Minutes of Meeting

Tuesday, 4 August 2026
held at school at 6.45pm.

**THE BOARD OF
JIREH CHRISTIAN SCHOOL 2026**

Attending: Allan Bates, Andrew Coombridge, Anna Fernandes, Robyn Lesatele-Paiti, Vicki Morris, Vicki Nabete, Fulton Shannon.
Tavita Fesolai, Shihan Sappideen attended via zoom.

Apologies: Gregory Worboys

1. **Welcome –** Tavita welcomed everyone to the meeting.

2. **Devotion** – Andrew opened the meeting with prayer and a devotion based on Psalm 111. He read the Psalm and we discussed what stood out to each of the members. It was described as the 'emergency Psalm'. We considered the posture of praise to the Lord in the first few verses and how the Psalmist shows the ways God has been faithful; how He provides for us; how he created the world; and how He sent His only son who has secured our salvation. We have lots to praise God for in many aspects of school life and that is because we have a God who is faithful and provides for us. We continue to ask for His wisdom so that we continue to make decisions that are wise and follow His leading. He then prayed to open the meeting.

3. **Tiwai Learning Area Report** – tabled and taken as read
   Greta Mackie mentioned some highlights -
   - The strong and stable teaching team that Tiwai has this year.
   - The wonderful blessing that Nicola Pallesen's role is this year.
   - The team is coping well with the curriculum changes and are continuing to resource those areas, which will take time.

   There was discussion around how the Board can support Tiwai, and the following points were raised –
   - Classroom refurbishments for the two prefabs would be welcome, eg. painting and new carpet. It was mentioned that the Principal and Deputy Principal are meeting with Allan Grav on Thursday and the refurbishment of the two classrooms will be brought up then.
   - Specialist teachers in the Arts area and also a timetable that allows for smaller groups in the Makerspace and Kitchen areas would also be of benefit to Tiwai. Part of this may be looking at how CRT release time is used. Tiwai would also benefit from a specialist Science teacher.
   - There is concern around students leaving after Year 6 to guarantee themselves a place at a special character high school as these schools are running at capacity in Auckland.
   - chronic absence is being tackled school wide and a process has been adopted to follow up on this more effectively. This is in line with what the Ministry is wanting.
   - Considering a programme that deals with Christian Apologetics would be an asset in the Tiwai area to give students tools to stand up for their faith. This could be added to the current discipleship programme. We could also look at what is being done in other schools around Christian Apologetics.

   Anna prayed for Greta, the team and the Tiwai Learning Area. Greta then left the meeting.

4. **Confirmation of Minutes** – taken as read.
   The minutes of 23 June 2026 be accepted as a true and accurate record.

   Moved Tavita / Vicki M Seconded AGREED

5. **Matters Arising from Minutes & Action List**
   1. Update in the school newsletter is still to happen but Maliah's item is to be taken off as she is now not going to Samoa.
   2. Conflict of Interest Register updated. CLOSED
   3. Further changes to be made to the Asset Policy and the School Donations policy by the Policy sub-committee – will be done by the next meeting.

4. Mid-year Curriculum data to be tabled at the next Board meeting – tabled at this meeting. CLOSED
5. Quotes for artificial turf – to be discussed tonight. ONGOING
6. Schooled Board Finance meeting – happened yesterday - CLOSED

6. Conflicts of Interest –

Tavita has been co-opted as an adviser for governance and finance on the Kelston Boys School Board. This will be added to the Conflict of Interest Register.

7. Policies

After last night's meeting it has come to light that some new financial policies are needed, eg. gifts and entertainment policy, credit card policy, etc. The Policy sub-committee will need to prioritise which Policies need to be worked on first. Also, a number of Policies are due to be reviewed next year and it was suggested that the sub-committee look at spreading them out more.

8. Mid-Year Curriculum Data

This is the first year of 5 progress descriptors and the first time we have reported in this way. We're not sitting right on 75% but by the end of the year we'll be closer.

Maths – mid year data shows we have key strengths. 70% of our school is meeting or exceeding expectations. A good number are sitting above what is expected.

Reading – Reading the top achieving area and is a strength to be celebrated at Jireh. It is now broken down into 3 clear areas of reading – informed decision, comprehension and word recognition and reading enrichment.

Writing – is a bit weaker than the other areas – reading always comes before writing but again we're still sitting in a good place. This is also the first time writing has been broken down into different areas – informed decision, writing processes and composition. The results may have been impacted by minimal information being available around writing as it came out at the beginning of Term 2 and had to be reported on at the end of Term 2. We are looking into how we can put more support around this area.

