



St Peter's College, Gore
Meeting of the School Board
held on Wednesday 19th February 2025
at 6:00pm in the Principal's Office

PRESENT: Ruth Mitchell, Adele McGarry, Catherine Sayer, Aaron Stevenson, Millie McFadzien, Vince Sharp, Kieran Udy (Principal).

ATTENDEES: Nicola Hornsey (LSM), Nikki Hosking (MoE), Michael Lee (Crowe Howath Auditors), Gavin Lawrence and Vicky Aitchison (Minute Taker)

1. The meeting opened at 6:00pm with a prayer led by Catherine Sayer.

1.1 Apologies

Ceri Macleod, John Hogue and Cathy Puna

1.2 Speaking Rights

MOVED: *That the Board approve speaking rights for Nicola Hornsey, Nikki Hosking, Michael Lee and Gavin Lawrence*

MOVED: Ruth Mitchell

All in Favour

CARRIED

1.3 Declaration of Interest

Nil

1.4 Election of Presiding Member

Nicola Hornsey called for nominations for the position of Presiding Member.

Ceri MacLeod was nominated by Ruth Mitchell and seconded by Aaron Stevenson. Ceri has confirmed acceptance of the nomination prior to the meeting. As there were no further nominations Ceri was elected unopposed as the Presiding Member. The board acknowledged Ceri's acceptance of the role; Nicola will formally confirm the appointment with Ceri following the meeting.

1.5 Election of Deputy Presiding Member

Nicola Hornsey called for nominations for the position of Deputy Presiding Member.

Ruth Mitchell was nominated by Adele McGarry and seconded by Aaron Stevenson. As there were no further nominations Ruth was elected unopposed as the Deputy Presiding Member. Ruth accepted the role and thanked the board for their support.

1.6 Ruth Mitchell assumed the role of Presiding Member for the meeting, in the absence of Ceri Macleod.

2. Public Excluded

The meeting moved into Public Excluded at 6:07pm and 9:21pm

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

MOVED: Ruth Mitchell **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 6:55pm and 9:43pm.

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

MOVED: Ruth Mitchell **ALL IN FAVOUR** **CARRIED**

Michael Lee left the meeting at 6:40pm

Gavin Lawrence left the meeting at 6:46pm

2.1 Ratification of Between Meeting Resolutions

MOVED: *That the Board ratified the approvals for the Senior Retreat, Appointment of Crowe Howath as Auditors and the Staff Election Date of 28 February 2025.*

MOVED: Ruth Mitchell **SECONDED:** Catherine Sayer **CARRIED**

2.2 Delegations for 2025

Nicola Hornsey provided a draft of the 2025 delegations for approval. It was noted that delegations need to be signed off by the board at the start of the year.

Approval was deferred until the next meeting to allow time for board members to review the schedule. It was agreed that Kieran requires the formal employment delegation to address staff matters. The board approved this delegation to Kieran.

MOVED: *That Kieran Udy be granted employment delegation. All other delegations to be carried over to the March meeting.*

MOVED: Adele McGarry

SECONDED: Aaron Stevenson

CARRIED

2.3 Board Committees

The board discussed the formation of subcommittees. The following committees were identified at the board workshop:

- Discipline – Cathy & Catherine
- Special Character – Catherine, Aaron and Millie
- Strategic Planning & Appointments – Millie and Cathy
- Policies – Adele & Ruth
- Finance & Property – Aaron, Vince and Ruth

Ruth called for expressions of interest from board members to join the subcommittees.

The board queried whether a Terms of Reference (ToR) exists for committee obligations, if not it was recommended that guidelines be developed outlining the purpose and operation of each committee. Kieran agreed to draft Terms of Reference, to be emailed to all board members prior to the March meeting and ratified at that meeting. Kieran confirmed that he will circulate the 2025 Workplan at the same time.

Action: K Udy to draft Terms of Reference to be emailed prior to the March board meeting.
2025 Workplan to be emailed at the same time.

2.4 Board and Committee Meeting Schedule for 2025

Nicola spoke to the draft schedule for board meeting dates. The following meeting dates were confirmed:

Term 1 – 19th February & 20th March

Term 2 – 20th May & 17th June

Term 3 – 23rd July & 20th August

Term 4 – 22nd October 19th November & 10th December.

2.5 Intervention Review – Nikki Hosking

Nikki Hosking provided an update on the intervention review, noting that there had been limited responses to emails initially due to technical issues. A few responses have come in since following and any other feedback should be sent to Nikki within the next week. Nickki plans to put together the review early next week with the deadline for submission being mid-March.

