



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 19th March 2024
at 6:00pm in the School Library

PRESENT: John Hogue (Presiding Member), Ruth Mitchell, Ceri Macleod, Adele McGarry, Aaron Stevenson, Cathy Puna, Tara Quinney (Principal)

ATTENDEES: Nicola Hornsey (LSM), Vicky Aitchison (Minute Taker).

1. The meeting opened at 6:00pm with a Karakia read by C Puna followed by a prayer read by J Hogue.

J Hogue gave a brief update on his visit to the College following the last Board meeting. During his visits J Hogue reported that he has met with staff, students and members of the wider community who all of whom made him feel very welcome. John was impressed by the commitment from everyone that he met to do the best for the College. John emphasised the importance of communication moving forward.

J Hogue facilitated a brief exercise with the Board in order to reflect on how the Board can capitalise on it's strengths and how best to work together. J Hogue to collate, reflect on themes and email out to all Board members for further discussion.

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

1.1 Apologies

Vince Sharp, Sam Sanson, Courtney Scanlan, Fr Sani Lam, Catherine Sayer

1.2 Declaration of Interest

No update

1.3 Speaking Rights

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

MOVED: John Hogue

Second:

CARRIED

1.4 Ratification for Adoption of Strategic Plan 2024/25

MOVED: *That the Board adopt the Strategic Plan 2024/25*

MOVED: Adele McGarry

Second: Aaron Stevenson

CARRIED

2. Key Discussions and Decisions

2.1 Board Secretarial Services

Following discussions with N Hornsey, V Aitchison has taken on the role of Board Secretary in the Interim until a local candidate can be identified. N Hornsey noted that the position has been advertised twice with no uptake.

2.2 Board Meeting Fees and Expenses

J Hogue left the meeting at 6:20pm. N Hornsey proposed that, given the additional work that J Hogue is doing for the College, his fees be set at \$150 with reimbursement for actual and reasonable meal and accommodation costs and mileage. These fees would be in place for 2024 and would be reviewed in 2025. The meeting discussed and agreed both the Presiding Members fees and Trustee meeting fee of \$55 per meeting.

MOVED: *That the Board fees be set at \$150 with reimbursement for accommodation/milage for the Presiding Member and \$55 be set as the Trustee meeting fee for 2024. To be reviewed in 2025.*

MOVED: Nicola Hornsey

Second: Ruth Mitchell

CARRIED

J Hogue returned to the meeting at 6:32pm.

2.3 2024 Budget

J Hogue spoke to the 2024 Budget as circulated in the Board papers. The Budget was taken as read. Of note:

- Learning Resources – including funding of staff paid for by the College. Currently, the College is overstaffed by two teachers whose salaries are to be covered by the Operations Grant. This has resulted in a deficit. This is dependent on 1 March roll return which will determine how many students will be funded at the College. Of note, 30 Students are funded through the Secondary Tertiary Partnership, which will have a favourable outcome for the Operations Grant but less so for staffing. T Quinney noted that the College's main focus is to reduce the deficit for 2025.
- Concerns were raised about the operation budgeted deficit being higher than previously presented at previous Board meetings. The Board discussed the available options to reduce this deficit in the budget leading up to 2025.
- The Board approved the draft 2024 Budget, acknowledging that it is a dynamic document that will be regularly reviewed throughout the year. N Hornsey mentioned that Solutions and Services would provide regular reports on the budget to enable the Board to monitor each area effectively.

MOVED: *That the Board adopt the 2024 Budget and Capital Items Budget, as discussed with the understanding that it be reviewed regularly throughout the year.*

MOVED: John Hogue

Second: Aaron Stevenson

CARRIED

2.4 Te Reo Māori Name

The Board discussed the addition of a Te Reo Māori name to the College. After discussion it was agreed that a name should be adopted in consultation with the local Rūnanga to ensure correct process/protocol. It was agreed that the students should also play a part in the journey/process. C Puna and T Quinney were tasked with initiating discussions with Vanessa (?) to make contact with the local Rūnanga.

Action: T Quinney & C Puna to liaise with Vanessa re contact with Rūnanga

2.5 Leavers Surveys 2023 & 2024

J Hogue requested that the College leadership conduct a Leavers Survey for 2023 and 2024. T Quinney to pull together for tabling at the next Board meeting.

Action: T Quinney to pull together Leavers Survey for review by the Board.

