

Minutes of Meeting
Tuesday, 26 March 2024
63 St Georges Rd, Avondale
at 6.45pm at the school



**THE BOARD OF
JIREH CHRISTIAN SCHOOL 2024**

Attending: Allan Bates, Sandra Bosman, Andrew Coombridge, Vicki Morris, Amrita Sadanand, Aron Singh. Nicola Pallesen and Naomi Villegas, as Leaders of Learning, were present for the first part of the meeting.
Gael Goulter attended via zoom.

Apologies: Tavita Fesolai

- 1. Welcome** – Andrew welcomed everyone and prayed to open the meeting.
- 2. Devotion** – Aron shared a devotion based on the question “Why do we do devotions?” He read John 1:14. Our role as a Board is Governance and there are non-negotiables that we need to hold on to when doing what we do, and starting our meetings with devotions helps us to focus on those things. As a School Board we need to do what is just and fair. He read various versions of Isaiah 54:14 that focussed on doing what is just and fair and then prayed.
- 3. Manu Learning Area Report** – taken as read
Nicola and Naomi spoke to this report.

Highlights –

- Working with a new team. A team that cares about the children academically and spiritually.
- Seeing the children grow academically and spiritually.
- The Structured Literacy journey and having the resources that are needed to run this 2 year programme. It is about Reading but will also impact on Writing. It also forms the basis of the teacher’s inquiry.

Difficulty –

- Lack of space to be able to implement certain strategies for learning, eg. being able to develop fine and gross motor skills.

It was acknowledged that the hurdles that have been put in front of the Proprietor with regard to this issue are a real problem and continue to be a priority for KWT.

One suggestion was a more permanent shade cover over the courtyard area, maybe even lifting the courtyard to deck height, so that this area can be used all year round.

Progress of students was discussed and initiatives that are being used to help them were explained. Nicola will give more thought as to how extra money could best be used to support the structured literacy programme and in particular, those students who are falling behind.

The Year 2 and 3 composite class is working well, and staff are learning how to manage this different dynamic, eg. Year 2 play on one playground but Year 3’s are on the other playground. This can affect friendships amongst students.

Punctuality and non-attendance were discussed and various tactics are being worked through with the staff as a whole. This is a nationwide issue. The following steps are used for following up on punctuality and non-attendance –

- The teacher is informed of lateness and non-attendance via the Principal or e-tap. Teachers are to talk with the parents to see if a solution can be found.
- If no improvement, the matter goes to the Leader of Learning to follow up.
- If there is still no improvement the Principal and/or Deputy Principal would potentially follow up with a home visit.
- Outside help would be a last resort.

When asked about Special Character both teachers acknowledged that approx. 2/3s of the class learn their memory verse and this memorisation is encouraged by all staff. Naomi pointed out that we are not only about teaching academics but above all we want to train our children to win in life.

Amrita prayed for Nicola and Naomi and they were presented with a small token of the Board's appreciation. They then left the meeting.

4. Confirmation of Minutes – taken as read.

It was moved that the minutes of 20 February 2024 were approved as a true and accurate record with the following change. Agenda Item 11 to be changed to read – “This is to enable an existing classroom to be made the correct size ...”

Moved Andrew / AGREED

5. Matters Arising from Minutes & Action List

- Funding Proposal for possible future Teacher Aides – no further progress as yet.
- Discussion around PGC and Appraisal – AGENDA item for tonight.
- Purchase a second van – still working on this.
- Contact NZCPT about providing a temporary cabin – Sandra has spoken with Alan Grav two weeks ago. The Proposal has been approved by the Trust and they are aiming to have this on-site and functional in April.
- Gift for Michael Causley – done. Michael passed on his thanks.
- Two dates for Terms 2 and 3 for Staff/Board lunches – done.

6. Conflicts of Interest

No conflicts of interest.

7. Reports

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

- Policies – the framework and introduction are still to be done. The Policies will then be ready to go on the website. Community consultation also needs to happen and opportunity for comments and questions needs to be allowed for. Familiarizing the teachers with the new Policies will happen once they are on the website. Sandra will need to allocate staff meeting time to go through the Policies in batches. The Board will need some assurance that staff have read the new Policies and it will need to be minuted that this has been done.
- Roll figures - 10 – 12 children were wait-listed but have found other schools and have been taken off the wait-list. There are 2 pref children on the wait-list. By the end of 2025 the roll will be 296 which includes all siblings that we are aware of. Sandra assured the Board that the Procedure agreed to by the Board is being applied.

It was moved that we accept the Principal's March Report Moved Sandra / Andrew Seconded AGREED

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

Draft Annual Reports to be approved by the Board, subject to audit.

The following changes to be made to the front page - A Coombridge was **elected**, Aron is misspelt.

It was moved that the Draft Annual Report be accepted. Moved Amrita / Andrew Seconded AGREED

It was moved that the February Finance Report be accepted.

Moved Amrita / Andrew Seconded AGREED

8. PAT Data Analysis – taken as read

Sandra reported on this document.

Maths and Writing are improving. Reading is a focus in Years 1-3 and will be focus school wide in 2025, as part of the strategic plan. We do have about 50 students leave each year, which means the cohort being compared is not the same children each year. This analysis is confirmation that we are addressing the right need.

9. Principal's Appraisal/PGC/Accountability – taken as read

Andrew and Sandra have met to discuss this. The Board's responsibility is that Sandra is well supported in fulfilling her role. Andrew explained the tabled document.

Sandra's nominated PGC is where they set readings and discuss them, discuss what is on top in education and dilemmas of practice. All information shared is fully confidential. They have also shared initiatives and ideas with each other. The PCG also endorse each other, not reciprocally, and this process is reported to the Board. The document shows Sandra's goals and also lists her Professional Development Plan and potential readings.

Sandra is the co-ordinator for NZACS Auckland/North-West Schools and they plan to meet 4x a year.

10. **March 1 Roll Return** – Tabled and taken as read. Funding is based on these figures.

11. **Inward Correspondence**

NZSTA News – Jan-Feb issue included with meeting documentation.

AIS News from the Integrated Sector – uploaded for Board to read.

12. **Future Business**

Next meeting – 21 May 2024 Vicki on devotions.

Andrew closed the meeting with prayer at 8.18pm

Signed as a true and accurate record:

Approved: *A Coombridge*

Presiding Member

21 May 2024

Date

ACTION LIST from 26.3.2024 meeting	WHO	WHEN
Items Carried Over from previous meetings		
Funding proposal to be done for possible future Teacher Aides	Vicki	Next meeting
Purchase a second van as per directions in the minutes	Maliah	asap
From 26.3.2024 meeting		
Look into a more permanent cover for the courtyard area, possibly even extending the deck over this area.	Sandra	asap
Policy framework and introductory paragraph to be finalised.	Sandra/Vicki	asap
Policies to go on the website for community consultation and to be presented to all staff.	Sandra	asap