



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 22nd May 2024
at 6:00pm in the School Library

PRESENT: John Hogue (Presiding Member), Ruth Mitchell, Ceri Macleod, Adele McGarry, Cathy Puna, Vince Sharp, Sam Sanson, Catherine Sayer, Courtenay Scanlan, 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 Karakia led by C Puna followed by a prayer read by J Hogue.

1.1 Apologies

Fr Sani Lam, Aaron Stevenson

1.2 Declaration of Interest

No update

1.3 Speaking Rights

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

MOVED: John Hogue **Second:** Catherine Sayer **CARRIED**

1.4 Ratification of between meeting resolutions - approval of EOTC Events

MOVED: *That the Board approve the Rugby Boot Camp and Portobello Trip*

MOVED: Sam Sanson **Second:** Ruth Mitchell **CARRIED**

2. Board Team Building

J Hogue presented a summary of the main themes from the discussion held at the March Board meeting, which had been circulated to all Board members. The Board reviewed the list, adding anything further that they felt pertinent and further discussed 'the how' to achieve the items coming out of the discussion. J Hogue to collate and send out to all Board members prior to the next meeting.

Action: J Hogue to collate reflections from the Board exercise and bring back to the Board via email.

3. Ministry of Education

3.1 Intervention Review – Nikki Hosking

N Hosking (MoE) spoke to the Intervention Review. The review is continuing with one significant change removing the power from the LCM around special character. Nikki highlighted a few additional areas in the system outcomes to be achieved, noting that some have been successfully addressed, some partially addressed and some still needing attention. Specifically, she mentioned a few partially addressed areas relating to aligning policies and procedures, which would be quick wins and progress for the College.

Nikki spoke to the Everyday Matters Report noting concern around regular attendance from Term 4 (22%). Term 1 data has shown some improvement (50%) with a long way to go to reach 80%. The Board expressed their concerns about the data and the anomalies with current reporting. Nikki assured the Board that this issue would be addressed during the review, noting that data from the MoE and that recorded by schools may differ. T Quinney added that some anomalies are likely due to timing issues, such as following up on attendance and updating codes accordingly.

N Hosking has scheduled time to discuss internal systems/policies/procedures with T Quinney with any changes identified to come to the Board.

The meeting discussed and agreed that it is integral that reporting is consistent.

N Hosking spoke to the Alternative Education as discussed at the last meeting and within the Principal's Report. The temporary venue did not work out, and several additional inquiries have proven to be cost-ineffective. Despite these challenges, the staff remains committed to the programme and are now exploring the next steps for the students involved.

3.2 Finance & Audit – Hannah Levy

H Levy spoke to her background as a School Financial Advisor supporting the Otago/Southland region and presented her slides around banking staffing. The slides will be circulated to the Board/Minute Secretary following the meeting.

Hannah discussed the College's current position and implications for staffing and finance moving forward. There was concern noted around the overuse against the College's entitlement and whether the Board has an understanding of the position and the plan to balance. J Hogue confirmed that he has met with the College to look at bank staffing and is confident that the issue is being managed. The Board discussed.

Hannah discussed the audits, confirming that the 2021 audit is almost complete and awaiting signing. A request has been made for an update on the further outstanding audits, which are now a Board priority to get signed off.

Hannah spoke to the request regarding a Board contribution towards the tennis courts. Currently waiting on a number of things including the audited accounts for 2021. Will also need to take into account any extra costs that may not have been allowed for in the budget. J Hogue confirmed that the Board would be mindful of any extra costs/considerations when entering the discussion.

J Hogue thanked N Hosking and H Levy for their time.

N Hosking and H Levy left the meeting at 7:09pm.

J Hogue stated that he has spent some time with Paula discussing how the College is tracking against the allocated budget and confirmed that it is on track. John suggested that a small committee of Board members be formed to discuss finances to bring back to the full Board moving forward.

N Hornsey noted regarding the attendance numbers, as outlined by N Hosking, the College needs to ensure that justifications line up for those not attending, as this is now being nationally monitored. J Hogue noted that it appears that the College is not doing well at managing the system/reporting and emphasised the importance of following the rules around how the College is reporting/coding absences. The meeting discussed and agreed that following T Quinney's discussion with N Hosking, Tara will report back at the next Board meeting.

Action: T Quinney to include report back around absence coding/reporting after discussion with N Hosking.

4. Key Discussions and Decisions

4.1 Leavers' Surveys 2022 and 2023 (Key Themes)

- J Hogue spoke to the key themes of the 2022 and 2023 leavers' surveys. The themes were taken as read.
- Multiple concerns noted which spoke to why students were being withdrawn from the college with strong concerns around the College's reputation and how it is perceived.
 - The meeting discussed the messaging around what the College needs to do differently, what it looks like from the perspective of the professional staff and how the Board can support.
 - The Board noted that it would be useful to see the breakdown of students/years left for the College. The MoE website "Education Counts" sets out this information and it was suggested that this should be put on the agenda for the next Board meeting. T Quinney to provide breakdown of gender/years of those surveyed.

Action: Education Counts presentation to be added to Agenda for the next Board meeting.
T Quinney to provide further breakdown of gender/years.

- The meeting discussed further and agreed to focus on three of the outcomes of the survey as priorities. It was suggested that these could be quality of teaching, culture within the teaching staff and communication/reporting. It was agreed that T Quinney and S Sanson to share with staff that a number of things have been highlighted as a result of the leavers survey and that the Board's view is that relationships/communication/leadership are some of the things underpinning the issues raised, which need to be addressed within the staff. Leadership challenge is to address the feedback, whilst maintaining the staff.