Nikki highlighted that the intervention would unlikely be finishing soon due to timing of the new Principal appointment and the need for the new appointment to settle in. During the transition period LSM involvement would usually be reduced as more outcomes are met. While the intervention can be reviewed at any point, it will likely be between 3-6 months.

Nikki shared that feedback from the previous review had led to some outcomes being removed, and she was hopeful that more will be removed following this review.

Kieran raised concerns about the ongoing costs associated with the LSM and the need to ensure MoE satisfaction with the Audit and Review process. He also expressed concern that extending the LSM involvement may slow the school's roll growth.

The meeting further discussed the impacts of the delay in the hostel audits. Nikki acknowledged the lack of financial clarity due to this. The goal is to resolve the hostel financial issues and start fresh. The board agreed, noting that paying off the hostel debts would help resolve the situation. The finance subcommittee will meet between board meetings to bring reports and ensure proper parameters are in place. It was recommended that these meetings included input from Hannah (Finance, MoE) for guidance, especially regarding insurance and financial responsibilities of the board.

The meeting broke for Kai at 7:28pm returning at 7:38pm.

2.6 MoU with Diocese

Nicola spoke to her recommendation that the board establish a Memorandum of Understanding (MoU) with the Dioceses to clarify responsibilities of each party and ensure legal protection for all involved. Kieran will draft and negotiate with Paul Olson on behalf of the board.

Nicola spoke to a meeting held with the Diocese and trustees from the hostel board to discuss the future of the hostel buildings. The meeting discussed this and the matters arising from this meeting.

After discussion the meeting agreed to move forward with drafting the MoU. An update will be provided at the next meeting.

Action: MoU with Diocese to be drafted – an update to be provided at the next board meeting.

3. Monitoring

3.1 Principal's Report

The principal's report was taken as read. Key updates included:

- Currently 350 domestic students, 14 international students.
- Working with Maruawai College for better staff collaboration and moderation, will be after school and not impact the school schedule.
- Google surveys have been sent out to each year level, parents/whanau and staff asking about a range of initiatives as well as overall satisfaction. Surveys close 21st February. An analysis of results will be shared with the board at the March meeting.
- The draft Annual Implementation Plan has been created with some input from SLT. Focus on returning to basics. Attendance is a key area, but the absence of a Deputy Principal/Pastoral is a challenge in monitoring. The lack of management units and time is also limiting.
- Heads of Departments to report on outcomes, achievements and goals for the board. A suggestion was made to have all HoD's present on one night, which was agreed. These reports will take place once data is available.
- Concerns around accessibility and use of data, particularly for Year 11 students. Staff need to be upskilled to use Kamar effectively. Feedback has indicated that whanau are dissatisfied with how children's progress is reported, and work is needed to address this.
- A discussion on the comparison between external and internal pass rates will be included in the upcoming report. Current data will be shared for review, noting that it is not yet finalised.

Action: K Udy to include reporting on results and pass rates for the March Meeting.

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

MOVED: Ruth Mitchell **ALL IN FAVOUR**

CARRIED

3.2 Financial Report

Kieran Udy spoke to the December Financial Report. The report was taken as read. It was noted that January financials will be presented at the March board meeting along with the February report.

The meeting discussed the debt owed by the Hostel Trust. Currently \$53k owed and it is doubtful that this will be received. It was agreed to add a provision for doubtful debt, with a recommendation to include a \$60k provision.

MOVED: *That a provision for doubtful debt of \$60k be included in the financials/budget to recognise the debt owed by the Hostel Trust.*

MOVED: Vince Sharp **SECONDED:** Kieran Udy

APPROVED

Kieran spoke to the PFTA's request for a refund of the donation towards payment of deposit to Tiger Turf, which has now been refunded. There is a shortfall of \$5,000 that Tiger Turf retained for work already completed. The meeting had a robust discussion. Kieran suggested supporting the PFTA to maintain goodwill but there was concern over how the funds would be provided and if it was legally permissible. It was noted that it would not be possible to donate government money to the PFTA.

The board queried whether additional quotes had been obtained for the music room and uniform shop as discussed at the December meeting. Kieran and Paula are following up on obtaining quotes for external and internal painting.

Action: Kieran to report for next finance meeting if quotes have been obtained.

A query was raised about the significant gap between accounts receivable and current liabilities which totals a difference of circa \$120k (more than expected). The impact of this discrepancy moving forward is uncertain, but Kieran suggested that it could be due to additional grants received for the previous year or coding issues. To be clarified and added to the agenda for the next finance meeting.

