

**THE MINUTES OF THE MEETING OF THE ST PETERS COLLEGE SCHOOL BOARD
HELD AT ST PETER'S COLLEGE in THE PRINCIPAL'S OFFICE ON WEDNESDAY 28
JUNE 2023 AT 6pm**

PRESENT: T Quinney, J Mackereth, A McGarry, A Stevenson, V Sharp(arrived 6.30pm), R Mitchell, C Sayer, M Mackereth, S Sanson, Fr J Lalaguna

IN ATTENDANCE: J Henry(Secretary), Nicola Hornsey(LSM)

1.	Prayer and Reflection	Prayer presented by C Sayer	Actions
2.	Meeting Protocol 2.2 Apologies: 2.3 Declaration of interests:	C Macleod Motion: Accept these apologies as true and correct. Motion: No changes to Declaration of Interests Moved: A Stevenson Seconded: M Mackereth Carried	
3.	3.1 Giving effect to Te Tiriti o Waitangi 3.2 Student Voice 3.3 Scoping Report and outcome plans	Great feedback on course, will report back to community Tara, Nicola and James to work on questions for a survey to the students <ul style="list-style-type: none"> Scoping report will be circulated to staff Outcomes plan for next 12 months will also be circulated to staff Report to community 	Tara Nicola
4.	Discussion on reporting	What do the board expect from reports for meetings? Nicola and Tara will continue to modify to meet the boards needs and compliance assurance	
5.	Annual Plan reporting	As outlined in Principal's report	
6.	Reports 6.1 Principal's Report 6.2 Finance – Report in 365 6.3 Special	The principal spoke to her report and the following matters were discussed: <ul style="list-style-type: none"> School production De-streaming or ability grouping linked with St Peter's personalised learning approach ERO Partnership – ERO will be invited to the September Board meeting Discussion was had: <ul style="list-style-type: none"> about how far behind the auditing – find out date of appointment spending percentage – Solutions and Services Solutions & Services to be invited to zoom in to next meeting How to develop the reporting to the Board 	Tara

	<p>Character – Report in 365</p> <p>6.4 Pastoral Report – Report in 365</p> <p>6.5 Teaching & Learning Report – Report in 365</p> <p>6.6 Property Report</p> <p>6.7 EOTC</p> <p>6.8 Kahui Ako</p> <p>6.9 PTFA – Minutes in 365</p> <p>6.10 Hostel – report in 365</p> <p>6.11 Health and Safety</p>	<ul style="list-style-type: none"> • Complimented DRS on his report • Blessing of school following release of Commission findings • Discussion on student engagement and behaviour, especially Years 9 and 10 • Year 13 data to be included in next report • Discussion about adolescent brain development – part of plan consideration for 2024 • Board complimented report writer <p>No report this meeting</p> <p>Audit – Craig very pleased Improved from last year</p> <ul style="list-style-type: none"> • The board approved the EOTC excursions of The Bronze Duke of Ed tramp and the South Island Netball Tournament <p>Moved: R Mitchell Seconded: M Mackereth</p> <ul style="list-style-type: none"> • Board complimented John Ryan on early preparation of proposal <p>As per principal's report – Te Tiriti of Waitangi very valuable</p> <p>No questions re this report</p> <ul style="list-style-type: none"> • The board would like the chance to meet with the Rosmini House board. Nicola to set up a meeting with herself, Tara, John Thornley, Zane and Adele • House rentals are managed by Rosmini House • Board approved change of Head Injury protocol requiring medical assessment to be required either by parent taking student for assessment or school doing that 	<p>Tara/Fr Lalaguna</p> <p>Tara</p> <p>Nicola</p>
7.	<p>Policy Framework Discussion</p> <p>7.1 School Docs Proposal</p>	<p>Motion:</p> <p>The board approved the implementation of School Docs to provide and update the Board policies.</p> <p>Moved: M Mackereth Seconded: V Sharp</p>	

	<p>7.2 Physical Restraint Policy</p> <p>7.3 Camera Surveillance</p> <p>7.4 Code of Conduct</p>	<p>The school board adopted the SchoolDocs Physical Restraint Policy as a working document</p> <p>The board adopted the SchoolDocs Policy as a working document.</p> <p>The board adopted the MOE code of conduct as a working document – special character aspects will be added</p>	
8.	<p>Meeting Administration</p> <p>8.1 Minutes previous meeting – as circulated</p> <p>8.2 Inwards/outwards correspondence – as circulated</p>	<ul style="list-style-type: none"> • Motion: That the minutes of the meeting held on 10 May 2023, as circulated, be accepted with changes. Moved: R Mitchell Seconded: A Stevenson Carried • Motion: That all inward and outward correspondence be recorded as true and correct. Moved: R Mitchell Seconded: S Sanson Carried • Motion: The board accepted and approved letters as per below: Resignation – Margo Iddenten – exit interview to be offered Maternity Leave – Jo Carter Extended Maternity Leave – Gabe Brensell Moved: R Mitchell Seconded: C Sayer Carried • Need a letter from the board authorising Hayley Stevenson and Wendy Blythe to use physical restraint in their position as caregivers for McKye Storer- Board complimented the work done by the two teacher aides 	<p>Nicola/Tara</p> <p>Ruth</p>
9.	Emergent Review – ERO	As per principal's report	
10.	Board Process Requirements 10.1	<ul style="list-style-type: none"> • Motion: That the meeting be extended by up to 1 hour Moved: R Mitchell Seconded: V Sharp • Motion: The board excludes the public under section 48 of the Local Government Official Information and Meetings Act 1987, for reasons of 'confidentiality and the privacy of individuals'. Time: 8.18pm 	

		Moved: A Stevenson Seconded: S Sanson Carried	
11.	Meeting Closure:	8.18pm (Public excluded meeting after this)	
12.	Next Board meeting	1 August 2023 at 6pm	

DA Welch