



St Peter's College, Gore
Meeting of the School Board
held on Thursday 30th October 2025
at 6:00pm in the Principal's Office

PRESENT: Ceri Macleod (Presiding Member), Aaron Stevenson, Cathy Puna, Catherine Sayer, Millie McFadzien, Julie Burrows, Sr Leona Garchow, Fr Sani Lam, Morgan Greene, Jane Matthews, Keran 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.

1.1 Apologies

Beth Gray, Morgan Greene (for lateness)

1.2 Speaking Rights

Nil

1.3 Declaration of Interest

Board members were reminded to review and update their entries in the Register of Interests. A form has been circulated for this purpose, with updates to be completed prior to the next board meeting. The updated register will be confirmed at that meeting.

1.4 Board Photo

To be rolled over.

2. Key Decisions

2.1 December Meeting Date

The December board meeting is scheduled for Thursday 4th December at 5:30pm. The team building and strategy day originally planned for 15th November has been postponed. Kieran will compile and circulate alternative dates via email.

2.2 In Between Meeting Decisions

- Decision to close the school Thursday 23rd October due to strike action.
- Board-approved leave for students working on farms during this period.

MOVED: *That all in between meeting decisions, as discussed above.*

MOVED: Ceri MacLeod

SECONDED: Aaron Stevenson

CARRIED

3. Monitoring

3.1 Principal's Report

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

- Student movement remains typical for this time of year. Flow-on enrolments for next year include students from hostel and homestay arrangements.
- There are no current discipline matters.
- Recruitment is underway for an English teacher, and a new digital technologies teacher has commenced.
- No significant Health and Safety issues to report.
- International student numbers continue to present statistical challenges, but overall attendance has improved compared to last year.
- Joseph Assen has joined the College as Deputy Principal.
- The College is currently in discussions with a school family with regards to operating a canteen next year, with food prepared offsite and a ground-floor space to be created by converting office space. This arrangement will be trialled for one year and reviewed thereafter.

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

MOVED: Kieran Udy

SECONDED: Julie Burrows

CARRIED

3.2 NCEA Progress Report

Kieran spoke to the NCEA Progress Report. The report was taken as read. Staff continue to provide targeted support for students requiring additional assistance in literacy and numeracy, including ESOL and international learners. At Level 2, 30 of 49 students have achieved the qualification, with confidence that most of the remainder will succeed. Level 3 shows a similar pattern, with many students already passed and others close to completion. Attendance has improved compared to last year, and the tracking systems in place are supporting student progress effectively. Comparative data excluding international students is not currently available.

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

MOVED: Kieran Udy

SECONDED: Ceri MacLeod

APPROVED

3.3 Attendance Report

The report was taken as read. An improvement was noted since last year.

3.4 Pastoral Report

The report was taken as read. Behaviour incidents have decreased significantly compared to the previous year. Staff are improving consistency in coding behaviours and continue to refine processes. Kieran spoke to the report and accompanying graphs. The board acknowledged the positive downward trend and noted the progress made. Work is ongoing with staff to clarify behaviour matrices and expectations, with further development planned for upcoming Teacher Only Days.

MOVED: *That the Pastoral Report be accepted.*

MOVED: Kieran Udy

SECONDED: Aaron Stevenson

APPROVED

3.5 Special Character Report

The report was taken as read. Cathy spoke to ways of strengthening the school's Special Character, with emphasis on deepening understanding of St Peter's unique identity and encouraging student-led daily practices. The board discussed opportunities to embed Special Character more consistently, including suggestions for shared prayer at the start of lessons and reflection points to support readiness for learning. It

was noted that while students have been taught the sign of the cross, continuity in practice has been lacking during school masses.

Morgan Greene joined the meeting at 6:40pm.

3.6 Finance & Property Report

The report was taken as read. Kieran spoke to the financial position, noting that year-to-date tracking is better than budgeted, with a slight surplus at the end of September. Despite significant hostel and audit costs, expected to close with a smaller deficit than budgeted by the end of the year. Paula and Kieran met with Solutions & Services, alongside Brendon Harrex from the hostel, to progress outstanding financial matters, with confidence they will be resolved by year-end.

