

Minutes of Meeting

Tuesday, 24 March 2026

held at school at 6.45pm.



THE BOARD OF
JIREH CHRISTIAN SCHOOL 2026

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

Apologies: None

- 1. Welcome** – Andrew welcomed everyone to the meeting and prayed.
- 2. Devotion** – Sandra opened the meeting with a devotion based on her testimony to the Lord’s faithfulness, for her personally and for Jireh. We are called to seek Him first and His Kingdom, to serve and obey Him out of love. We can be born again but there is another deeper aspect of our journey. We are called to surrender our all, for Him to become our First Love. She gave examples of God’s leading and timing in her career and life. The new position has been directed by God, in various ways, and there have been many confirmations of this call to a new season, for her and for Jireh. We can all trust God. Sandra then prayed to open the meeting.
- 3. Manu Learning Area Report**
Taken as read.
 - Strengths - teachers are aware of exactly what is expected of the children and update their planning and teaching to ensure the curriculum is covered.
 - Challenges - composite classes mean teachers must plan and teach two different programmes. Some students have high behavioural or learning needs which can impact the learning environment. IEPs have been created for some students and, where possible, there is teacher aide support in the classroom. There are four Teacher Aides (two are for specific students) and two ESOL teachers.
A brief explanation was given regarding the syndicates and year levels:
Manu syndicate has 4 classes for Y0 to Y3 students, Ika has 5 classes for Y4 to Y6 students, Tiwai has 3 classes for Y7 to Y8 students. Currently there are 12 classes, with a New Entrant class opening next term.
 - Special Character - every Monday the week’s memory verse is looked at in detail. Most students are learning their memory verses and teachers follow up with the parents of children who are not. Memory verses are put on Class Dojo but some parents are busy and they are not checking. Students record and upload the video of them reciting their memory verse.
It was suggested that some tracking takes place to see how many children engage with the special character activities, perhaps using percentages. Nicola and Naomi will provide the data for the next Board meeting. Performances are a wonderful outreach. The Easter Show will be performed in the morning for the whole school, then for parents and the community. On Monday it will be performed at two local rest homes. Last year there was a full school gospel show, and Christmas carols were sung at retirement homes and at Lynmall.
 - It is noted that this is the third year using LLLL as a reading programme.
Students know more about how the English language works but a few still don’t meet expectations. There are gaps for children with learning difficulties, but students are progressing. Nicola will provide a report to the next Board meeting showing data tracking progress for students who started at Jireh and have been on the programme from the beginning.
Nicola’s role for 2026 is .5 Structured Literacy Intervention Teacher, working with students who are below level and .5 Learning Support Coordinator, assisting teacher aides and ensuring they have the resources needed to support students in class.
The Board thanked the Manu team for their valuable work and Robyn prayed for them.
- 4. Confirmation of Minutes** – taken as read.
The minutes of 17 February 2026 were approved as a true and accurate record.

Moved Andrew / AGREED

5. Matters Arising from Minutes & Action List

1. Policy sub-committee to further discuss changes to the Delegation of Authority Policy – completed
2. Add the Attendance Management Plan to the Board Annual Work Plan – completed
3. Speak to Philip Mark regarding a Project Manager for the Cola Canopy. To be discussed under Property
4. Term Deposit that matured in December. It was explained that the December Finance Report showed that some of the invested funds matured in February 2026. \$450,000 of the amount listed has been put on a term deposit at 3.55% until 6th July 2026. Most of the remaining funds that matured have been tagged for upcoming projects.
5. Greg and Fulton were appointed as Proprietor Representatives (see inward correspondence). Andrew welcomed them both. Historically, JCS has only had one or two reps. The Proprietor may appoint up to 4 reps. Fulton and Greg each gave a brief introduction.

6. Conflicts of Interest

No new conflicts of interest

7. Request for Leave Maliah Tato and Jo Duxfield

Maliah has requested 5 days leave, only requiring 3.5 days cover, during the second week of Term 4. She has been asked to manage an Auckland Samoan netball team competing in an international tournament in Samoa. This is a significant professional development opportunity for insights and skills useful in her role as Head of Sport.

It was moved that Maliah's request for leave be approved as Leave With Pay as part of professional development training. MOVED Tavita/ Robyn Seconded AGREED

Jo has requested the first two weeks of Term 4 as Leave Without Pay to celebrate their 40th Wedding Anniversary. Cover will need to be arranged. Debra Wood will be asked as first choice to cover for continuity.

