

Minutes of Meeting

Tuesday, 17 February 2026
held at school at 6.45pm.



THE BOARD OF
JIREH CHRISTIAN SCHOOL 2026

Attending: Sandra Bosman, Allan Bates, Andrew Coombridge, Tavita Fesolai, Robyn Lesatele-Paiti, Vicki Morris, Shihan Sappideen. Anna Fernandes on zoom.
Visiting – Fulton Shannon

Apologies: None

1. **Welcome** – Andrew welcomed everyone to the meeting and prayed.
2. **Devotion** – Allan opened the meeting with a devotion based on the original KingsWay Basic Principles document from 40 years ago. He read excerpts and pointed out how relevant it all still is today. Scripture backs up these basic principles and Allan read Romans 12:1 which shows how transformation by the renewing of our mind enables us to do what we do and that what we are doing, we do in the Spirit and not in our own strength. Mathew 20:26 shows how it is no small thing to offer ourselves in service for God's glory. From a worldly perspective this is a tall order, but with the power of the Holy Spirit and Jesus transformative power, it is possible. Allan then prayed to open the meeting

3. **Elect Presiding Member**

The Secretary called for nominations for Presiding Member

Allan nominated Andrew Coombridge to continue as Presiding Member. Seconded by Tavita. No further nominations were received, and Andrew Coombridge was unanimously voted to the position of Presiding Member.

Tavita is the Deputy Presiding Member and this only needs to be voted on every 3 years.

The sub-committees of the Board are -

Finance – Tavita, Allan, Shihan

Discipline – Andrew Anna Tavita

Policy – Robyn, Vicki, Sandra

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

The minutes of 2 December 2025 were approved as a true and accurate record.

Moved Andrew / AGREED

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

1. The Cola will be discussed later in the meeting.
2. The Orion Spinner play equipment is coming soon. Construction will start on 30 March and it will be ready for use at the start of Term 2.

6. **Conflicts of Interest**

No new conflicts of interest.

7. **Policies** –

Code of Conduct - to be signed tonight by all Board Members.

Delegation of Authority

A few changes have been suggested.

It was agreed that the sub-committee would meet again to discuss the changes further, including possibly adding the sub-committees to the bottom of the Policy and then report back at the next Board meeting.

8. Attendance Management Plan (AMP) – taken as read and to be adopted

This is a new requirement from the Ministry and is to be reported to the Board and needs to be ratified. The procedures required by the Ministry are already in place and it is part of our Strategic Plan that we improve attendance at Jireh, in keeping with Ministry requirements.

We have 77% attendance for Term 4 2025 which is up from 74% in Term 4, 2024 (A 3% improvement). Nation wide the level is 53%. It was suggested that a better comparison would be with other state integrated schools if that is possible.

Concern was expressed that the numbers are at that level. The government's target is 80% of all students attending more than 90% of the time by 2030. JCS has the same target, as per the Strategic Plan. It was raised that this should be the minimum expectation and that JCS should be aiming for higher than the government target.

There was discussion around chronic absence and Sandra said that at times referrals have been sent to Social Services and these families were open to support, but Sandra tries to overcome the barriers first and then refer them if necessary. This document will go to the staff so that everyone understands their part to play to ensure good attendance. A summary of the AMP will go to parents in a newsletter this term.

The Board is now held responsible for supporting the Principal in working with this plan.

Sandra is to add this document to the Board Annual Work Plan. The AMP will be uploaded to the website and appear with the policies.

It was moved that we adopt the Attendance Management Plan and agree to it being reviewed annually by the Policy sub-committee. **MOVED ANDREW / Agreed**

9. Purchasing of a new van – briefing paper taken as read

- The original van has reached the end of its life, and it is time to upgrade. It is unlikely to get its next WoF due to rust.
- The briefing paper is asking us to approve the purchase of a new 12-seater van with storage space at the back for \$69,990.00.
- It was suggested we approve an amount rather than an actual van.

It was moved that we approve up to \$75000 to purchase a new Toyota 12-seater van with storage, with a strong preference for the colour being silver, to ensure uniformity of the fleet, as approved by Sandra and Tevita.

MOVED Tavita / Sandra AGREED

10. IKA overnight camp – taken as read along with the CYC Emergency Response Policy.

It is the same teachers, and same ratio as last year.

A question was asked around assessments regarding extreme weather events. Several Board members have been to this site and said there was no slip risk and risks are covered in their CYC Emergency Response Policy.

It was moved that we approve the above request.

