

**Minutes of Meeting**  
Tuesday, 1 August 2023  
63 St Georges Rd, Avondale  
at 6.45pm in the library



**THE BOARD OF  
JIREH CHRISTIAN SCHOOL 2023**

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

- 1. Welcome** – Andrew welcomed everyone to the meeting and prayed.
- 2. Devotion** – Amrita led us in a devotion on perseverance. It feels like we are doing a lot of waiting for classrooms to arrive, applications to apply for a higher roll cap, resource consents to be granted, etc. This time can be frustrating for everyone but in this season, we need to persevere and we need to leave things to God. While we wait, we can focus on the children that are here now, making sure we give them the best Christian Education we can, that the Special Character is strong, and that they have all they need to do well academically. We can also pray about the things we are waiting for. Hebrews 10:35&36 “So do not throw away your confidence; it will be richly rewarded. You need to persevere so that when you have done the will of God, you will receive what He has promised.” God has blessed us in the past, is blessing us now and will bless us in the future. She then prayed.

**3. Tiwai Learning Area Report – Greta** Taken as read.

Greta highlighted the following points -

- We have developed a good programme that is preparing children well for high school. The feedback from children who have been through this programme and have since left (and their parents) is positive. We have the programme and the staffing to be able to progress students past Year 8 levels in some subjects which is a great benefit. The content in the Science and Social Studies topics encourages learning and the well-equipped Science lab is a real bonus.
- The Digital Teaching & Learning has been developed further since Covid. Google Sites that are tailored to our topics provide a good resource for teaching now and in the future. Google Classroom is also used. Generally, students are digitally fluent and confident. We also use digital platforms that allow us to help students who are struggling with reading.

In answer to a question, Greta explained that digital tools are used where they are better than traditional. Handwriting and reading books are still very important but we would be much more constrained without digital teaching and learning. Digital teaching is also often used as a communication platform to run the programme and independence is cultivated through this as well.

**Weaknesses**

- Some new students are joining Jireh in Year 7 and the number of students coming in at this year level is higher than in the past. Generally, they come in at this level with lower skills - 42% are working below the expected level for Year 7 students whereas this percentage is 24% for those who have come through Jireh. This alters the academic level of the group and has a significant effect on what happens in the class. We are also starting to feel the pandemic effect coming through from the younger year levels who may have missed some vital teaching during lockdowns.
  - Access to specific phonics-based remedial reading programmes would be beneficial but the students would need someone with expertise to help them with this. Access to Google Read & Write would also help as would an increase in teacher-aid time.
  - There was discussion around the background of these children to see how we might best support them educationally, in partnership with their parents.
- **Student numbers in hazardous learning environments.** The Science lab is built for 24 but with some faulty equipment at present it works for 22. The Makerspace and Kitchen spaces are more of a concern. 12 is enough with cooking due to working with hot plates, knives, etc. and the Makerspace

could accommodate 20 with adequate supervision. Generally, if a teacher is working in one of those areas the other half of the class will be in the other area with limited supervision.

If Tiwai grows, forward planning is needed to work with the spaces we have.

**Highlight** – a highlight for Greta this year would be the ice-skating at the local rink and the bike skills programme that were both included this year. Both built on skills, confidence and resilience in students and were very successfully run and organised.

**Special Character** – Students are definitely increasing in their involvement and knowledge. Route 66 runs over two years and gives a good overview of the Bible but also covers things such as redemption, justification, etc. Students do pray individually and in groups and prayer requests from students are forthcoming and then students are praying for those requests. Some students are also actively working on their own relationships with God.

Andrew thanked Greta for her report and a token of appreciation was given to her. Aron prayed for Greta and she then left the meeting.

**4. Confirmation of Minutes** – taken as read.

The minutes of 20 June 2023 were approved as a true and accurate record.

**Moved Andrew. AGREED**

**5. Matters Arising from Minutes & Action List**

- The possibility of bringing a small space on site is still being looked at.
- Follow up with CESSL regarding how interest earned on the set-up money can be spent – leave on list for Sandra.
- Statement of Faith being signed by existing staff – leave on list for Allan.
- Deck on Tūi has been put on hold due to survey work needing to be done. They should be coming in this week – leave on list.
- Latest ERO report is now on the website.
- Wish list from staff has been tabled at this meeting.
- Tavita reported that \$800,000 has been invested in various terms. One term deposit matured on 12 July and has been reinvested with the \$50,000 that matured in June so \$200,000 will now mature on 12 July 2024. CES determines what happens when they come up for renewal. It is advised that the surplus on the budget not be locked in as we need that reserve available. Maybe at the end of the year we can look at what the situation is and look at investing more at that point.
- Providing specific attendance data – this is being worked on. Vicki can make a start but then Sandra and Vicki need to work through this together. We are doing what can be done with the students for whom attendance is a big issue.
- The survey for parents is all set up and Sandra has asked Vicki to send it out on the last day of this term. The suggested changes have been made and Kingsway is happy with the survey.
- Policy Action Point can come off the Action List.

