

Minutes of Meeting
Thursday, 25 May 2023
63 St Georges Rd, Avondale
at 6.45pm in the library



**THE BOARD OF
JIREH CHRISTIAN SCHOOL 2023**

Attending: Allan Bates, Sandra Bosman, Michael Causley, Andrew Coombridge, Gael Goulter, Vicki Morris, Amrita Sadanand, Aron Singh
Apologies: Tavita Fesolai

- 1. Welcome** – Andrew welcomed everyone to the meeting. Sandra and Vicki gave 3 highlights of the retreat they had just attended. They were – there is a great support network across the country, lots of heartening input from a very Godly speaker and a lovely mix of input and downtime.
- 2. Devotion** – Michael led us in our devotions. We often have thoughts in our mind that swirl around. We need to bring them into our conscious mind and make sure that what we are thinking is in accordance with God's will. "As a man thinks, so is he." Proverbs 23:7. "Do not be conformed to this age but be transformed by the renewing of your mind." Romans 12:2. A transformed mind needs to be completely different to the pattern of this world. We need to separate ourselves from the thinking of this world and focus on doing things God's Way and according to His Word. Jesus' way of doing things was very different to what the world at that time was used to. He had to transform the minds of the disciples and help them to understand. Psalm 1: 1-3 "Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers." He then prayed to open the meeting.
- 3. Confirmation of Minutes** – taken as read
The minutes of 22 March 2023 were approved.

Moved Sandra / Aron Seconded. AGREED

- 4. Matters Arising from Minutes & Action List**
Sandra is still to look into bringing a small building on site that doesn't need resource consent but could provide a space for small groups to meet.
- 5. Conflicts of Interest**
No new conflicts of interest.
- 6. Triennial Special Character Review** – taken as read
Allan Bates attended the second meeting where they went through the outcomes and he spoke to this paper. He reiterated how great it is to see that the Special Character is infused through the school from the Leadership down. There are a few recommendations that have been made and the Board has an opportunity to speak into this report before it is finalised.
The recommendations were discussed as follows -
R2&R3 - Staff change so Special Character support needs to be repeated for them. Sandra mentioned that Jacqui Lloyd comes regularly and helps out with this where necessary. It was felt that teachers are wanting further ideas about how to implement the Special Character.
R4 – Sandra is aware of this and will keep a close eye on these numbers. This ties in with the Enrolment Scheme Agenda item.
R5 – It was felt that the Job Descriptions need to have the words 'willing and able' added to the section about the Special Character of the School. The advert has already been changed to include those words.
Under **Findings M** – Signing Statement of Faith each year may not be possible legally. This will need to be discussed at NZCPT level.
R6 – A paragraph could be included in the Newsletter from the Proprietor about future development.
R7 – A reminder that we need to keep up the Proprietor Representative numbers as that helps keep the Special Character true.

R8 – NZCPT need to be asked whether this is a possibility. Allan felt that at this stage they don't have the resources to do this but it can still be brought to their attention. There is a relationship between NZCPT and the Board regarding Special Character that affects both parties. Part of the Boards function is to network with other schools under the NZCPT network but there is a good case to be made to share the load regarding policies. Gael is to initiate a conversation with Philip Mark to get the ball rolling.

It was moved that the JCS External Special Character Review Report be accepted.

Moved Allan / Amrita seconded. AGREED

7. Student Wellbeing – taken as read

The Junior Survey is aimed at identifying students who are a bit rough and hurting others as well as those who are alone and those who make a positive impact . The Year 4 – 8 Survey is designed by NZCER and is an Annual Survey. It is quite thorough but some questions are ambiguous. Sandra is looking at developing a survey to go with the Wellbeing Framework. After the survey this year a whole staff meeting was held where Learning Areas got together to discuss the outcomes and create a plan of action. At the Management meeting on Tuesday morning we will look again at the Junior one. Those students who stood out as being kind, etc. were acknowledged in Assembly. The Intermediates do a different survey to Years 4 - 6. We were pleased to note that there were no issues regarding cyber-bullying.

