

Minutes of Meeting

Tuesday, 28 November 2023
63 St Georges Rd, Avondale
at 6.45pm at the school



THE BOARD OF
JIREH CHRISTIAN SCHOOL 2023

Attending: Sandra Bosman, Michael Causley, Andrew Coombridge, Tavita Fesolai, Gael Goulter, Vicki Morris

Apologies: Allan Bates, Aron Singh, Amrita Sadanand

- 1. Welcome** – Andrew welcomed everyone and prayed to open the meeting.
- 2. Devotion** – Andrew opened with a devotion based on Colossians 1: 24- 29. Paul has the great gospel message and is spreading that message to Colosse. He is a servant to the church. Christ came to be a suffering servant and we are also called to serve. At Jireh we are helping to train disciples as Paul trained disciples, so that we can present them as mature in Christ. Verse 29 shows God’s work, power and strength that works through us. We are to keep pressing on with the strength that God provides.

- 3. Confirmation of Minutes** – taken as read.

The minutes of 17 October 2023 were approved as a true and accurate record.

Moved Andrew / Vicki. AGREED

4. Matters Arising from Minutes & Action List

- Investigate bringing a small temporary space (cabin) on site – ONGOING. Sarah Grut has sourced some possibilities that come with a base. We could rent one short-term to use as office space. Sandra to present prices if needed.
- Staff Wish List to be prioritised and costed with some items being purchased straight away – TABLED AT THIS MEETING.
- Funding proposal to be done for possible future Teacher Aides – ONGOING. It was agreed that Sandra would bring a proposal before the Board for next year.
- Draw up a proposal regarding upgrading the school van and look at whether it is necessary to purchase a second one – TABLED UNDER STAFF WISH LIST.
- A meeting be organized between the Board, KWT, P, DP and an architect to discuss a 10 year plan – nothing further as yet. Quarterly KWT meeting took place at Jireh last Friday. REMOVE FROM LIST
- Staff/Board Lunch Date to be set – this Friday, 1 December. Cancelled for this term. REMOVE FROM LIST
- 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. DONE
- The sub-committee is to come to the next meeting with a motion that the Board can vote on regarding school docs. TABLED AT THIS MEETING
- Check the Enrolment Policy on School Docs to see how it compares with our Enrolment Scheme. TABLED AT THIS MEETING
- The Policy sub-committee is to change the Enrolment Scheme to make it fit with our Policy format. TABLED AT THIS MEETING

5. Conflicts of Interest

No conflicts of interest.

6. Board Work Plan –

20 Feb, 26 March, 21 May, 25 June, 6 August, 17 September, 22 October, 26 November

This document will possibly change due to the new government. The essentials are covered but the document may change, where necessary, as we go through the year.

7. Strategic Planning – Draft 2024 Strat Plan

The last goal has been amended to reflect where we are at presently, and the document has been updated accordingly for 2024. Goal 2 is a big area that we are focussing on and the Annual Plan shows what we will do next year. The new structured literacy programme, for Years 1 to 4 has been added for 2024. Later next year we will start a new Strategic Plan for the following 3 years (2025 - 2028).

It was moved that the Strategic Planning document be accepted.

Moved SANDRA / TEVITA seconded. AGREED

8. Community Consultation – Health & PE Curriculum –

Sandra presented a summary of the feedback from parents. What was most prevalent is that parents are concerned about the mental health of their children; resilience, problem-solving, dealing with stress and anxiety, how to be a good friend, etc.

Staff have collated all the feedback and are starting to plan the next two years in the following areas – mental health, physical health, food & nutrition.

The Relationship and Sexuality Education section of this consultation had a big response. Results and comments are listed in the tabled document. If Jireh Christian School offers this programme some aspects will only be to Years 6 – 8 being age appropriate. The school intends to use the Puberty Plus programme which has worked well in the past. The Police ‘Keeping Ourselves Safe’ programme will be offered for the younger children. The school will not teach anything that the parents haven’t been informed about.

It was suggested that future surveys could have more detail around the options so that the results are clearer (without asking leading questions) and able to be measured better.

