

**St Peter's College, Gore**  
**Meeting of the School Board**  
**held on Wednesday 16<sup>th</sup> October 2024**  
**at 6:00pm in the School Library**

**PRESENT:** John Hogue (Presiding Member), Ruth Mitchell, Ceri Macleod, Adele McGarry, Cathy Puna, Sam Sanson, Catherine Sayer, Fr Sani Lam, Aaron Stevenson, Millie McFadzien, Tara Quinney (Principal)

**ATTENDEES:** Nicola Hornsey (LSM), Nikki Hosking (MoE), Hannah Levy (MoE) Vicky Aitchison (Minute Taker)

1. The meeting opened at 6:00pm with a prayer/reflection led by Fr Sani.

**1.1 Apologies**

Nil

**1.2 Speaking Rights**

**MOVED:** *That the Board approve speaking rights for Nicola Hornsey, Nikki Hosking and Hannah Levy*

**MOVED:** John Hogue

**All in Favour**

**CARRIED**

**1.3 Declaration of Interest**

Nil

**1.4 Ratification of Between Meeting Resolutions**

- EOTC

- o Duke of Edinburgh Bronze
- o Duke of Edinburgh Gold
- o NZ Rugby Festival
- o Manu Korero

**MOVED:** *That the Board moved EOTC events, as listed above.*

**MOVED:** Catherine Sayer

**SECONDED:** Ruth Mitchell

**CARRIED**

Tara gave an update on furniture and equipment.

**2. Key Discussions & Decisions**

**2.1 Hostel**

Nicola spoke to the ongoing developments regarding the hostel. Both transition plans are set to proceed with immediate focus on the licensing process. If licensing does not proceed, boarders will remain in their current accommodations until the end of the year.

The meeting discussed securing support from local MPs, emphasising the importance of a hostel in Gore. The Diocese has offered support, and there is a shared commitment to making the hostel work if there is sufficient community interest. The Board discussed identifying licensing as the priority with a decision required within the next three months to plan for the upcoming year. While re-branding has not yet been addressed, the board stressed the importance of financial caution, avoiding any debt for the school. Additionally, the potential for generating extra income was discussed, particularly through renting the hostel to other organisations during school holidays for tournaments and events.

## **2.2 Susan Horrell Courts**

Nicola spoke to the Tennis Court project, noting that the financial gap currently makes proceeding difficult. A decision has been made not to proceed at this time. Tara confirmed that a refund for monies already paid will be refunded.

A proposal will be prepared for the school board should the project be reconsidered in the future. It was agreed that this update should be communicated to the PTA, as it may be a viable project for them down the line.

## **2.3 Education Counts**

John Hogue gave a brief overview of the Education Counts website; a platform with extensive education data accessible by region, offering insights into regional trends and St Peter's positioning within the Southland area.

Hannah Levy outlined the MoE's support during staffing adjustments. With a reduction exceeding 1 FTE still necessary after attrition, Hannah explained the required process, emphasising that the NZSBA provides valuable guidance. Key points discussed included needs analysis to consider the school's requirements, retention options and support from the MoE which may be available if the correct process is followed, noting that this would be a one-time option.

Tara Quinney noted that NZSBA and other representatives are scheduled to meet with staff to clarify the process and available options. The process is being managed with support from relevant organisations, with a needs analysis currently underway to gather appropriate data.

## **3. Monitoring**

### **3.1 Principal's Report**

Tara Quinney presented the Principal's Report, with discussion focusing on mid-year data for Years 7-10. The data highlighted challenges around instructional hours per subject, especially in the junior school, and cross-curricular teaching effectiveness. Tara and Nickki Hosking elaborated on how these factors impact student progress. Key discussion points included:

- **Structured Literacy and Maths:** Catherine shared insights on the school's structured literacy program and this year's structured maths implementation. Both approaches follow a science-based, explicit, and sequential method, building foundational skills for all learners. Teachers follow a structured routine and script, making it easier to trace and analyse student data.
- **Curriculum and Learning Approaches:** John suggested inviting a curriculum specialist to update the board on current practices and expectations in structured learning.
- **Data and Performance:** Board members expressed concerns over a decline in performance data, with some students showing a significant drop in progress. Tara emphasised that the school has been comparing different programmes which may have impacted data results.

- Future Actions: Further data collection on structured literacy and maths outcomes is planned for assessment next year. The board noted the importance of balancing improvements in key subjects without compromising other areas of the curriculum.

**Action:** Bridget to be scheduled to join the next meeting for a discussion on structured learning and programme interventions.

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

**MOVED:** T Quinney All in Favour

**CARRIED**

### 3.2 Financial Report

The financial report was taken as read.

- Tara confirmed that all required documentation has now been submitted for the Audit. The Auditors will contact board members if required.
- John reviewed the current financial position, noting that the school is on budget overall, with bank staffing well-managed, although a slightly over-budget deficit is anticipated by year-end.
- The final year of the current painting contract is underway. Nicola Hornsey recommended a "pay-as-you-go" model rather than a financed approach.