On property matters, no major issues were reported. Plans were adjusted to remove a custom-made \$8k window. The hostel dorms experienced minor flooding due to leaf build-up on the flat roof, highlighting a need for improved maintenance. A theft incident was reported and is being followed up by police. A \$37,647 grant will be used for general maintenance, including replacing carpet tiles in the music suite and graphics room. The board acknowledged Aaron's efforts in securing at reduced cost.

MOVED: *That the board accept the quote of \$31,217 excluding GST for the carpet square tiles for the music suite and graphics room.*

MOVED: Aaron Stevenson

SECONDED: Morgan Greene

APPROVED

Quotes for painting have been deferred this year, as the work was not considered urgent. The board discussed options between Programmed Property Maintenance and McDowall's Painting. Tony McDowall's quote was based on estimates and did not include scaffolding; Aaron will follow up to request a revised, itemised quote.

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

MOVED: Kieran Udy

SECONDED: Catherine Sayer

APPROVED

3.7 Strategy & Appointments Report

The report was taken as read. Ceri spoke to the recent presentations from eight Heads of Department, each providing a 10-minute overview of their area. Reports are available in the board folder. The initiative aimed to strengthen relationships between staff and the board, fostering trust and open communication. Staff feedback was overwhelmingly positive, with appreciation expressed for being heard and valued. The board will continue to encourage connection.

The board discussed recent feedback from Nikki Hosking regarding changes to the development process for the Strategic Plan. While pausing the process was considered, it was agreed to continue in light of the work already completed. Further discussion will take place during the team building day early next year, with a view to having a plan in place by the beginning of the year.

3.8 Policy & Review Report

Policies listed in the agenda have been reviewed. The board agreed to adopt all policies discussed without any amendments.

MOVED: *That the policies, as outlined in the Agenda, be adopted without any amendments.*

MOVED: Catherine Sayer

SECONDED: Kieran Udy

APPROVED

Jane Matthews left the meeting at 6:58pm.

The board reviewed and approved the Year 10 Borland Camp and the Duke of Edinburgh Silver Expedition. Both events will proceed as planned. A parent from Southland Girls' High School has requested that her Year 13 daughter be permitted to join the school's Duke of Edinburgh. The board discussed and approved the participation.

MOVED: *That the board approve Year 10 Borland Camp and the Duke of Edinburgh Silver Expedition, including approval for SGHS student to join the Duke of Edinburgh Silver Expedition.*

MOVED: Catherine Sayer

SECONDED: Morgan Greene

APPROVED

3.9 Student Rep Report

Millie briefly spoke to the report. The board acknowledged an incredible achievement by Millie, who has been named as Southland Young Entrepreneur of the Year at the 2026 Young Enterprise Scheme regional finals. There were no other significant matters raised. Senior students are preparing for upcoming NCEA exams. It was noted that some marks are yet to be loaded, likely due to moderation delays.

3.10 Staff Rep Report

Julie briefly spoke to her report. Nothing of significance to report.

4. Administration

4.1 Minutes of Previous Board Meetings – Thursday 18th September 2025

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

MOVED: Julie Burrows

SECONDED: Catherine Sayer

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

5. Public Excluded

The meeting moved into Public Excluded at 7:10pm

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 7:14pm.

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

MOVED: Kieran Udy

SECONDED: Ceri MacLeod

CARRIED

6. General Business

6.1 Agenda Items for the next meeting

Nil.

6.2 Communications

- Welcome new members to the Board, also acknowledging previous members.
- Welcome new Deputy Principal.
- Note the school's transition out of Limited Statutory Management/update around intervention.

There being no further business the meeting closed at 7:20pm with a Karakia.

The next meeting to be held on Thursday 20th November 2025.

CONFIRMED..........DATE.....*20/11/25*.....

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	Roll Over
2.	21/05/25	Full uniform review to be completed in 2025	K Udy	In progress
3.	20/08/25	Ceri and Kieran to collate key themes from survey and prepare a community facing summary.	C Macleod/K Udy	Complete
4.	19/09/25	Kieran to send updated calendar invites for board meetings.	K Udy	Complete
5.	19/09/25	Kieran to send calendar invite for Board Team Building Event.	K Udy	Postponed
6.	30/10/25	Kieren to compile and circulate alternative dates for Team Building/Strategy Day.	K Udy	
7.	30/10/25	Aaron to follow up to request a revised, itemised quote re cyclical maintenance.	A Stevenson	