



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 11th December 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, Aaron Stevenson, Millie McFadzien

ATTENDEES: Nicola Hornsey (LSM), Kieran Udy, Nikki Hosking (MoE), Zane Langford, Brendon Harrex and Vicky Aitchison (Minute Taker)

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

1.1 Apologies

Vince Sharp, Tara Quinney (Principal) and Fr Sani Lam

1.2 Speaking Rights

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

MOVED: John Hogue

All in Favour

CARRIED

1.3 Declaration of Interest

Nil

1.4 Intervention Review

The review of the intervention is scheduled for mid-March. The process will be initiated early January. A table outlining the intervention goals will be sent to all board members in mid-January, requesting feedback by mid-February on which goals have been met, reasons for any unmet goals, and suggestions for reshaping remaining goals and outcomes. Feedback will inform the adjustment of goals and outcomes to ensure alignment with the intervention's objectives.

Kieren Uddy joined the meeting at 6:20pm.

Nikki Hosking left the meeting at 6:27pm.

Zane Langford joined the meeting at 6:28pm.

Brendon Harrex joined the meeting at 6:38pm.

2. Public Excluded

The meeting moved into Public Excluded at 6:29pm and 7:42pm.

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

MOVED: John Hogue

ALL IN FAVOUR

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 6:53pm and 8:14pm.

MOVED: That the meeting move out of Public Excluded.

MOVED: John Hogue

ALL IN FAVOUR

CARRIED

3. Monitoring

3.1 Principal's Report

The principal's report was taken as read. Nicola Hornsey commented on the principal's professional learning, noting that it is a PPTA-driven initiative with limited flexibility and unlikely to see changes despite being raised previously.

MOVED: That the Principal's Report be accepted.

MOVED: J Hogue

ALL IN FAVOUR

CARRIED

4. Ratification of Between Meeting Resolutions

Nicola Hornsey spoke to the ratification of the following EOTC events:

- EOTC
 - Duke of Edinburgh Silver Award
 - Year 13 Retreat 2025
 - International Stewart Island Trip, February 2025

Further discussion was held around the Year 13 Retreat and the Stewart Island Trip. Agreement was made that further clarification is required regarding the adult to student ratio and specific queries related to Stewart Island

activities. It was suggested to consider involving additional teachers for overnight supervision. Further details were sought prior to finalising approval for these activities.

MOVED: *That the Board moved the Duke of Edinburgh Silver Award be approved, with further clarification required for the Year 13 Retreat and the Stewart Island trip, as discussed.*

MOVED: John Hogue

ALL IN FAVOUR

CARRIED

The board discussed the implications of recent changes to H&S responsibilities, emphasising the increased personal liability for board members. It was agreed that a review of board responsibilities and related processes should be conducted early in 2025 to ensure alignment with best practices.

Kieran highlighted recent media incidents and the need to ensure that policies reflect actual school practices, as discrepancies are often scrutinised during incidents. The board emphasised the importance of the principal providing assurance regarding H&S compliance.

The meeting acknowledged the need to review and strengthen policies collaboratively, emphasising the need for a high-trust model.

5. Key Discussions & Decisions

5.1 Delegations for 2025

The meeting briefly discussed and approved the following:

- Kieran Udy to be a signatory on the college ASB account.
- Kieran Udy to hold a college credit card with a limit of \$5k.
- Removal of Tara Quinney as a signatory on the college ASB banking accounts.
- Cancellation of Tara Quinney's college credit card.

MOVED: *That the above actions be approved, following discussion.*

MOVED: John Hogue

SECONDED: Adele McGarry

APPROVED

5.2 Board Meeting Schedule

The board discussed and confirmed plans for an early 2025 meeting to focus on improving board operations and processes, following up on discussions and information gathered earlier in the year. It was agreed to hold this meeting Tuesday 11th February at 6:00pm.

6. Financial Report

John spoke briefly to the Financial Reporting. The financial statements for the past month were reviewed, with no significant changes noted. The board expressed interest in monitoring working capital closely.