3. Monitoring

3.1 Principals Report

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

- The new annual Implementation Plan has been uploaded. T Quinney noted that further work was required before bringing back to the Board.
- The College's ERO evaluation partner is changing. The new partner will be Tess Livingstone who will be in contact within the next few weeks to inquire about the College's readiness to implement requirements regarding the prohibition of mobile devices and the one hour a day of reading, writing and maths.
- The College has met recently with the Auditor. Whilst the focus of the meeting was the 2022 Audit the College have been informed that the 2021 Audit is close to being finalised.
- T Quinney provided an update on the Annual Progress Report regarding Alternative Education. An average of 13 students have been enrolled due to the needs within the community in 2023. There are 11 places available. Various venues in the Gore area have been explored with a possible option identified.
- The Board expressed concern that the College has been the managing school for the co-operative for seven years and felt that another school in the group should take on this responsibility. T Quinney reported that none of the schools were willing to do so.
- N Hornsey noted that the contract was signed in December 2023 and would end December 2025, unless a further variation is negotiated. A robust discussion took place around the College's responsibility and potential venue to ensure that the students have a place of study.
- Concern was raised regarding the Board not been appropriately informed around the contract. However, it was agreed that moving forward, a new model would need to be discussed with the co-operative. The Board agreed to approve the lease of an appropriate venue for 2024 and to continue as the managing school. However, there is an expectation from the Board that this arrangement would change at the end of the contract. The Board also requested monthly reporting.

MOVED: *That the Board approves the direct management of the Alternative education Programme by St Peters College.*

MOVED: John Hogue **Second:** T Quinney (noted 1 abstention due to conflict of interest and 1 opposing)

CARRIED

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

MOVED: T Quinney **Second:** A Stevenson

CARRIED

3.2 Special Character Review

J Hogue briefly spoke to the Special Character Review, currently in draft. The College was complimented on the culture surrounding Special Character and the relationships between the staff and students. A few minor recommendations were noted. The full report will be circulated to the Board once available.

4. Policy Development

4.1 Credit Card Policy

- J Hogue spoke to the Credit Card policy as circulated in the Board papers. The policy was taken as read. The Board discussed the addition of a limit for all credit cards in use within the College and agreed that a statement should be added after the last bullet point, stating "a limit of \$10k at any one time".
- The Board discussed and agreed to set the card limit for the Principal at \$5k with the Business Manager at \$10k.
- The Board discussed and agreed that a sentence be added to the end of the policy stating that that Principal reports to the Board in the instance of credit card fraud.

MOVED: *That subject to the above amendments, as discussed, the Credit Card Policy be approved.*

MOVED: J Hogue

Second: R Mitchell

CARRIED

5. Administration

5.1 Minutes of Previous Committee Meeting – Wednesday 13th December 2023 & 21st February 2024

MOVED: *That the Minutes of the meetings held on the 13th December and 21st February, respectively, be adopted as a true and accurate record subject to change, as discussed.*

MOVED: J Hogue

Seconded: Ceri Macleod

CARRIED

5.2 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.

- *Pastoral Plan* – continues to be a work in progress. The Board requested further reporting – a priority due to cost.
- *Letters acknowledging resignations* – N Hornsey to send after discussion with T Quinney. Carried over.
- *Vietnam Trip* – Included in the Board reporting for March. The report was taken as read. The Board briefly discussed and agreed that happy to approve.

MOVED: *That the Vietnam Trip be approved.*

MOVED: J Hogue

Seconded: R Mitchell

CARRIED

5.3 Correspondence

Nil

5.4 Board Training

The Board noted the attendance at upcoming training evening. To be reported back at the next meeting.

Action: Reporting on upcoming Board training at the next Board meeting.

6. Agenda Items for Next Meeting

Australian Ruby Tour – The Board briefly discussed how many of those involved in the tour are currently enrolled at the College. The also touched on the implications regarding insurance and liability for those that are not enrolled.

Action: T Quinney to look at legal implications/insurance for the Board for non-enrolled students.

6.1 Communications

N Hornsey to initiate update to the College following the Board meeting.

Action: N Hornsey to initiate update to College following Board meeting.

7. Public Excluded

The meeting moved into Public Excluded at 8:01pm.

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

MOVED: J Hogue

Seconded: A Stevenson

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 8:27pm.

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

MOVED: J Hogue

Seconded: A McGarry

CARRIED

There being no further business, the meeting closed with a Karakia at 8:30pm

CONFIRMED.....DATE.....

Appendix One**1. Action Points Table**

Action Point	Date	Action	Responsibility	Status
1.	19/3/24	Board Reflection – to be collated and circulated for further discussion.	J Hogue	
2.	19/3/24	Te Reo Māori Name - T Quinney & C Puna to liaise with Vanessa re contact with Rūnanga	T Quinney, C Puna	
3.	19/3/24	Leavers Survey - T Quinney to pull together Leavers Survey for review by the Board.	T Quinney	
4.	19/3/24	Pastoral Plan – WIP – further reporting requested.	T Quinney	
5.	19/3/24	Acknowledgement of Resignation Letters – To be sent after further discussion with T Quinney.	N Hornsey	
6.	19/3/24	Reporting on Board Training attended	C Puna, A McGarry	
7.	19/3/24	Board Update Communications	N Hornsey	