9. Policies – Board to adopt internal policy review –

School docs seem to be becoming less flexible in some areas of their policies. It was suggested that in the future NZACS may be a possible resource for policies written from a Christian perspective. It was agreed that at this stage it is better to internally review our Policies and seek legal advice on the ones that we are unsure of.

The sub-committee will resume work on reviewing our policies and they will present them to the Board in batches. They will then identify which ones need to be sent to a lawyer and obtain a quote to present in February for approval. The Board intends to ratify the updated policies in the first quarter of 2024.

10. Principal – Professional Growth Cycle –

The Principal is required to develop their own Professional Growth Cycle. Sandra then reflects on how the past year has gone and what she will work on in the year ahead. This new system is more in the hands of the Principals, and they are encouraged to be self-motivated. The Principal shares their goals and reflections with the Presiding Member of the Board.

Teachers have been doing this for the last few years and it was only brought in for Principals this year (2023). It is signed off by a Principal from their Professional Learning Group. Within that group they share readings, share professional collateral and discuss what is happening in education, etc.

It was pointed out that this system was discussed when the Policy came up for review earlier in the year and the policy wasn’t adopted as the Board needed to discuss this further. It was felt that as an employer we could continue to do an Appraisal in addition to the Professional Growth Cycle. While self-review can be really helpful, it is the thought of the Board that an external review can also add value. These would be two different processes and perhaps the Appraisal could be done every second year. It was agreed that Andrew will discuss this more with Sandra and come back to the Board on this matter. Once the Board agrees on what is going to happen, we need to make sure the Policy reflects the practice. It was suggested that Andrew phone the Teaching Council regarding this change.

11. Staff Wish List –

Updated list presented. The original reason for the list was that staff were under stress and the Board wanted to alleviate that by providing them with things that they needed.

The Shade Canopies had previously been deferred until the lease with the Church is signed. Sandra said that the Parent Association would contribute to these canopies, if necessary, but it is actually a proprietors cost as it is a fixed structure. It was also pointed out that there is funding that can be applied for.

Teachers work area – when the new prefab arrives Rolene will move back into the office she was in and a hotspot system will be set up there for teachers.

Showers/more changing spaces/more toilets are all the Proprietors responsibility and may well be part of the second building when that comes.

The Board agreed to the expense of the K'nex sets.

2nd hand van – It was agreed that a second van would be an advantage when transporting children to camps, sports, theatre, etc. Sandra is to talk to Maliah about looking into this.

It was moved that the Board pre-approve the purchase of a 10-12 seater, automatic motor vehicle up to the value of \$65000. Moved Tevita / Gael Seconded. AGREED

12. Reports

Principal Principal's Report – taken as read.

Sandra has emailed again re the wiring quote as we haven't heard anymore.

Christmas Gifts for staff – Sandra has spoken to CES and they advise caution as the auditors are strict around this sort of spending. We also don't have a policy that covers this type of spending so CES advised against this. It was agreed that as we look at the Policies we could perhaps include this somewhere. It is regarded as sensitive spending.

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

Moved Sandra / Tavita Seconded AGREED

Finance & Property Update and 2024 Draft Budget – taken as read

- Profit for this month is \$32000 with Year to Date profit sitting at \$160000. There is no extraordinary spending and the Principal is doing a good job managing the funds.

It was moved that the October finance report be accepted.

Moved Andrew AGREED

- **Draft Budget** – the expected \$160 000 loss has been dropped to \$100 000.
- There will be projects outside this budget that will come up next year and they will be voted on separately once presented at a meeting.

It was agreed that the Finance sub-committee come back to the Board with a plan of what money can be spent on, e.g. shade canopies – paid for by Proprietor or the school? What Policy 1 money can be spent on.

It was moved that the budget for 2024 be accepted.

MOVED Tavita / Michael Seconded. AGREED

13. Inward Correspondence –

NZSTA News – October

14. Future Business

None

Next meeting – 20 February 2024 Tavita on devotions.

Vicki closed the meeting with prayer at 8.55pm

Signed as a true and accurate record:

Approved: *Andrew Coombridge*

20/2/2024

Presiding Member

Date