- *Draft 2025 Budget* – The draft budget was adopted with no objections. It was noted that the Operations Grant may decrease. Paula has confirmed staffing, and the SUE reports are on track.
- *Pathways Funding* – Discussion highlighted the need to clarify tertiary pathways funding. Nicola suggested seeking clarification whether student transitions into pathways have been financially or student driven, with further discussion planned next year.
- *Property Maintenance* – The board discussed and approved the property maintenance programme for the music and graphics rooms subject to further quotes for any planned exterior and interior maintenance of (including the music and graphics rooms). Kieran will follow up in the New Year. Nicola suggested revising property maintenance proposals in early 2025.
- *School Accounts* – A suggestion was made that uniform costs be added to student accounts with a deposit required on orientation day, to be advertised in the newsletter. The board requested clarification on separating donations from other outstanding payments.

- *Audits* – The 2022 audit remains unresolved. The 2023 financial statements were submitted to auditors within the deadline, with all requested documentation provided.
- *Financial Reporting* – Concerns were raised about the usefulness of the current financial report. Kieran suggested exploring alternative providers. Nicola supported a review of financial reporting options to ensure clearer alignment with the budget.
- *Capital Expenditure* – The draft capital expenditure budget will be held off pending additional information. Essential purchases during the holidays can be addressed if necessary.

MOVED: *That the 2025 draft budget be adopted.*

MOVED: John Hogue

SECONDED: Ruth Mitchell

APPROVED

7. POLICIES – Term 4 School Docs Review

Nicola confirmed that the Finance and Asset Management policy has been reviewed, and feedback on the changes approved by the board have been sent to SchoolDocs. Nicola will follow up on this to ensure that the changes have been made.

8. Administration

8.1 Minutes of Previous Board Meeting – Wednesday 20th November 2024

MOVED: *That the Minutes of the meetings held on the 20th November 2024 be adopted as a true and accurate record subject to changes, as discussed.*

MOVED: Adele McGarry

SECONDED: Aaron Stevenson

APPROVED

8.2 Actions from the Previous Meetings

N Hornsey confirmed that all outstanding actions have been completed.

8.3 Correspondence

As per agenda. Additionally, the meeting discussed notification of a cash gift received from a student. Concern was raised about setting a precedent but after discussion the board agreed to make an exception in this instance. All future incidents, if any to be considered on a case by case basis.

MOVED: *That an exception be made and the teacher should accept the gift as noted above.*

MOVED: Catherine Sayer

SECONDED: Adele McGarry

APPROVED

The meeting moved back into Public Excluded at 7:42pm (see Section 2).

The meeting moved back into the General Agenda at 8:14pm.

9. General Business

- Nicola will prepare an end of year communication from the board.
- The first meeting of 2025 will take place on Wednesday 19th February. Nicola to draw up a schedule for the rest of the year.
- Advertised positions – Nicola confirmed that Tara is actively involving Kieran in the recruitment process and that he will join all interviews. John suggested a review of the policy regarding the process and proposed that this topic be discussed at the strategy meeting. John will collaborate with Kieran and Nicola around an agenda for the evening. The board acknowledged Kieran's time prior to taking the position in January.
- Presiding Member – John noted that when joining the board as Presiding Member he committed to serving for one year. He announced that he will not be standing for re-election next year but would be

happy to remain involved with the board during the transition period. The board acknowledged and expressed appreciation for John's commitment to the college.

The meeting closed with a Karakia/closing prayer at 8:23pm

The next meeting to be held on Wednesday 19th February 2025.

CONFIRMED.....*[Signature]*.....DATE.....*19/03/25*.....

Appendix One

1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	20/11/24	Credit Card Policy – Amendment to allow the credit card to be used with the principal's delegation; change contingent to discussions around Hostel	N Hornsey	Complete
2.	11/12/24	EOTC overnight events - further clarification is required regarding the adult to student ratio and specific queries	T Quinney	
3.	11/12/24	Finance & Asset Mgmt Policy – follow up that changes have been actioned on SchoolDocs	N Hornsey	
4.	11/12/24	End of year communication on behalf of the board	N Hornsey	
5.	11/12/24	Board 2025 Meeting Dates to be circulated	N Hornsey	