There is no comparison data this time but going forward there will be. It is evolving as we develop and support the staff through this process.

Ministry funded PD has been applied for around assessment so we can consolidate them.

9. Inward Correspondence

- NZSTA Onboard magazine for June on the drive.

10. Reports

a. **Principal's Report –** taken as read

- Principal's professional growth cycle is included in this report. Vicki's mentor is the Principal at St Mary's. What is involved in this process is outlined in the report. Vicki chose 2 goals – building relationships and also continuing to strengthen the school's learning structures.
- ERO – Term 1 2027. They will confirm the date at the start of T4, 2026. Included in the Board papers are the Board assurance documents that need to be done for ERO. It was suggested that we include a few parts of this document in our meeting Agenda's so that we can go through it. There are four sections and each section has a variety of different headings. Evidence is needed and Vicki N suggested we create a Board folder on the drive and put the appropriate documents in the appropriate folder as we go so the evidence is clear. We may need to have an extra meeting if we can't cover all the slots in our regular meetings. For now we will allot 20 minutes at the next 3 meetings and everyone should come prepared and ready to discuss the topics set down for that meeting.
- Attendance Management Plan – Vicki N has refined this a bit and has made sure that e-tap is recording things correctly. All steps are recorded so that if we have to bring in the Ministry Attendance Adviser (Lesiali) everything is recorded. The stages are Green, Yellow – followed up by classroom teacher, Orange – followed up by Vicki M who will communicate with the family, Red –is followed up by Vicki N who will also communicate with the family and look at external support. An example was given that if a child is overseas for a month they will go through all those stages and will be notified at each threshold, so the parents are aware. Each term the attendance is reset. T2 this year was at 79% compared with 74% T2 last year. The Ministry aims for 80%, 90% of the time.
- A question was raised around Erin's resignation. It was felt that this is worth continuing in the future and perhaps reviewing the current setup at the same time including looking at the hours.
- N4L. There will be a site inspection next week.

It was moved that the Principal's Report be accepted, with thanks.

Moved Andrew / AGREED

b. Finance & Property Update – taken as read

- **June Financial Report**
  As at 30 June the school's financial position is sound. Although there is a YTD operating deficit it is better than what was budgeted, primarily due to controlled expenditure and stronger than expected fund-raising and investment income. The school is well positioned to achieve a year-end result that is materially better than originally budgeted.

  It was moved that we accept the Finance Report for June 2026.

  Moved Tavita / Shihan Seconded AGREED

- **Property -**
  The COLA was signed off yesterday. Everyone is happy with the structure, how the project was handled and the final product.
  - The project largely stuck to budget in terms of what they said they would do for the price. Some foundations had to go deeper and this has meant more cost. The extra cost is still to be confirmed but it is likely to be in the vicinity of an extra $20 000 to $30 000. Shihan is satisfied with how they are presenting their claim. Retention tanks were quoted for but not needed so that cost will be taken out of the variation. Bryan Perrow will also give us his final invoice which was for a fixed fee of 10,000.

  It was moved that we preapprove up to $30,000 (-GST) for the variation of the COLA with Shade Systems, to be executed by Shihan and the Presiding Member.

  Moved Shihan / Andrew seconded AGREED

  - FYI - Turf quotes are coming in. Shihan has spoken with the 3 companies that have presented quotes so far - Prestige Turf, Team Turf and Tiger Turf. Team and Prestige have quoted on the same product, Tigers is different but they are like for like. Tiger's quote is significantly cheaper than the other two and Shihan needs to discuss with them what they've allowed for.
    All 3 companies are experienced in school turf products but we just need to look at inclusions and exclusions to better understand the proposals. These quotes focus on the main court for now. There are also some funding options to be looked into.

11. Future Business

- Apologies from Allan for the next meeting.

Next meeting – 15 September – Robyn on devotions.

Allan closed the meeting with prayer at 8.55pm.

Signed as a true and accurate record:

Approved: A Coombridge — 15.9.26

Presiding Member — Date

	ACTION LIST	Status	Assigned	Due Date
	From 24.3.26 meeting			
1	Update in the school newsletter regarding Mr and Mrs Duxfield's 40th Wedding Anniversary.	Pending	Vicki M	October 2026
	From 23.6.26 meeting			
2	Tavita to be added to Conflict of Interest Register as a Kelston Boys Board adviser.		Helen	15.9.26
3	The Policy sub-committee need to look at which new Policies need to be created as well as which ones need to be reviewed first. They should also consider the large number of Policies that are down to be reviewed next year and look at spreading them out more.		Policy Sub-cmte	15.9.26
4.	Further work to be done on the turf quotes		Shihan	15.9.26