CONFIRMED MINUTES

ST JOHN'S GIRLS' SCHOOL BOARD MEETING

At the **St John's Girls' School Board Meeting** on **20 Aug 2026** these minutes were **confirmed as presented.**

Name:	St John's Girls' School
Date:	Thursday, 25 June 2026
Time:	5:30 pm to 7:42 pm (NZST)
Location:	SJGS Staffroom, 349 Dee Street, Invercargill
Board Members:	Alana Korteweg, Anna Reilly, Anya Raines, Cain Duncan, Holly Bradshaw, Tony Miles
Apologies:	Sandy Gilmete (Chair), Nic Roberts

1. Opening Meeting

1.1 Well-being Check In

1.2 Interests Register

2. Administration

2.1 Confirm Previous Minutes

St John's Girls' School Board Meeting 7 May 2026, the minutes were confirmed as presented.

2.2 Matters Arising

No additional matters were raised beyond those listed in the Action list.

2.3 Review of Board Pro Action Points

Due Date	Action Title	Owner(s)
25 Jun 2024	After School Care Health and Safety - Legal Requirements **Status:** In Progress	Sandy Gilmete
27 Apr 2025	Staff Survey **Status:** In Progress	Holly Bradshaw, Sandy Gilmete
12 Mar 2026	School Visit - Term 1 **Status:** Completed on 7 May 2026	Alana Korteweg
1 Apr 2026	SchoolDocs Reviews **Status:** In Progress	Holly Bradshaw, Sandy Gilmete

Due Date	Action Title	Owner(s)
8 May 2026	School Board Code of Conduct - to sign **Status:** Completed on 26 May 2026	Anya Raines, Nic Roberts
29 May 2026	Board Funded Staff Lunch **Status:** Completed on 18 Aug 2026	Anya Raines, Holly Bradshaw
26 Jun 2026	School Visit - Anna **Status:** Not Started	Anna Reilly, Holly Bradshaw

2.4 Correspondence

3. Strategic Discussions/Decisions

4. Monitoring

4.1 Board Assurances

Board reviewed the term assurance statements. All items marked as **ASSURED**, including:

- Risk Management
- Emergency Management
- School Planning and Reporting
- Learning Support
- Health Education
- Health, Safety and Welfare Policy
- Worker Engagement, Participation and Representation
- Health Support
- Digital Technology and Online Safety [Potential update to this policy to include online parent conduct]

Term 2 Board Assurances

Motion that the Board accept the Term 2 Board Assurances.

Decision Date: 25 Jun 2026
Mover: Holly Bradshaw
Seconder: Anya Raines
Outcome: Approved

4.2 Principal's Report

Holly presented her report. Key points included:

- Current roll: 124 [projected 130 by EOY]
- Projected 2027 roll: 137 - 141, with strong waitlist.
- Camps Update [from May meeting]: Looking ahead to 2027, we have made the strategic decision to confirm our Year 5 and 6 camp experience at Camp Columba. This new approach will replace our current alternating schedule with Camp Omaui, allowing us to run two distinct, concurrent programmes tailored to each year group. This transition is driven by the significant social and developmental benefits observed during camp this year, and the challenges witnessed for both staff and students at Omaui in 2025.
- ChatBus: Sandra has returned from medical leave, and ChatBus sessions have started. Her day is full with her regular clientele. Sandra and I are having to triage girls every

Wednesday morning; she has a significant waitlist. I have started to investigate outside agencies and contacts for some girls with high needs. St John's has donated a prize to the upcoming gala fundraiser.

- Principal Appraisal and Professional Growth Cycle
- **Cleaning Contract:** Crest Clean has been appointed as the new cleaning contractor, taking over after the current contractor's final day on Friday, 3 July. This change addresses ongoing health, safety, and communication concerns, introduces a comprehensive quality control system, and will be approximately $10,000 more cost-effective. Crest Clean will perform a deep clean during the upcoming holidays.

Principal's Report

Motion to accept the Principal's Report

Decision Date:	25 Jun 2026
Mover:	Holly Bradshaw
Seconder:	Anya Raines
Outcome:	Approved

4.3 Strategic Plan - Update

STRATEGIC GOAL 1: Support all students to achieve their potential through high-quality teaching and student engagement in mathematics and literacy.

Mathematics

Professional Learning in Action: We have signed on to our second year with The Learner First. Unfortunately, one of our cluster schools has decided to withdraw due to financial pressures. This will mean an increase in the cost for this programme, as it will now be split between three schools [rather than four].

Literacy

Writing Intervention

Julie has been employed in a 0.2 position [one day] until mid Term 4 to run a writing intervention programme for our girls who are ‘just below’ and need a boost in their writing ability. We have split the girls into two groups, running an eight week, once a week programme designed by Julie, based around their needs. The Board is funding this intervention through the Board Funded Teachers code on our School Board budget.

STRATEGIC GOAL 2: Nurture the academic, social and emotional needs of every girl.

Te Pōhā - Cultural Comptency

Professional Engagement: Sara and Eve attended the first full day of professional development hui at Takutai o te Titi Marae. From this hui, Sara and Eve have planned a unit of learning which they will deliver with their classes, and then provide feedback at staff meetings to scaffold staff on how to use the website and the resources available.

