- Short-term international students have returned home. Two students interested in returning for a longer-term stay.
- A recent science appointment has withdrawn. Other staffing options are being explored, with possible internal reshuffling as a six-month fixed term appointment is unlikely, but efforts are underway to ensure coverage.
- No major Health & Safety concerns reported. Minor maintenance issues are being addressed by the Property Manager.
- A fire drill was conducted 2<sup>nd</sup> May. Minor issues identified will be addressed. A second drill is planned for Term 3 and 4. A lockdown drill will occur later this term.
- Some Kamar data issues affected the original attendance report, but these have been corrected. Attendance letters have been sent to relevant students and whanau.
- An update on NCEA progress will be provided at the next board meeting. A progress tracking wall has been installed in the staffroom.

*Julie Burrows joined the meeting at 7:17pm.*

- Literacy and numeracy remain a nationwide challenge. A schoolwide strategy is required; further data analysis and tracking are planned.
- Students with ORS, ICS and speech/language funding are being supported. Two new Teacher Aides have been employed. All students have current IEPs. An application is being prepared to shift one student from high to very high needs.
- The school has 41 management units (Mus), 23 middle management allowances (MMAs) and 3 SMAs allocated. Currently using 43 Us, 22 MMAs, and all 3 SMAs. Two Mus are board-funded. The board requested a full breakdown.

<b>Action:</b> Kieran to provide a full break-down of MAs and MMAs.
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- Teacher registration and police vetting is all up to date.
- 25 students are currently on the Gateway programme, 22 on SIT courses and 4 in work experience placements. Health & Safety forms have been updated and are now in use. Students have visited Otago University and Polytechnic with further visits planned.
- Property – Engineers have assessed the hostel dining block. The Diocese is confirming plans for science classroom upgrades. Gym carpet has been ordered. Council and Diocese have also met with staff around future flood protection – further reports expected within 12 months.
- Funds remain tight and the school continues to look at ways to reduce costs. Reduction in TA hours with staffing changes will assist in reducing end of year deficit.
- The Annual Report will be published on time by 31<sup>st</sup> May 2025 and will be uploaded to the school website.
- The board acknowledged and thanked Kieran for his report.

**MOVED:** *That the board accept and approve the Annual Report.*

**MOVED:** Aaron Stevenson

**SECONDED:** Adele McGarry

**CARRIED**

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

**MOVED:** Ceri McLeod

**ALL IN FAVOUR**

**CARRIED**

### **3.2 Finance & Property Report**

The Finance & Property Report was taken as read. Focus on broader direction of the school, including ways to invest in staff and the school environment, as well as strategies for increasing enrolments and improving student retention. It was highlighted that the financial approach is not solely focused on cost-cutting, but also on value-added initiatives. The discussion also included potential future programmes that could be introduced, particularly around technology, once Kieran has capacity.

Kieran gave a brief update on the audit process, which is currently tracking well with no issues identified in relation to the school. Progress is being made with the Hostel Trust and Hostel Co. A more detailed update will be presented at the next meeting.

### **3.3 Special Character Report**

The special character report was taken as read. The committee held a discussion around the Special Character component of the strategic plan for the year. This included ideas on how to engage more effectively with whānau connected to the church or other schools. One focus was on identifying potential barriers for families wanting to enrol their children in a Catholic school and exploring ways the school could offer support to these families.

### **3.4 Strategy & Appointments Report**

The strategy and appointments committee gave a verbal report focusing on two key areas; the annual report and the strategic plan.

Discussion also centred on gathering community voice for the strategic plan. Kieran shared research and examples from other schools' strategic plans, outlining a proposed approach for St Peter's. Three key criteria were identified for community consultation: identifying which groups are being targeted, determining how best to consult with them, and clarifying what information is needed from the consultation.

Common themes are already emerging across different stakeholder groups, particularly around aspirations for students and the school.

### **3.5 Year 7 Baseline Data**

Julie spoke to the Year 7 Baseline Data. Nicola raised a question regarding whether the baseline data matches the data received from students' primary schools. Julie confirmed that it includes both the data from primary schools and her own assessments.

Nicola asked about the alignment between primary and St Peter's, and whether teachers have the opportunity to meet with primary school staff to understand what students have been working on and to collaborate on planning. Julie responded that meetings are held with all contributing schools to support smooth transitions, typically at the end of the year and again in Term 1.

The meeting discussed the importance of these transitions, and the report was acknowledged. It was agreed that the topic would be revisited as part of the upcoming ERO discussions.

#### 4. POLICIES

##### 4.1 – Term 2 School Docs Review

The following policies were noted for review for Term 2.

- Crisis Management Policy
- Disaster Policy
- Emergency Closure Policy
- Emergency Management Policy
- Planning & Preparing for Emergencies Policy

The policy and review committee spoke to the above policies. Confirmed that each policy has been reviewed and discussion held around each of them.

