Minutes of Meeting

Tuesday, 15 September 2026
held at school at 6.45pm.

THE BOARD OF
JIREH CHRISTIAN SCHOOL 2026

Attending: Andrew Coombridge, Tavita Fesolai, Robyn Lesatele-Paiti, Vicki Morris, Vicki Nabete, Shihan Sappideen, Fulton Shannon, Gregory Worboys.
Anna Fernandes attended via teams.

Apologies: Allan Bates

1. **Welcome –** Andrew welcomed everyone to the meeting and opened with prayer.

2. **Devotion** – Robyn led with a devotion based on John 15:5, Hebrews 10:22-23, and Galatians 6:9. She acknowledged that it's two weeks to end of term, everyone is tired yet continuing to carry responsibilities of school, work and the Board. Her encouragement was that strength comes from abiding in Christ. He says this to set us free, to rest in Him and draw strength from Him. As the Board of a Christian School we must keep the special character at the forefront of our minds, and at the center of who we are and why we exist. She then prayed.

3. **Confirmation of Minutes of 4 August 2026** – taken as read.
It was moved that the minutes of 4 August 2026 be accepted as a true and accurate record.
Moved ANDREW AGREED

4. **Matters Arising from Minutes & Action List**
   1. Update in the school newsletter re the Duxfield's 40th WA will happen next week. CLOSED
   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. TABLED FOR TONIGHT. Ongoing changes are being worked on to distribute the Policy Review Schedule more evenly throughout next year.
   4. Quotes for artificial turf. TABLED FOR TONIGHT

5. **Conflicts of Interest –**
Tavita requested that his Conflict of Interest be changed to reflect that, as of yesterday, he is now a Trustee for Kelston Boys High School for the rest of this current Board's term.

6. **Annual Plan Update -** tabled

7. **Report on Learning Support across the school – Vicki M** taken as read
   - This report gives you a picture of what is going on in this area of the school.
   - The major change from previous years is Nicola's role as Learning Support Co-ordinator and Structured Literacy teacher. There was discussion around whether we need to look at employing a support person in this area. Vicki and Vicki have discussed this and believe that the school does have the potential to do something in this area. While Nicola does take students out of class for lessons she is also spending time in the classroom with teachers, in a coaching role, so that teachers can strengthen their Tier 1 teaching which will help fill a lot of gaps, allowing them to maximise that skill set and build on it.
     Next year Nicola's role as a Learning Support Co-ordinator is confirmed. Applications for funded Structured Literacy teachers opened today and has been applied for today. We should hear back by 10 October.
     Nicola has read Vicki's report and agrees with all that has been reported but there is the possibility of getting a report directly from her.

8. **Report on Staff Wellbeing**
Vicki Nabete reported that one-on-one meetings with all staff have been completed. These were extremely valuable for everyone involved. This week the teachers have completed the survey based around the Strategic Plan. We have also asked about their intentions for 2027 regarding hours/days, year level, team, etc. Staffing has just come in for next year as well as management units and this information will assist us in planning for 2027. The Staff Wellbeing Survey will be completed in Term 4 with an update being provided to the Board next term.

9. Policies

- School Donations Policy - Changes made are as folllows -
  - Policy Terms with definitions have been added
  - More detail has been included under 'Procedural Guidelines' including reference to legislation.
  - Pt 2 now states that the Board will review the equity index annually.
  - Point 3 was added from an email from Philip Mark.
- Asset Register Policy
  - Under Procedural guidelines Pt 4, the figure has changed from 500 to $1,000.
  - Pt 9 under Procedural guidelines is new.
  - Under Property Mgmt there is now more information and Pts 3 and 5 have been added.
  - In some sentences wording was rearranged for clarity and to make it more relevant to the current situation.

Having 'Policy Terms' in the Donations Policy is good, and we may benefit from having something similar in other Policies. This is for the Policy sub-committee to consider further.