Moved SANDRA / VICKI Seconded AGREED

11. COLA –

- Shihan met with the rep from Shade Systems and discussed what needed to be changed on the old quote and a revised quote was received today which is a bit cheaper than the earlier one. This quote is for a lighter membrane, and includes a lighting package but has a shorter warranty. This quote is within the budgeted amount that has already been approved.
- The design process will take approximately 3 – 4 months and if they start straight away, they are looking at installation in the Term 3 holidays, but that is dependent on consent.
- The structure is still movable, but the casing would need to be broken and the pieces removed. It was asked if that could be put in writing.
- Shihan will check but it was thought that the difference in pricing is \$5000 to increase the warranty back to 25 years.
- This project is being self-funded and approval has already been granted from the Ministry and the NZCPT. The Proprietor's approval was subject to the structure being relocatable and to receiving

professional advice that it will not damage the existing surface and include remediation work on the asphalt if necessary.

- The final piece of the puzzle is that we need a project manager and funds to pay that person. Andrew is to discuss this with Philip Mark.
- A letter of intent that is limited to the design piece at this stage would allow Shade Systems to start the work knowing that we are committed to going ahead with the project.

**By the end of the meeting Shihan had received notification from Shade Systems that we can swap the fabric and the structure is relocatable.*

12. Reports

a. **Principal's Report** – taken as read.

Sandra highlighted –

- The need for remediation work to be done on the field before winter. She spoke with Alan Grav and Philip Mark earlier this term but there is nothing further to report.
- It was asked whether there were other ways of getting parent feedback for the Self Review Reporting Community Consultation. Sandra explained that many different methods have been used in the past but attendance at meetings is pretty minimal. It was mentioned that there is a new initiative starting with the Pacific Island community where they hope to get together twice a year, once the network starts again. The Management Team are keen to hear any suggestions around getting better engagement from parents.

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

Moved Sandra / Tevita Seconded AGREED

We note with sadness Sandra's resignation. Her long tenure and dedication to Jireh School and Jireh Christian School is a testament to her commitment to Christian Education and she will be missed. We are excited for the opportunity that Sandra has been given to follow God's calling in this new appointment.

It was moved that the Board appoint Vicki Morris as Acting Principal from Term 2 until a new Principal is appointed.

Moved ANDREW / Agreed

b. **Finance & Property Update** – taken as read

• **December Financial Report**

Highlights

- End of year to 31 Dec 2025 shows a full 12 months
- Ended with \$31,914 surplus. \$120,583 positive variance. This is a stronger position than what we budgeted for.
- Overall income was higher than budgeted for and expenses were under budget by \$1,702.00

A question was asked about the term deposit that expired in December. Tavita to follow up to see what happened with that.

It was moved that we accept the Finance Report for December 2025.

Moved Tevita / Allan Seconded AGREED

- **Property** – The KingsWay Trust is meeting this Saturday. Pray for this meeting as they prioritize where the money is going to be spent. A meeting did happen at Jireh last year and what was decided needs to be staged so we can see the best way to move forward. It was suggested that we have a sub-committee for KingsWay to consult with and they would provide feedback to the Board. Sandra, Shihan and Andrew's names were put forward for this sub-committee.

13. **Appointment of a new Principal** – Andrew

Andrew has spoken with the Proprietor and on their advice has had preliminary engagement with Mark Larson Consulting to help us manage applications for a new Principal.

The Board can appoint a sub-committee to follow the tabled process and then come back to the Board. Collectively the Board will make the decision of who to appoint, with the approval of the Proprietor. A recommendation has come from the Proprietor that Philip Mark be on the sub-committee as he has lots of experience in this area and his input would strengthen the sub-committee. He would not have a vote as he isn't a proprietor appointed rep.

MOTION: "The Board delegates the Principal Recruitment Process to a sub-committee comprising of Andrew, Allan Bates, Robyn, Vicki and Philip Mark (by appointment), to implement a recruitment process which includes community consultation, development of a job pack, advertising, short listing, reference checking, development of an Employment Agreement and arrangements for the interview stage."

It was moved that we adopt the above motion.

Moved ANDREW AGREED

The Recruitment Process Timeline is as per the tabled document in the Board papers.

It was suggested that we may need to call a special Board meeting prior to the May meeting (perhaps Tuesday, 5 May) so that we move on with the appointment as soon as possible.

Best case scenario is that the new Principal would start at the beginning of T3, but it is more likely to be the beginning of T4 with induction, etc.

Advertising and consultancy costs are already in the budget so these don't need to be approved separately. It was recommended that we advertise in the NZ Education Gazette, NZACS and Seek.

MOTION – That the Board approves the engagement of Mark Larson Consulting for the Principal recruiting process with approval of up to \$10,000 for the consulting and recruitment process.

Moved ANDREW AGREED

Inward Correspondence – Helen

- Resignation letter from Sandra Bosman
- NZSTA Onboard magazine for December

14. Future Business –

None

Next meeting – 24 March. Sandra on devotions.

Tavita closed the meeting with prayer at 9.28 pm.

Signed as a true and accurate record:

Approved: *A Coombridge*
Presiding Member

24 March 2026
Date