The importance of having a hard copy emergency/crisis response folder was discussed. This would include essential contact numbers, a map of the school with utility locations, and other practical information.

**MOVED:** *That the above school policies be accepted, with the inclusion of "this will be actioned by the presiding member who may delegate to the principal" under planning and responding to the media in the Crisis Management policy.*

**MOVED:** Adele McGarry

**SECONDED:** Ruth Mitchell

**APPROVED**

##### 4.2 EOTC Initial Approval – Vietnam

The documentation for the Vietnam EOTC trip was taken as read. Kieran noted that the proposal was prepared by Brendan on behalf of Sam. The plan includes one member of staff and one parent accompanying the group, with selection criteria for the accompanying parent still to be developed.

The board discussed whether a full financial breakdown should be required, as Brendon has been unable to obtain this information at this stage. No formal decision was reached at this time.

Preliminary approval is sought at this stage to allow deposits to be paid and flights to be booked.

**MOVED:** *EOTC initial approval for the Vietnam trip given by the board. All agreed.*

**MOVED:** Aaron Stevenson

**SECONDED:** Adele McGarry

**APPROVED**

#### 5. Administration

##### 5.1 Minutes of Previous Board Meetings – Wednesday 19<sup>th</sup> March 2025

**MOVED:** *That the Minutes of the meetings held on the 19<sup>th</sup> March 2025 be adopted as a true and accurate record.*

**MOVED:** Aaron Stevenson

**SECONDED:** Ruth Mitchell

**APPROVED**

##### 5.2 Actions from the Previous Meetings

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

##### 5.3 Correspondence

- The board received and discussed a letter received regarding the allowance of a clear nose stud. The letter was noted for its proactive and well-researched nature. The board considered the implications and agreed to revise the policy to permit existing nose studs to be worn if they are transparent/clear.

- The board received and discussed a letter received requesting that girls be permitted to wear the summer uniform shirt in winter. Kieran noted that such correspondence reflects student voice and highlighted the need for a full review of the school uniform, involving broad consultation with the school community and board. The meeting discussed and agreed that girls should be allowed to wear the summer shirt, as requested.

**MOVED:** *That female students be allowed to wear the summer shirt during the winter.*

**MOVED:** Ceri McLeod

**SECONDED:** Julie Burrows

**APPROVED**

**Action:** Full uniform review to be completed in 2025.

**MOVED:** *That funding application be approved, as presented in the board papers.*

**MOVED:** Adele McGarry

**SECONDED:** Aaron Stevenson

**APPROVED**

- Communication re trees – Kieran to follow up.

**Action:** Kieran to follow up correspondence re trees.

## 6. Public Excluded

The meeting moved into Public Excluded at 8:34pm.

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

**MOVED:** Kieran Udy

**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 9.04pm

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

**MOVED:** Ceri Macleod

**ALL IN FAVOUR**

**CARRIED**

## **7. General Business**

### **7.1 ERO**

Discussion held under Public Excluded.

**MOVED:** *Board directive that for 2026 the school will ensure that all students in Years 7 and 8 will receive one hour of mathematics, one hour of reading and one hour of writing a day.*

**MOVED:** Kieran Udy

**SECONDED:** Julie Burrows

**CARRIED**

### **7.2 Agenda Items for the next meeting**


- NCEA Progress
- Audit Update
- Student Representative Report
- EOTC Staffing Requirements.

### **7.3 Communications**

Nothing further. It was noted that Ceri, as Presiding Member would update the community following board meetings with any key decisions in consultation with Kieran Udy and Nicola Hornsey.

There being no further business the meeting closed at 9:07pm with a Karakia.

The next meeting to be held on Wednesday 17<sup>th</sup> June 2025

CONFIRMED..........DATE 18/06/2025.

## Appendix One

### 1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	19/02/25	MoU with Diocese to be drafted – update to be provided at the next board meeting. As at 21/05/2025 – no progress.	K Udy	Ongoing
2.	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	Complete
3.	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	Complete
4.	19/03/25	2025 Delegations – all board members to review prior to approval by email before the May board meeting.	Nicola Hornsey	Roll Over
5.	19/03/25	Committee Meeting Schedule – Kieran to work with Ceri to finalise the schedule prior to circulation.	K Udy/C Mcleod	Complete
6.	19/03/25	Kieran to draft acknowledgement letter to John Ryan to be sent by the PM	K Udy/C Mcleod	Complete
7.	19/03/25	EOTC – staffing requirements. Policy Committee to review and bring recommendation to the board in May.	Policy Committee Members	Roll Over
8.	21/05/25	Full break down of MAs and MMAs	K Udy	
9.	21/05/25	Full uniform review to be completed in 2025	K Udy	
10.	21/05/25	Follow up correspondence re trees	K Udy	