

Minutes of Meeting
Tuesday, 17 October 2023
63 St Georges Rd, Avondale
at 7pm at Cleaver & Co



**THE BOARD OF
JIREH CHRISTIAN SCHOOL 2023**

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

Apologies:

1. **Welcome** – Andrew welcomed everyone and prayed to open the meeting.
2. **Devotion** – Allan opened with a devotion based on the thought of ‘Listening to our Shepherd’ (John 10). Distractions are everywhere - sustained attention, selective hearing and switching our attention from one thing to another are problems we have to deal with. Do we take time to stop and listen to our Shepherd. Are we in tune and listening to our shepherd? What are our daily rituals and habits around reading God’s Word and listening to Him? Do we need to work on these rituals and habits? With regard to the Board – are we finding time to listen to God before making our decisions or are we making decisions and then praying? He then prayed.
3. **Ika Learning Area Report** - taken as read.
Ika have had a good year. The challenge for teachers is dealing with children who are younger and less mature socially, emotionally, academically and working out how we can best cater for them.
Opportunities – we would like to see more Year 6 leadership programmes that can perhaps flow through the year rather than one off short programmes. The team would also like to look into more sustained involvement in the local community. This would work well alongside Leadership opportunities.
Threats – students spending more and more time on devices. The school has good firewalls etc. in place with a new layer of protection having just been put in place. Cyber safety is covered with students every year and consequences for doing things they shouldn’t are appropriate but things also need to be put in place in the home as children are accessing things at home that they shouldn’t be. Even though there are risks the benefits make BYOD worthwhile as students have opportunity to do more research and independent learning as well as allowing students to share documents and do group projects through Google classroom. It was agreed that Sandra once again put something in the Newsletter and look at offering a Parent Evening again that focusses on this subject.
Special Character – what stands out to Maliah is that non-Christian children are absorbing God’s Word through listening and interacting in class.
Tavita mentioned the recent Sports Camp that he attended, which was organised by Maliah, and how obvious it was that Jireh Christian School has high standards and the children were very well behaved. He felt this was also due to the Special Character of the school. Maliah showed great leadership. Andrew also thanked Maliah for stepping up to role of acting Deputy Principal last term.
Gael prayed for Maliah who then left the meeting.
4. **Confirmation of Minutes** – taken as read.
The minutes of 19 September 2023 were approved as a true and accurate record.
Moved Andrew/ Seconded Vicki. AGREED
5. **Matters Arising from Minutes & Action List**
 - Investigate possibility of moving smaller temporary space on site – Sarah Grut is working on this.
 - Follow up with CESSL regarding how interest is earned on the set up money – Completed.
 - Bring before NZCPT whether Statement of Faith can be signed by existing staff each year they are employed – Allan spoke to Philip Mark and it was agreed that this would be problematic. To be taken off the Action List.
 - Provide specific attendance data to clarify attendance problem and what is the action plan to deal with it – provided for tonight’s meeting.

- Staff Wish List to be prioritised – Sarah Grut is working on costings.
- Funding proposal to be done for possible future Teacher Aides – Sandra & Vicki are working on this
- Proposal regarding upgrading the school van and look at whether it is necessary to purchase a second one. – proposal to come – to be taken off Action List.
- Reply to Philip Mark re Preference Enrolment Definitions letter - DONE
- Respond to Kingsway Trust regarding the SNUP wiring proposal – DONE but updated quotes haven't come through.
- Meeting to be organised between all interested parties re 10 year plan. A KWT Board site visit is happening in November to discuss Strategic Planning. Independent of that will be another meeting to assess afresh where the strategic priorities are.
- Staff Lunch Date to be set for T4 – Andrew to organise with Sandra.

6. Conflicts of Interest

No conflicts of interest.