It was moved that Jo's request for leave without pay be approved as requested. MOVED Shihan/Anna Seconded AGREED

Vicki will ensure that there is an update in the school newsletter for both events.

8. Policies –

Delegation of Authority

The Word document shows the change approved at the last meeting. It was suggested that a further change be made. "Teachers" be added at the bottom of Page 2, left column, under "Position", under "Senior Management and positions 2 MUs and above" with "A Board Member and Proprietors" to line up with that under the column "Responsible".

Relationship between Board and Principal

The Word document shows the changes approved at the last meeting.

Relationship between Presiding Member and Principal – no changes.

Presiding Member's role – no changes

It was moved that the policies as amended be adopted. MOVED Sandra / Vicki Seconded AGREED

At the next Policy Review, only Vicki and Robyn will be on the sub-committee. A minimum of 3 Board members is required.

It was moved that Fulton be accepted as a member of the Policy Sub-committee.

MOVED Sandra / Tavita Seconded AGREED

- 9. PAT Data –** taken as read. JCS Maths results are better than reading and writing although levels are still above the national trend. Teachers are aware of students who are not at level and Nicola's new role is heavily focused on reading intervention for those students. Vicki and Nicola work hard with learning support and the ESOL department to assist those students who need extra help. PAT continues nationally. JCS may look at SMART for some areas and then decide whether to do PAT or SMART.

10. Reports

a. Principal's Report – taken as read.

Sandra highlighted:

- Safety of the school site is of concern. There have been people wandering through the school grounds, the fence has been cut, and a knife with a burned end was found on the school grounds which suggested it had been used for substance abuse. Razor wire has been put on the high fence to prevent people climbing over. All incidents have been reported to the police. The Church was approached to ask if the gate at the top of the drive could be closed during the school day. This would pose some challenges for church users and the kindergarten families. Sandra is acquiring quotes to get 5 security cameras installed which would cover all of the school grounds. A Policy would be required for the use and supervision of camera footage if that goes ahead. Requested more police presence and patrols. Sandra/Vicki will prepare a proposal. Sandra will visit Avondale Police on Thursday to request they provide more of a presence on site.
- Greg Woodcock has a new baby boy. Congratulations to him and his family.
- Harrison Tew audits our annual lockdown and evacuation practices. The Ministry requires 4 Emergency Procedure practices a year. The February lockdown practice was seamless.

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

MOVED Sandra / Andrew Seconded AGREED

b. Finance & Property Update – taken as read

• February Financial Report

As at Feb 2026 we are exactly where we are supposed to be. It is the beginning of the year, and school activities are paid for up front, early in the year.

It was explained that the Statement of Balance/Position is a snapshot of assets and liabilities usually at the end of the year. It is requested that a meeting be arranged for any interested Board members to run through the budget/finances. Vicki and Skye will arrange this and advise the Board when the next training webinar is due to be aired.

It was moved that we accept the Finance Report for February 2026.

MOVED Tavita / Shihan Seconded AGREED

• Property –

The timeline for the court canopy and the Jireh COLA Fee Submission are taken as read.

It was moved that the Board approve expenditure of \$10,000 +GST to cover the cost of a Project Manager to oversee the installation of the COLA.

MOVED Andrew / AGREED

Optimistically some activity can be expected during the July school holidays, but the timeline will be clearer once the Project Manager is appointed.

The Orion Spinner will be installed, with work starting on 30th March.

The new mural on the two cabins is well underway.

Discussion is currently underway with the Proprietors to create a space for the caretaker to work, that is fit for purpose and long-term growth.

The Proprietor has assured the School that the fields will be ready to use during the winter months.

11. Inward Correspondence

- NZCPT Letter Appointment of Proprietor Representatives

12. Future Business

- Update from Principal Appointment Sub-Committee: 10 enquiries, with 3 applications having been received regarding the Principal's position. Closing date for applicants is 17th April.
- The AIS NZ Conference will be held in Auckland this year at the Holiday Inn Auckland Airport on 27th and 28th August.
- It was moved that the Board give approval for Allan to submit apologies for the next two Board meetings, while overseas 19th May & 23rd June.

MOVED Andrew/AGREED

The Board presented flowers, a gift and card to Sandra to thank her and fare her well. The Board prayed for her to send her into her next season with blessings.

Next meeting – 19 May - Vicki on devotions.

Andrew closed the meeting with prayer at 8.55 pm.

Signed as a true and accurate record:

Approved: *A Coombridge*
Presiding Member

19.5.26
Date