Holly is attended a Te Pōhā whanau hui on Wednesday, 24 June at Waverley Park School. There was a positive turnout of school whānau.

Attendance

Term 1 Every Day Matters Report indicates 85% of our students attended school regularly in Term 1.

- 88.7% of girls are currently in ‘Green’ for attendance for this term [attending school for at least 90% of the time]
- Term 1, we had 14 girls with ‘worrying attendance’ [five days absent but less than 10 days - note, this includes justified and unjustified absences]. At this stage in Term 2, we have 14

girls in this category. This will increase as we have a number of girls away on holiday at the end of the term.

Current Statistics

- 20.9% of girls have been at school every day this term [Term 2]
- 11.2% of girls are in the ‘Yellow’ category for STAR [more than five days absent but less than 10 days].
- 2 girls have attended school every day this year [one student in Year 1 and one student in Year 8].

Christian Education

- Lucy has realigned the senior programme for Christian Education to involve some community service in Year 7 & 8. This will align with the values-based education she is currently delivering.

4.4 Policy Reviews - SchoolDocs

Discussion around the review process for SchoolDocs. Holly and Sandy to meet before meetings to update policies and then bring to meetings to ratify.

4.5 BoP Report

Dee Street Fencing: The deposit has been paid to proceed with the installation of the Axis Fence Panel system along the Dee Street entrance, though the contractor is currently on holiday. A correction was noted that the final fence height is 1.2 meters rather than 1.5 meters. Fencing will be completed in the upcoming holidays.

Library Extension: Planning meetings regarding the library extension footprint have been completed. The plans are now at the Invercargill City Council for resource consent.

Traffic Safety & Signs: Cones placed on Avenal Street to deter illegal parking during student pick-up were unfortunately stolen. The Police are currently monitoring traffic behavior and will provide a report at the end of the term. The Board will wait for this report before re-contacting the Council regarding Dee Street signage and safety concerns.

Finances: Outstanding debtors, term deposit and debt overview discussed.

5. Finance

5.1 Financial Report

- **Net Profit:** Year-to-date net profit is **$90,062**. This is an exceptional, highly favorable variance of **$134,944** against a budgeted deficit of -$44,882.

  Revenue: Total year-to-date revenue is **$691,896** ($92,538 ahead of budget). This marks a strong 19.42% increase ($112,504) compared to the same period last year.

  Overheads & Main Expenses: Overheads are tracking well under budget at **$601,834** (a saving of $37,406). Major monthly operating expenses included Learning Resources ($83,837), Property costs ($23,571), and School Administration ($7,837).

  Cash Position & Working Capital: The bank balance rose 10.3% month-on-month to **$328,933**. Working capital increased significantly by 16.67% to **$344,526**.

  Areas to Watch: * *Relieving Costs:* Multiple relieving categories are tracking ahead of budget, including CRT/Additional Hours ($7,563 vs $6,000 budget to establish a tracking baseline) , Camp Cover ($4,122 vs $3,000 budget due to the Stewart Island and Deep Cove camps) , and Professional Development Relieving ($2,739 vs $1,200 budget for *The*

Code course). Part-time teachers are intentionally paid additional hours rather than standard relieving rates to maintain consistency for the students.

Audit Fees: These costs came in nearly double the budgeted amount and will be raised at the next Invercargill Primary Principals Meeting.

Banking Staffing: Pay Period 2 usage sat slightly over allowance at **74.13 FTTE** against a 74.11 FTTE entitlement. This is expected to even out over the next two pay periods as extra staffing kicks in (moving from 8.19 to 8.23) , and will be fully under by the start of the 2027 school year.

Accpet Financial Reports

Moved to accept the April financial reports.

Decision Date: 25 Jun 2026
Mover: Anna Reilly
Seconder: Tony Miles
Outcome: Approved

5.2 Outstanding Debtors

Discussion and update of outstanding debtors.

6. Other business

6.1 In Committee Business

Move into Committee

Motion: that in terms of Section 49 of the Local Government Official Information and Meetings Act 1987, the public was excluded from this part of the meeting at 7.21 pm because the Board wished to discuss matters detailed below and for the reasons that the discussion of this matter in public would infringe the privacy of a natural person under Section 9[2][a] of the Official Information Act 1981.

Business discussed:

- Staffing - Sick Leave
- Stand Downs and Suspensions
- Parent Complaint and Social Media Behaviour

Decision Date: 25 Jun 2026
Mover: Holly Bradshaw
Seconder: Anya Raines
Outcome: Approved

Move out of Committee

Motion: that there is no further business to be held in committee, the Board returns to open meeting at 7:35pm and that the business taken in committee be confirmed.

Decision Date: 25 Jun 2026
Mover: Holly Bradshaw
Seconder: Tony Miles
Outcome: Approved

7. Identify Agenda Items for Next Meeting

7.1 Agenda Items

7.2 Visiting Trustee and Newsletter

8. Close Meeting

8.1 Close the meeting

Next meeting: St John's Girls' School Board Meeting - 20 Aug 2026, 5:30 pm