**6. Conflicts of Interest**

No new conflicts of interest.

**7. Board Members Code of Conduct**

Discussed at the last meeting and the tabled copy is the updated version. Board members to sign this tonight please.

**8. JCS Enrolment Scheme 2023**

Drafted copy. Vicki has spoken with a Senior Adviser at the Ministry who said the priority rankings are set by legislation and schools can't amend them. The Home Zone section will need to stay. This is all for preference students, but we always want to have space for siblings and children of our staff.

It was moved that this Enrolment Scheme be approved pending the decision of the Secretary of Education.

**Moved Gael / Tevita Seconded AGREED**

## 9. Reports

### Acting Principal's Report – taken as read.

- Property & Building
  - A Surveyor is coming tomorrow and geotechnic people on Friday. The area around Tūi will be surveyed at the same time regarding the possibility of a deck. The Geotech people are trying to pre-empt issues Council will raise, particularly in relation to the underground pipe. Realistically, the three buildings will not be here this year.
  - There are some cabins that Allan Grav has sourced for rent that could be a possibility in the meantime for small spaces.
  - There was discussion around why this has taken so long and why things are still being sorted out now that should've been sorted a while ago. The suggestion was made that perhaps another follow up meeting with the Proprietors is needed. The fact that we now know where we can't build is progress. Andrew will get clarity on the definitive plan for Council. He will also try to get confirmation in writing that all three classroom consents are being applied for together and will then hopefully provide a more accurate update for the next meeting.
  - If putting in a toilet block, look at adding a staff shower at the same time.
- Summary of Enrolments to the end of 2024 was tabled. As of today, the numbers have changed for the end of this term which means the end of T4, 2024 is now 298. Next Monday, Vicki and Maliah are interviewing 5 families. There are already 3 prefs and 2 non-prefs on the wait list. The Enrolment Scheme is being taken into consideration already.
- Roll Growth Cap increase – This process is taking about a year with the Ministry and Philip Mark has begun the process. The projection that he is applying for is 600 by the year 2027.
- New wiring – we are still waiting for this upgrade. Vicki to follow up with Allan Grav.
- The new teachers that have recently started are doing well. We praise God that the required work visa has come through. These new staff are going to be a great part of our school community.

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

**Moved Andrew AGREED**

### Finance & Property Update

- We continue to be in a sound financial position. We have some money that hasn't been utilised and this will be discussed under Agenda Item 10.

**It was moved that the June monthly report be received.**

**Moved Andrew AGREED**

## 10. Staff Wish List –

- No costing or prioritising of the list has happened yet.
- It was agreed that items that are worth putting forward be highlighted. Approving more funding for Teacher Aide hours is a high priority. It was agreed that if the school finds the right people, they should be able to be employed straight away. Vicki to do a funding proposal for this. This proposal should be within \$10,000 to be spent between now and the end of the year. Out of cycle approval can be done via email.
- Perhaps communication with the teachers could be improved so that they know there is money to spend and they don't have to use their own funds.

## 11. Approving a VISA card for the Maintenance Man

There are accounts at all the major places where the maintenance man goes but there is a process he has to go through before purchasing anything. The low limit is on the understanding that it is only used in emergencies and if he can't get a purchase order beforehand, eg. in the holidays.

**It was moved that the total limit for VISA cards be increased to \$5000 with the Principal's being increased to \$3000, the Deputy Principal's being increased to \$1500 and that the Maintenance Man receive a VISA card with a \$500 limit.**

**Moved Tevita / Gael Seconded AGREED**

## 12. Approval of the 2023 Budgeted Statement of Financial Position and the Cash Flow Budget

It was moved that the Presiding Member sign the above document on their behalf.

**Moved Michael / Amrita Seconded AGREED**

**13. Inward Correspondence**  
**STA News – June**

**14. Future Business**

- a. Teangi Glasgow's letter of resignation was read out. She has been at Jireh Christian School for a year and one term. Sandra had already tasked Vicki and Maliah to interview for two new teachers for next year so now they will also interview for the vacancy next term. Andrew is to write a letter of acknowledgement and thanks to Teangi.
- b. Staff/Board Get Together – Friday lunch – 1<sup>st</sup> September. Try and make it if you can.
- c. A question was raised about the possibility of upgrading the school van and also looking into the possibility of a second van. Vicki to come back with some options – why and what is it needed for? An upgrade in the vehicle fleet. PA are also talking about fundraising for another van. Maybe look at parameters around what the PA can fundraise for. Should be written somewhere.

**Next meeting – 19 September.** Allan on devotions

Andrew closed the meeting with prayer at 9pm

Signed as a true and accurate record:

Approved: *Andrew Coombridge*  
Presiding Member

*19.9.23*  
Date