7. Policies –

School Docs Discussion – taken as read

Gael spoke to this and explained that the sub-committee are looking for Board approval regarding which option we should go for. The two options are -

1. Pay an annual subscription of approx. \$3,000 and have School Docs provide us with all our Policies. The School's website would show a link to the School Docs website.
2. We do a full review of all our Policies and compare them against various templates, e.g. Bethlehem, NZSTA, Catholic Education Office, making changes and discussing each Policy as a team. Any that need specific legal advice would need to go to a lawyer for them to review. No clear quote is available as it depends on the amount of Policies that need to be reviewed in this way. The legal advice would be ongoing as new Policies come into effect.

The pros and cons are listed on the tabled sheet. Kingsway and Elim both use School Docs and have been able to adapt them to reflect their special character.

We can reject a Policy and not put it on our website link but it is unlikely that we could add a Policy as it is their website.

It was moved that we defer this decision until next month so that the questions around Special Character can be answered and until that time we continue with the Policies we currently have.

Moved ALLAN / GAEL Seconded. AGREED

ACTION POINTS –

- To provide access to the Kingsway docs and the School Docs site so the Board can have a look at both of these so that an informed decision can be made.
- The subcommittee to come to the next meeting with a motion that the Board can vote on.

Enrolment Policy

The subcommittee is to check the Enrolment Policy listed on School Docs to see how it compares with our Enrolment Scheme.

It was moved that we accept the Enrolment Scheme and that the sub-cmte change the language to make it a Policy.

Moved Andrew / Sandra Seconded. AGREED

8. Reports

Principal's Report – taken as read.

- Strategic Plan – a parent satisfaction survey will go out soon. Included will be some questions around communication as was discussed at the last Board meeting.
- A staff member has applied for unpaid leave for T2, 2024. Sandra endorsed this application.

It was moved that the application for leave be granted for T2, 2024.

Moved Sandra / Amrita Seconded AGREED.

- The discipline issue from last month is being dealt with and a meeting with the Parents is being set up.
- Meeting with Allan Grave – there are two buildings that are being brought on site – a new build from Keith Hay, and a relocatable from Whangarei (ESOL & classroom). The footprint has had to be moved and the new build has been put on hold as the current consent doesn't include splitting the room in two. The Whangarei relocatable should be ready for the start of 2024. We are reconfiguring learning areas in line with the curriculum refresh but need certainty that the classroom will be available. If, for some reason,

the relocatable is not ready for the start of term we will need to use the library or the science lab which will impact staff and students. Rolene and Vicki are sharing an office space which is not ideal and Sarah is looking into a temporary cabin. Philip Mark has assured us that he is working hard to have things completed on time.

- There is no further update on the signing of the Lease with the Reformed Church

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

Moved Sandra / Allan seconded AGREED

Finance & Property Update – taken as read

- Finances are continuing to do well. We continue to be ahead of budget.

It was moved that the September monthly report be received.

Moved Tavita / Amrita Seconded. AGREED

- **Draft Budget** – Rolene and Sandra have set the draft which was then checked and ratified by the sub-cmte. The Sub-cmte are happy with the 2024 budget. Pay Parity for staff is coming through but funding for that will come from the Ministry. It was agreed that Pay Parity funding should be included in the draft Budget and the figure is to be presented to the Board before the next meeting so that the budget can then be approved.

It was moved that we defer the approving of the 2024 draft Budget and the 10 Year Annual Property Management Plan until the next meeting.

MOVED ANDREW. AGREED

9. Inward Correspondence – taken as read

NZSTA News – September

10. Future Business

- That we consider providing a generous Christmas Gift from the Board to all the staff in appreciation for all their work. Details to be finalised at the next meeting.

11. General

- Tevita and Amrita acknowledged the great Wellington trip that they attended. The organisation was exceptional, the children were well behaved and everything went smoothly. They wish to acknowledge the work that Vicki did with the planning and that Vicki, Lauren and Sarah did on the Wellington trip.

Next meeting – 28 November. Andrew on devotions.

Michael closed the meeting with prayer at 9pm

Signed as a true and accurate record:

Approved: *Andrew Coombridge*

Presiding Member

28.11.23

Date