Note that the Survey Summary Document needs to change the "How will Progress be measured" column. It should say that it will be compared to Term 2, 2024 results.

8. Policies

There was general discussion around school documentation and whether there is a better way to keep all documentation up-to-date and legal. The Policy sub-committee are looking at what other schools are doing. The next step is to have a meeting with Andrew and Allen to go into more detail about what has been researched. This should happen before the next Board meeting. Gael will set up the meeting.

9. Reports

Principal's Report – taken as read

- Teaching – the staff member going on maternity leave is having to leave earlier due to complications. We will fill in until the end of term. An appointment has been made to cover Yr2 for the year of Maternity Leave. The NE position has been readvertised.
- Teacher Aide position – we have one replacement but need two more and that is being worked on.
- Maintenance Employee Salary Increase Briefing Paper -

It was moved that the recommendation be accepted. Moved Allan / Gael Seconded. AGREED

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

Moved Andrew. AGREED

Finance & Property Report

Numbers are strong and the budget is tracking along well.

There was a question around requirements in the Manu Learning Area report and Sandra reported that these had all been met except for the deck around Tui as this proposal needs to go to the Proprietor. Sandra will ask the new maintenance man to price this and she will then put forward a proposal to the Proprietor.

It was moved that the April monthly report be received.

Moved Allan / Sandra Seconded. AGREED

It was moved that the Management Representation Letter, the Budgeted Statement of Financial Position as at 31 December 2023 and the Annual Report for the Year Ended 31 December 2022 be signed by the Presiding Member.

Moved Allan / Sandra Seconded. AGREED

Property Update

In Term 3 the new NE class will have to move into the small room that Rolene is currently using. A covering over the doors needs to be installed by Archgola as when it rains the carpet gets wet. Sandra is organising this with the Proprietor. The room has been measured up for a whiteboard, TV and stand. There will be 10 children in this room.

Rolene and Maliah will be in Vicki's office and Vicki in the Principal's office.

Communications with the church are proceeding and progress has been made. Documents are now with the lawyers who are preparing a Lease document.

10. Inward Correspondence

NZ Sta News – March

NZ Sta News – April – will be sent out tomorrow

11. Future Business

- a. Board lunch with staff is set for Friday, 9 June. Come if you can. Sarah to organise the food.
- b. Presiding Member. Andrew has attended an AIS course and was encouraged to send someone to the AIS Conference, 4&5 September. Allan stated that if you have a long-term view of wanting to contribute to Christian Education in NZ these Conferences are well worthwhile. Half of those that are members are also members of NZACCS. It was agreed that Andrew should go if he can.
- c. Provision for the 2024 roll. Year 3&4, 6&7 are the bubbles coming through. Philip Mark and Alan Grave are aware that we need two more relocatables as well as the one which is already underway. These extra two need to be ready to be used at the start of the 2024 school year. There was discussion around not only having a roll cap but also having a cap at the various year levels. Looking at this could mean that you start controlling the impact of enrolments through the Year levels. If we did something like this, it would also impact the wording of our Enrolment Scheme.
- d. An Enrolment Scheme is now necessary as our roll is full. The Board needs to develop a scheme and the Secretary of Education needs to be involved. All integrated schools have a roll cap. We need to look at what other schools have in place and look at the Guidelines that are included, via a link, in the Principal's Report. This should be tabled at the next meeting and be agreed on. Once agreed on it must be on the website and there will be a 3-month window before it becomes enforceable. Gael and Andrew to work with Sandra on coming up with the Enrolment Scheme.
- e. Request for School Event - Approval is sought for the Wellington trip on 10 – 12 October.

It was moved that this trip be approved. Moved Gael / Vicki seconded. AGREED

12. Next meeting – 20 June. Aron on devotions

Andrew closed the meeting with prayer at 8.46pm.

Signed as a true and accurate record:

Approved:

Andrew Coombridge

Presiding Member

20.6.2023

Date