

St Peter's College, Gore
Meeting of the School Board
held on Wednesday 23rd July 2025
at 6:00pm 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, Bridget Ryan (Acting Principal)

ATTENDEES: Nicola Hornsey (LSM) and Vicky Snowsill-Blyde (Minute Taker)

1. The meeting opened at 6pm with a prayer. Ceri welcomed all to the meeting, in particular Bridget Ryan as Acting Principal.

1.1 Apologies

Vince Sharp, Kieran Udy, Catherine Sayer

1.2 Speaking Rights

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

MOVED: Ceri Macleod

SECONDED: Cathy Puna

CARRIED

1.3 Declaration of Interest

Nil

2. Key Decisions

2.1 Intervention Update

Nicola provided an update, noting that there have been no significant updates. It is likely that intervention will remain in place until after the upcoming board elections and the transition to the new board. ERO review outcomes, which are still pending, may impact the process. Nicola to follow up.

Action: Nicola to follow up the ERO review outcomes.

2.2 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.

3. Monitoring

3.1 Principal's Report

The Principal's Report (prepared by Kieran) was taken as read, with Bridget providing a brief update.

- The school has advertised for a TIC Visual Arts teacher.
- Attendance is improving steadily – SLT will review in detail. It was noted that some issues may stem from incorrect coding in KAMAR.
- SCT report included in board papers. Currently working with new teachers to the school and supporting those that request support.
- Chairs have arrived for the C floor classrooms (C4 and 5) and desks should arrive prior to Open Night. Curtain for the hall is also expected to arrive for the open night. Notable positive impact on staff and students. C1 and C2 have been enhanced using the best of the remaining resources.
- Bridget shared reflection of the Year 11 retreat held at the Catholic Marae.
- The NCEA tracking wall has been installed in the staffroom. Bridget spoke to the student progress in this area.
- Year 12 students have expressed interest in a work experience placement. The meeting discussed and agreed that these applications should be considered on a case-by-case basis, noting that the new attendance systems require formal approval. Workplace checks and responsibilities of the board were discussed.
- A small number of students have not yet achieved literacy or numeracy. A programme using standards will be implemented. The board discussed support strategies for at risk students.
- St Peter's Day was celebrated successfully.
- Building Programme – Duncan, Ivan Hodges (MoE) and Kieran are due to visit South Otago HS at the end of July to look at their programme. Duncan has visited the North Island last week. Progress is on track.
- Preparations are underway for the open night. Expected to be a strong and positive event.

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

MOVED: Ceri MacLeod

SECONDED: Julie Burrows

CARRIED

3.2 Finance & Property Report

The Finance & Property Report was taken as read.

- The committee met last week. Positive progress noted. The Services & Solutions reports and Business Manager reports are reviewed at each meeting.
- No significant change around hostel progress/information.
- A school canteen has been proposed for 2026 and a couple of options are on the table for discussion. External/independent options are currently being worked through.

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

MOVED: Adele McGarry

Seconded: Aaron Stevenson

CARRIED

3.3 Strategy & Appointments Report

The Strategy & Appointments Committee have been focused on gathering wider input for the draft strategic plan. Feedback from whānau has been reviewed, and plans have been made to engage students with age-appropriate questions next week. The committee has explored ways to include diverse cultural perspectives, with outreach initiated to Māori, Filipino, and church parish communities. Industry engagement has also been discussed, with a proposed question for employers around preparing students for the future workforce, and support will be sought to connect with local businesses. Draft survey questions were recommended, and the committee aims to gather further data before the next board meeting. Board members are encouraged to attend the upcoming Open Night to connect with the community ahead of elections.

3.4 Student Report

Millie gave a brief verbal report noting a positive start to the term, with St Peter's Day providing a strong conclusion to the previous term.

The meeting also discussed the recent water issue, following advice for residents to avoid drinking water due to elevated nitrate levels. As a precautionary measure, 400 litres of water have been stored to mitigate any future disruptions.

3.5 Interim Report on progress toward Annual Goals

Discussed in the Principal's report.

4. POLICIES

4.1 Policy Review

To be carried over to the next board meeting.

4.2 EOTC Approval

The board reviewed EOTC recommendations as per the agenda.

MOVED: *EOTC approval for Year 13 PE Camp, SISS tournaments (Mixed Hockey and Netball).*

MOVED: Ceri MacLeod **ALL IN FAVOUR** **APPROVED**

MOVED: *EOTC approval for Deep Cove and Geography Trips, subject to swimming consents being sent out.*

MOVED: Ceri MacLeod **ALL IN FAVOUR** **APPROVED**

MOVED: *Provisional EOTC approval for Under 15 rugby trip, subject to completion of police vetting forms.*

MOVED: Ceri MacLeod **ALL IN FAVOUR** **APPROVED**

Bishop's Shield remains on hold pending further information regarding accommodation at Camp Iona, including confirmation of power in cabins and a site check; options for virtual inspection or alternative accommodation are being explored, with advice to be circulated to the board by Friday.

Action: Further information to be circulated to the board by Friday 25 th July re Camp Iona.
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The board discussed the possibility of implementing blanket swimming consent annually, but noted the need to assess risk per trip due to varying environments.

4.3 Proposed Sports Fees Procedure

To be rolled over to the next board meeting

5. Administration

5.1 Minutes of Previous Board Meetings – Wednesday 18th June 2025

MOVED: *That the Minutes of the meetings held on the 18th June 2025 be adopted as a true and accurate record.*

MOVED: Ceri McLeod **SECONDED:** Adele McGarry **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

Nil

5.4 Board Succession Planning/Elections

The meeting discussed upcoming board elections, noting that they have been advertised in the newsletter. Clear guidance from NZSTA confirms it is the board's responsibility to actively encourage nominations, which are still needed. Open Day next Wednesday was identified as a key opportunity to promote participation, with plans to display posters and have nomination forms available on-site. Posters will also be placed around the school in the lead-up, and reminders will continue through newsletters. Nominations must be submitted by a parent. Further details to be discussed in the PE agenda.

It was noted that staff/student nominations need to be in by Sunday 27th July. A notice to go out to students and staff saying nominations are open.

Action: Notice re staff/student nominations to be circulated.

6. Public Excluded

The meeting moved into Public Excluded at 7:15pm.

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

MOVED: Ceri MacLeod

SECONDED: Ruth Mitchell

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 7:32pm

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

MOVED: Ceri Macleod

SECONDED: Julie Burrows

CARRIED

7. General Business

7.1 Agenda Items for the next meeting

The board noted that if the building programme is to proceed next year, a business case must be presented at the next meeting. While the timeline is ambitious, preliminary work has been completed. Council discussions indicate that no change-of-use consent is required. A separate meeting will be scheduled prior to the next board meeting to ensure all members are comfortable with the proposal and prepared for decision-making.

7.2 Communications


- Ceri & Kieran did a local interview around the school.
- The next community update will include a substantial piece outlining the board's recent discussions and actions.

7.3 Board Celebration

To be organised for Thursday 7th August prior to elections.

There being no further business the meeting closed at 7:50pm with a Karakia.

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

CONFIRMED..........DATE 20/08/25

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.	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	Roll Over
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	In progress
5.	21/06/25	Building Academy – draft business model.	K Udy	In progress
6.	21/06/25	Feasibility of staggering elections (around timing)	N Hornsey	Complete
7.	23/07/25	ERO review outcomes to be followed up.	N Hornsey	
8.	23/07/25	Further information to be circulated to the board by Friday 25 th July re Camp Iona.	B Ryan	
9.	23/07/25	Notice re staff/student nominations for board elections to be circulated.	B Ryan	