

Minutes of Meeting

Tuesday, 25 March 2025
63 St Georges Rd, Avondale
at 6.45pm at the school



THE BOARD OF
JIREH CHRISTIAN SCHOOL 2025

Attending: Sandra Bosman, Andrew Coombridge, Tavita Fesolai (via zoom), Gael Goulter, James Kimber, Vicki Morris, Amrita Sadanand, Shihan Sappideen

Apologies:

1. **Welcome** – Andrew welcomed everyone to the meeting and prayed to open.
2. **Devotion** – Sandra opened the meeting with a devotion based on honouring each other. While in America she noted that this is something they do well, eg. military personnel, first responders, etc. are honoured at sports games and other large events. Rom 13:7, 1 Thess 5:12-13 are verses that encourage us to honour each other as we serve God. Sandra acknowledged the Board Members who give generously of their time, skills and expertise for the work they do for God's Kingdom and the family at Jireh. She then prayed.
3. **Manu Learning Area Report** – taken as read.
Naomi and Nicola presented their Manu Learning Area Report. They spoke to certain aspects of the report focussing on the strengths and weaknesses.
 - There was discussion around punctuality and how that impacts the children's learning. There are 3 – 5 children every day who miss the first 5 – 15 minutes. Certificates at the end of the year are helpful, as are House Points, but maybe an incentive each term could be included? There is a staged approach that is followed for children who are always late or absent and parents are contacted first by the teacher and, if needed, by the Principal.
 - There are a lot of events happening in a term that can impact the teaching of core subjects. This can be alleviated by investigating the possibility of effectively integrating subjects to make sure all learning is done in a way that is meaningful and relevant for all students.
 - A question was asked about the review aspect of teaching and Naomi and Nicola commented on how this is done and how it has really helped children who have challenges in remembering what they have learnt long-term.
 - Structured literacy was brought in last year for Manu. In 2023 Nicola did this programme with 7 children in her class. It is still being embedded in other areas but by next year we will be able to see more clearly how effective it is across the school. The New Entrants will carry through the benefit as they go through the school.
 - Assessment time is a struggle and a few suggestions were made, e.g. looking at relief teachers or teacher aides to give teachers release time to do testing. At present, teachers support each other by splitting a class between other classes to enable one to one assessments to be done.
 - A question was asked about screen time in classrooms. Screens are used in the classrooms in many ways by different teachers but ideally everything relates to what we're teaching. For a specific answer we would need to look into this some more.
 - Special Character continues to be reinforced in the classrooms. Teachers are very intentional about bringing the Special Character into the classroom throughout the day and this includes visits to rest homes at Easter and Christmas.
 - Behavioural issues are worse than last year in 3 classes. Having teacher aide and ESOL support is beneficial and Sandra and Vicki support students where necessary. Neuro diversity is responsible for all except one who is new and doesn't speak English. The teachers were encouraged to reach out if there is anything else that can be done to help them in this area.
 - Extra breakout space is urgently needed as teachers on release only have the staffroom or other areas that are used for various activities, eg. library, makerspace area.
 - A centralised system of tracking data and progress for the new Pr1me Maths and Structured Literacy would be helpful. Sandra explained that this should be possible with ETAP but it needs to be requested and now might not be the best time to do that with changes continuing to take place.

Gael prayed for Nicola, Naomi and the Manu Team. Nicola and Naomi left the meeting.

4. Confirmation of Minutes – taken as read.

The minutes of 18 February 2025 were approved as a true and accurate record.

Moved Andrew / AGREED

5. Matters Arising from Minutes & Action List

1. Draft AI Policy for sub-committee to review – in progress.
2. Cola Canopy is still blocked. The timeline that was included with the papers for this meeting is helpful and shows what is blocked. James and Shihan both said that our planning consultant is waiting on Councils external consultant. The Trust has pushed back with Council and we are now waiting for them to respond. Philip Mark met with Andrew and Shihan since the last Board meeting which gave them insights into the issue. Once this issue is resolved everything else will unfold and move forward. With regard to breakout spaces. Sandra needs to bring a formal proposal to the Board so that it can be given due consideration.
3. Discrepancy between income and expenditure. This matter is about items in the Budget that relate to spending in the previous year but are paid in the current year. Sandra to ask Schooled if there is some way to highlight committed costs.
4. Contact Kingsway Trust to try and organise a formal update for the Board - DONE

6. Conflicts of Interest

No new conflicts of interest.

7. Policies –

The following Policies were reviewed and tracked changes shown on the tabled copies. The changes were all grammatical.

- Relationship Between Presiding Member and Principal
- Relationship between Board and Principal
- Presiding Member's Role

It was moved that the updated Relationship Between Presiding Member and Principal, Relationship between Board and Principal and Presiding Member's Role Policies be accepted.

Moved Gael / Vicki Seconded AGREED

8. Reports

Principal's Report – taken as read.

Sandra gave an update regarding the teacher who has been off work due to an injury. We are hoping they will come back next term but it may be a staggered start.

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

Moved Sandra / Amrita Seconded AGREED

It was moved that the Board go into Committee at 8.19pm.

Moved Sandra/Vicki Seconded AGREED

The Board came out of Committee at 8.53pm having discussed a confidential issue regarding a student. This matter has been passed on to the Discipline sub-committee.

Finance & Property Update – taken as read

- **February Financial Reports** – the school is on track financially. The increased spending under Property was due to the makerspace shed that should have come out of last year's budget. It will go under Furniture & Equipment rather than Repairs & Maintenance next month. Health & Safety is high due to Harrison Tew being paid at the beginning of the year. Subscriptions are also paid at the beginning of the year.

It was moved that the Finance Report for February 2025 be accepted.

Moved Amrita / Tevita Seconded AGREED

- **Amended 2025 Budget to be approved and signed**

- Line 401 (under Equipment and Repairs) wasn't adding up but has now been rectified, therefore, \$4,000 has been added to our deficit which is now \$88669.
- Sandra requested that, due to Maliah's increased responsibilities this year, we add \$4,500 to Salaries – Administration to enable us to employ someone for 5 hours a week for the rest of this year to help Maliah with coaching and co-ordinating sports events. The budget deficit thus becomes \$93,169.

It was noted that, in future, a request of this nature should be provided in writing and included in the budget.

Both of the above requests have been approved by the finance sub-committee.

It was moved that we increase the 2025 Budget by \$4500 for a sports co-ordinator as stated above

Moved SANDRA / TAVITA Seconded AGREED

It was moved that the Amended 2025 Budget be approved and signed.

The Budget will be altered by Schooled and the amended copy signed by the Presiding Member.

Moved Amrita / Tavita Seconded AGREED

9. Strategic Plan Update taken as read

No questions

10. PAT Data taken as read

Points to note -

- Results have improved in some areas which is encouraging. The Year 6 group started their schooling during Covid and this has impacted their results. Year 7&8 shows the strongest results, particularly in Maths.
- The teachers see individual reports for children and that informs their teaching and learning.
- Listening Comprehension is slightly low. This test has changed over the years but will be looked at and discussed by staff.
- Sandra to send a note to the staff, on behalf of the Board, to thank them for their hard work.

11. USA Report Back – postponed until next meeting.

12. Inward Correspondence – taken as read

- NZSTA Onboard magazine – February 2025
- March 2025 Roll Return

13. Future Business

- Andrew thanked James for his input on the Board over the last few months. Allan Bates is expected to return next month as the Proprietor rep .

Next meeting – 20 May. Vicki on devotions.

Andrew closed the meeting with prayer at 9.15pm

Signed as a true and accurate record:

Approved: *A Coombridge*
Presiding Member

20/5/25
Date