It was moved that we adopt the updated Policies. Moved Robyn / Vicki M Seconded AGREED

10. Board Assurances for ERO

At the last meeting the Board agreed to look at setting a time limit at each meeting to go through this document. Tonight **SELF AUDIT Checklist 1: Board Administration** was discussed and completed.
Vicki N recorded the outcome of the discussions and will input that on to the form and put the corresponding documentation into the correct folder on the Board drive.

11. Inward Correspondence

- NZSTA Onboard magazine for July on the drive.
- NZCPT correspondence "on becoming and living as a Christian' – taken as read.
  There are nine schools across this network that all subscribe to the special character of the NZCPT. This document brings alignment across those schools.

It was moved that we adopt the NZCPT Position Statement. Moved ANDREW Agreed

12. Reports

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

Points to highlight -

- The Strategic Plan – MoE has said that all schools need to create an interim strategic plan for 2027/28 then start their new 3-year plan from 2029 in line with Board elections. Changes include that we currently have two goals and we need to have three. Community consultation is part of this as well. So far we have received 55 replies from 208 families which is 25%. We are aiming for 90% so this is being promoted in as many ways as possible.
  - Teachers are completing a survey this week.
  - A student survey is being done this week and next. Years 4 – 8 will do an individual survey then a buddy system has been set up for the junior school to get their input as well.
  - Feedback from these surveys will come to the Board at the next meeting and we are also planning to give feedback to the parents.
- The N4L upgrade is happening on 5,6,7 October. We will need to pay for some of the wiring as well as approx. $1500 for the cabins that are not on the ministry plan.
- Subsidence – rubbish has been dug out and these holes have now been filled and compacted with grass seed laid. There is some further subsidence due to the previous work done but we are waiting to hear from KWT as to next steps. It is staying closed at present. Philip Mark is coming on Thursday with some builders to give quotes and they are also going to look at renovating the resource rooms. The container that is being used for resources will become the caretakers shed. A rent-a-cabin may be an option worth considering rather than buying a 6m x 3m cabin.
- Once the work on the field has been completed, we would like to consider purchasing a ride-on lawnmower so we can make sure the field is kept in good condition by the caretaker. At present a contractor comes in to mow lawn but purchasing a ride-on lawnmower will be more cost effective.
- Turf – Shihan recommended we go with Prestige Turf. This is the most competitive quote.

It was moved that we accept the Prestige Turf quote and approve the cost of $50,000 excl GST
MOVED Shihan / Seconded Tavita AGREED

- One of our teachers who is in a job share arrangement has resigned. It is possible that we can appoint someone internally for the two days.

It was moved that the Principal's Report be accepted, with thanks.
Moved Vicki N / Andrew Seconded AGREED

b. Finance & Property Update – taken as read

- **July & August Financial Report**
  July showed a positive surplus. The Special Character donations came through in July with less expenses for the month. The MoE grant was also slightly higher than expected.
  August showed an expected deficit but is still tracking along well. The deficit is due to a full month at the start of term with a lot of camp expenses and other EOTC expenses that had to be paid as well as some fees still needing to be collected.
  Also, the COLA was paid for in August.

It was moved that we accept the Finance Reports for July & August 2026.
Moved Tavita / Shihan Seconded AGREED

A conflict of interest was registered at this point and the affected Board member left the meeting.

It was moved that the Board go into Committee at 8.34pm. Moved Andrew / Vicki N Seconded AGREED

The Board came out of Committee at 9.11pm having discussed a disciplinary issue regarding a student. This matter will be followed up by the Disciplinary sub-committee.

It was moved that the Board delegate its power to determine suspension outcomes to the Disciplinary sub-committee; namely Andrew, Tavita, Anna and Gregory. Moved Andrew / AGREED

11. Future Business
- No future business.

Next meeting – 20 October – Shihan on devotions.

Andrew closed the meeting with prayer at 9.18pm.

Signed as a true and accurate record:

Approved: A Coombridge 20/10/26
Presiding Member Date