**MOVED:** *That the Financial Report be accepted.*

**MOVED:** T Quinney All in Favour

**CARRIED**

### 3.3 Board Training

#### 3.3.1 Finance

- Ruth Mitchell highlighted insights from recent finance training on board accountability, emphasising expenditure control, budget monitoring, policy adherence and internal controls. The training underscored the boards responsibility to ensure oversight of these areas.
- The importance of reflective budgeting, analysing spending patterns, identifying causes, and taking corrective action for future budgeting cycles was emphasised. The board agreed strengthening internal management processes and exploring improvements in financial oversight.

#### 3.3.2 Student Elected Representative

Millie McFadzien spoke briefly to training attended.

*Nikki Hosking and Hannah Levy left the meeting at 7:34pm.*

### 4. Public Excluded

The meeting moved into Public Excluded at 7:34pm.

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

**MOVED:** Aaron Stevenson **Second:** Catherine Sayer

**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 8:00 pm.

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

**MOVED:** Catherine Sayer **ALL IN FAVOUR**

**CARRIED**

**5. Policies**

Nicola spoke to the focus on finance policies, confirmed that she has conducted an initial review. These policies, provided by SchoolDocs, are aligned with national standards and incorporate current feedback to ensure relevance and accuracy. The next step will involve gathering feedback after consultation.

**6. Administration**

**6.1 Minutes of Previous Board Meeting – Wednesday 21<sup>st</sup> August 2024**

**MOVED:** *That the Minutes of the meetings held on the 21<sup>st</sup> August 2024 be adopted as a true and accurate record subject to changes, as discussed.*

**MOVED:** John Hogue

**ALL APPROVED**

**6.2 Actions from the Previous Meetings**

N Hornsey spoke to the actions from the previous meetings. All actions apart from the following were noted as complete or to be reported on as part of the meeting Agenda.

**6.3 Correspondence**

As per agenda.

**7. Agenda Items for Next Meeting**

- Bridget to be scheduled for the next board meeting to discuss curriculum changes, structured learning and curriculum interventions.
- Student Achievement Review.

- Draft Budget 2025.
- PLD Review – Plan for 2025.

**8. General Business**

- John Hogue spoke to the Pastoral Report, included in the board papers, particularly the results of the AWE Survey. The meeting discussed the wellbeing of staff and the potential for supervision/support to be put in place. The board agreed that it will support any requests for counselling or supervision.
- The meeting briefly discussed the request for the addition of a school tie to the girl's uniform.

**MOVED:** *That a school tie be added to the girl's uniform.*

**MOVED:** Millie McFadzien

**ALL APPROVED**

*T Quinney left the meeting at 8:18pm.*

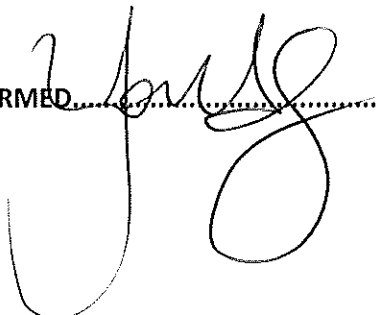
There being no further business, the meeting moved back into Public Excluded at 8:19pm (as above).

The meeting moved out of Public Excluded at 8:35pm.

The meeting closed with a Karakia/closing prayer at 8:36pm

The next meeting to be held on Wednesday 20<sup>th</sup> November 2024.

CONFIRMED.....



DATE.....

*20-11-24*

**Appendix One**

**1. Action Points Table**

Action Point	Date	Action	Responsibility	Status
1.	22/5/24	Leavers Survey – Education Counts presentation to be added to the agenda for the next board meeting. T Quinney to provide further breakdown of gender/years.  T Quinney to feedback to the Board around an ongoing plan with response/actions around key points. To be added to agenda of next Board meeting.	J Hogue	Work in progress
2.	22/5/24	Staff Wellbeing – Options around tailored support for staff moving forward. Proposal to be presented at the next Board meeting.	J Hogue/N Hornsey	Work in Progress
3.	22/5/24	School Development Plan – Proposal to be presented to the Board regarding a development group/plan for review and feedback at the next Board meeting.	J Hogue	
4.	20/6/24	School Uniforms – process to be brought to the Board meeting in August.	T Quinney/S Sanson	
5.	20/6/24	Reporting Review – J Hogue & T Quinney to discuss review of reporting, tracking and monitoring.	J Hogue/T Quinney	
6.	21/8/24	Alternative Education – Meeting to be scheduled with other schools involved.	N Hornsey	Not Required
7.	21/8/24	Mid-Year Report to be circulated by Friday 20 <sup>th</sup> September.	T Quinney	Completed
8.	21/8/24	Financial Policies to be reviewed	N Hornsey	Completed
9.	21/8/24	Equipment Proposal – 2 further quotes to be obtained.	T Quinney	Completed
10.	21/8/24	School Credit Card – look at procedures.	N Hornsey	Completed
11.	21/8/24	Policy Review/reporting – Nicola to speak to School Docs.	N Hornsey	Completed
12.	16/10/24	Bridget to be scheduled to join the next meeting.	N Hornsey/J Hogue	Completed