3.3 Draft 2025 Budget

Kieran spoke to the Interim draft 2025 budget. The budget was taken as read.

- Kieran noted that figures from the previous year were based on a different roll prediction and therefore have since changed. Adjustments were made to account for slight changes in funding, and approximately \$74k was reduced from the originally budgeted expenditure. The budget also now includes depreciation, which was not previously included.
- The capital expenditure budget has been drafted separately. Kieran emphasised that he does not intend to spend much on capital items unless additional funds are received. One capital expenditure item that is a priority is carpet for the gym/hall. Quotes are currently being obtained for approval by the board for this.
- Kieran raised concerns about overstaffing in the past, which has impacted the budget. Since this cannot be adjusted for the current year, it will have a lasting impact. However, he expressed confidence in the budget for the upcoming year. There were concerns about under-budgeting for essential expenses, however Kieran provided assurance that he and the Business Manager

have reviewed each expenditure line to ensure that they are realistic, and any possible reductions have been considered.

- The board discussed the budget and agreed to approve, excluding the capital expenditure budget. Capital Expenditure to be deferred for further discussion at the March board meeting.

MOVED: *That the 2025 Interim Budget be approved.*

MOVED: Ruth Mitchell **SECONDED:** Adele McGarry

APPROVED

4. POLICIES – Term 1 School Docs Review

Nicola advised that Health & Safety & Welfare policy is due for review this term with information available on SchoolDocs.

Two EOTC items awaiting board approval:

- Bronze Duke of Edinburgh
- Y12 PE Surf Camp

The meeting discussed and the board agreed it was happy to approve the Duke of Edinburgh expedition for students. The board further discussed the Surfing Camp with concerns raised regarding re the ratio of male/female staff member. It was felt that the trip should not be approved without ensuring that the staff-to student gender balance aligns with the school's policy. Kieran was tasked with going back to discuss the situation further. Approval to be deferred.

The issue highlighted a broader discussion around the school's policy, particularly in light of the ratio of male staff across the school.

MOVED: *That the Bronze Duke of Edinburgh EOTC be approved.*

MOVED: Ruth Mitchell **ALL IN FAVOUR**

APPROVED

5. Administration

5.1 Minutes of Previous Board Meeting – Wednesday 11th December 2024

Clarification requested around quotes for maintenance of music room/graphics room. To be deferred until the March board meeting.

5.2 Actions from the Previous Meetings

N Hornsey confirmed that all outstanding actions have been completed.

5.3 Correspondence

As per agenda.

- The meeting discussed the tree trimming request and agreed that quotes should be obtained.
- The meeting had a robust discussion around the Audit/Review proposals. The St Peters School board is deemed to be a controlling body with two voices on the Trust board.

Based on this understanding and accepting that the reviews and audits of the Trust and company must be conducted in order for consolidated group accounts to be completed and audited so the school board can meet its statutory financial reporting obligations, the board delegated Ruth Mitchell (as Deputy Presiding Member) the authority to sign the Letters of Engagement on behalf of the school board.

MOVED: *That Ruth Mitchell (as Deputy Presiding Member) be given authority to sign the Letters of Engagement on behalf of the school board, as detailed above.*

MOVED: Aaron Stevenson

ALL IN FAVOUR

APPROVED

The meeting moved back into Public Excluded at 9:21pm (see Section 2).

The meeting moved back into the General Agenda at 9:43pm.

There being no further business the meeting closed at 9:45pm

The next meeting to be held on Wednesday 19th March 2025

CONFIRMED.....*Aaron Stevenson*.....DATE.....*19/03/25*.....

Appendix One

1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	11/12/24	EOTC overnight events - further clarification is required regarding the adult to student ratio and specific queries	T Quinney	Complete
2.	11/12/24	Finance & Asset Mgmt Policy – follow up that changes have been actioned on SchoolDocs	N Hornsey	Complete
3.	11/12/24	End of year communication on behalf of the board	N Hornsey	Complete
4.	11/12/24	Board 2025 Meeting Dates to be circulated	N Hornsey	Complete
5.	19/02/25	Reporting on results and pass rates to be included in March Meeting.	K Udy	
6.	19/02/25	Quotes for review at the March Meeting – Tree Trimming, Maintenance.	K Udy	
7.	19/02/25	Clarification of December Board Minutes	V Aitchison	Complete
8.	19/02/25	MoU with Diocese to be drafted – update to be provided at the next board meeting.	K Udy	
9.	19/02/25	Kieran to report to next finance meeting, if quotes have been obtained for maintenance costs.	K Udy	