



**St Peter's College, Gore**  
**Meeting of the School Board**  
**held on Thursday 4<sup>th</sup> December 2025**  
**at 5:30pm in the Principal's Office**

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

**ATTENDEES:** Vicky Snowsill-Blyde (Minutes)

**1. Introduction and Welcome**

The meeting opened at 5:34pm with a prayer. Ceri welcomed all to the meeting.

**1.1 Apologies**

Sr Leona Garchow, Millie McFadzien

**1.2 Speaking Rights**

Nil

**1.3 Declaration of Interest**

Nil

**1.4 Board Photo**

To be rolled over.

**1.5 BoT Special Character PLD**

To be rolled over.

**2. Key Decisions**

**2.1 BoT Team Building Day**

The board agreed to postpone team building until the new year. A session has been scheduled for 21 February 2026, commencing at 9:30am (venue to be confirmed).

**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.
- No discipline issues since the last meeting.
- KAMAR rates show slight improvement in attendance in 2025; full attendance report will follow.

- NCEA progress – the majority of students are on track with just a small number awaiting external credits.
- Most teachers have had their PGC's signed off. The administrative team will have their appraisals completed by the end of the year. Any outstanding teachers or support staff will be scheduled next year. A clear appraisal process and documentation in place for the coming year.
- Interim leavers report – overall 29 students not returning in 2026. The meeting discussed.
- Finance/Property – no meeting took place in December and financials will be approved at the February board meeting.
- The Diocese is expected to take D Block (Maths) classrooms early next year/over the holidays, with hostel spaces prepared as replacements. Dates and timeline to be provided by Paul Olsen. Progress continues on the new canteen and construction work area, and roof repairs in the music area are complete.
- Attendance Plan – noted that previously approved by the board, however further information required by MoE.
- Annual Implementation Plan – currently in rough draft. Final draft to be circulated to the board for approval via email once SLT have reviewed.
- Strategic Plan – currently with Graphic Designers to complete the final version. Once completed will be circulated to the board.

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

**MOVED:** Kieran Udy

**SECONDED:** Aaron Stevenson

**CARRIED**

### 3.2 Student Rep Report

Nil

### 3.3 Staff Rep Report

The Staff Rep noted that staff are focused on completing end-of-year requirements and the recent staff hui reflected a positive, settled environment. Clarity around next year's classes and planning, provided by the Principal, has brought a sense of certainty and confidence, contributing to a constructive atmosphere.

### 3.4 Confirmation of PGC/Appraisals

Noted under the Principal's Report.

## 4. Administration

### 4.1 Minutes of Previous Board Meetings – Thursday 20<sup>th</sup> November 2025

**MOVED:** *That the Minutes of the meetings held on the 20<sup>th</sup> November 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.

### 4.3 Correspondence

Nil

## 5. Public Excluded

The meeting moved into Public Excluded at 5:58pm

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

**MOVED:** Ceri MacLeod

**SECONDED:** Morgan Greene

**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 6:36pm.

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

**MOVED:** Ceri MacLeod

**SECONDED:** Aaron Stevenson

**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**

- End of year BoT report for newsletter – completed.

There being no further business the meeting closed at 6:41pm with a Karakia.

The next meeting to be held on Thursday 26<sup>th</sup> February 2025.

CONFIRMED.....*Ceri MacLeod*.....DATE.....*26/02/26*.....

## Appendix One

### 1. Action Points Table

| Action Point | Date     | Action  | Responsibility | Status   |
|--------------|----------|---|----------------|----------|
| 1.           | 21/05/25 | Full uniform review to be completed in 2025. Agreed to take off action list at the 4/12/25 board meeting. | K Udy          | 2026     |
| 2.           | 30/10/25 | Kieren to compile and circulate alternative dates for Team Building/Strategy Day for early February       | K Udy          | Complete |
| 3.           | 4/12/25  | Annual Implementation Plan – to be circulated to the board for approval once SLT have reviewed.           | K Udy          |          |
| 4.           | 4/12/25  | Strategic Plan – to be circulated to the board once complete.   | K Udy          |          |