Action: T Quinney to feedback to the Board at the next meeting around an ongoing plan with response/actions around key points. To be added to agenda for the next Board meeting.

4.2 Staff Wellbeing

N Hornsey addressed staff wellbeing, emphasising the importance of investing in professional development to enhance relationships among core staff members. It was suggested that teachers should be consulted on what this looks like to them. The Board discussed and agreed on the need for significant action in this area. Nicola mentioned that she has contacted evaluation and associates specialising in community development

to provide tailored support for improving staff collaboration, accountability and driving change collectively. Both John and Nicola informed the Board that they would explore options and return with proposals.

Action: J Hogue and N Hornsey to look at options around tailored support for staff moving forward.
Proposal to be presented to the Board at the next meeting.

4.3 School Development Plan

J Hogue spoke to the need for the Board to focus on the strategic direction of the College at a governance level. John suggested creating a development group/plan to address the College's future, especially considering the larger ongoing issues that the Board will need to tackle. This development group would work on the identified strategic issues with a mandate from the Board. J Hogue will write a proposal to present at the next Board meeting for review and feedback.

Action: J Hogue to write proposal around a development group/plan for presentation to the Board at the next Board meeting for review and feedback.

4.4 School Jerseys

C Scanlan informed the meeting that a number of students have been complaining about the cold. It was noted that there have been previous discussions around adding a school jersey to the uniform. A temporary option is needed until the jerseys can be provided.

A jersey has been sourced and these were passed around to the Board members present. These could be ordered in batches of 12, as needed. The meeting discussed and agreed that volunteers should form an action group with Courtenay to bring recommendations about the jerseys back to the Board. Additionally, it was agreed that a temporary solution should be discussed at management level rather than with the Board.

The meeting broke for a break at 8:15pm reconvening at 8:30pm.

MOVED: *That the meeting be extended to finish at 9:30pm*

MOVED: J Hogue **Second:** C Sayer

CARRIED

5. Monitoring

5.1 Principals Report

T Quinney spoke to the Principals Report as circulated with the Board papers. The Report was taken as read.

- In particular Tara highlighted the PPTA 2024 Secondary Staffing Survey Report and the alternative education update.
- Tara inquired about the plan for international students, considering the financial constraints and challenges facing the College. She emphasised that this will be critical to the College's success. Currently there is a financial team who are contacting agents but to date have no set plan. J Hogue requested a plan moving forward with the involvement of Board members into the group to discuss strategies/travel/availability of the programme. C Macleod agreed to join the group.
- The draft Annual Report for 2023 has been uploaded and returned with a few amendments. After Board review will send to Auditor for completion.
- The meeting voiced concerns that communication between the Principal and the Board were not always noted if sent by email. The meeting discussed and agreed that Tara send a text alert when sending any information for the Board.

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

MOVED: T Quinney **Second:** S Sanson

CARRIED

5.2 PFTA Report

A McGarry spoke to the PFTA report.

- Adele reported that she attended the April and May PFTA meetings and found it beneficial to have a Board member present to build a connection with the group. She noted that the group is dedicated and hardworking, actively raising funds for the College. Adele suggested creating a roster of Board members for attendance at upcoming meetings. The meeting discussed and agreed. The next meetings are scheduled for 11th June and 13th August, with C Sayer agreeing to attend the June meeting. Further meeting attendance will be discussed at the next Board meeting. Additionally the minutes from the PFTA meetings will be circulated to the Board going forward.

5.3 Board Training Report

C Macleod and R Mitchell spoke to training recently attended covering the legality around what a Board must do/may do within employment policies and how that is reported and monitored. Key messages coming from these sessions around how data is summarised that comes to the Board, the Principal's report being the most important.

A McGarry spoke to part two of the strategic plan and annual plan training attended. Adele noted that it was useful to have the College's strategic plan and annual plan completed.

6. Public Excluded

The meeting moved into Public Excluded at 8.56pm.

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

MOVED: J Hogue **Seconded:** C 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		
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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 9:34pm.

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

MOVED: J Hogue

CARRIED

7. Policy Development

7.1 Phones Away

The meeting discussed the Cell Phone Policy – to be amended as discussed. N Hornsey to check that the school policy is compliant with legislation.

Action: N Hornsey to check that school policy around cell phone use is compliant with legislation.

7.2 Therapy Dogs (New Policy)

To be discussed at the next meeting.

7.3 Term 1 School Docs Review Report

To be discussed at the next meeting.

8. Administration

8.1 Minutes of Previous Committee Meeting – Wednesday 19th March 2024

MOVED: *That the Minutes of the meetings held on the 19th March 2024 be adopted as a true and accurate record subject to changes, as discussed.*

MOVED: N Hornsey

Seconded: J Hogue

CARRIED

8.2 Actions from the Previous Meetings

J Hogue 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.

8.3 Correspondence

- Southland Times
- The Ensign

C Macleod noted an article in the local newspaper around recognition for one of the College's students. The meeting discussed and agreed that the story should be pushed at a national level. N Hornsey and T Quinney to look into this further.

9. Change of October Meeting Date

The meeting discussed and agreed that the October meeting date be changed from the 22nd to the 16th.

10. Agenda Items for Next Meeting

- EOTC across the curriculum
- The meeting briefly discussed the reporting format for Board meetings and agreed on the need for a standard format to ensure more consistent and concise reporting. There was concern that some information was not being uploaded. It was agreed that reports should be taken as read, with key points highlighted for discussion.

There being no further business, the meeting closed with a Karakia at 9:55pm

The next meeting to be held on Wednesday 19th June 2024.

CONFIRMED.....*DA WICKHILL*.....DATE.....*21-8-24*.....