Draft
MINUTES OF THE ST JOHN'S GIRLS' SCHOOL BOARD OF PROPRIETORS'
MEETING HELD AT THE SCHOOL ON 11 March 2026

Present: Holly Bradshaw [Principal], Gregg Peters [BoP Chair], Hannah Lawson, Cain Duncan, Shae Risk [PA Rep], Tony Miles [BoT Rep], Nic Roberts [minute secretary]

Apologies: Chad Mackie [Resigned], Brayden Cochrane

Minutes of Previous Meeting:
Motion: 'that the minutes of the 12 November 2025 meeting are a true and accurate record'.

H Bradshaw / G Peters - carried

1. Matters Arising from Previous Meeting
No matters arising.

2. Correspondence
Chad Mackie has resigned from the Board of Proprietors. The Board is comfortable not appointing a replacement immediately. Nominations will be called for in November to fill the vacancy to take office in March 2027, unless a need arises sooner.

3. Principals' Report

School Roll
- **Current roll:** 124 girls
- **Projected EOY roll:** 130 girls

Special Character
Christian Education
- Mrs Lucy King has returned to her Christian Education role.
- A **strategic goal** for Christian Education has been set for the year and will be reported to the Ministry of Education.

Speech Programme
- Mrs Kate McIlwrick and Mrs Julie Dawkins have introduced a **whole-school speech progression and examination system**, replacing NZ Speech Board exams.
- The new system aligns more closely with St John's goals and the NZ Curriculum.

Easter Service
- Preparations are underway.
- Eve McSoriley is working with the whole school each Wednesday afternoon.

Strategic & Sustainable Growth
Expenditure
- Awards Board updated with last year's **Dux and Tapley Cup** recipients.

Attendance Dues & Donations

- Ongoing reminders sent to families with outstanding payments.
- Debt collection agency has been effective; another round of letters goes out this week.

Property

Library Extension

- Initial plans received; staff have provided input.

Safety Fencing

- Final decision on fencing style still required.

Admin Block

- Bird-nesting issue in the roof has been resolved.

Insurance

- Insurance renewed with **DUAL** for **$44,332.14** (down from $64,999.34).
- ANDO & VERO were less competitive; QBE & NZI withdrew due to low rates.

Playground

- Gavan continues regular monitoring and repairs.

Dee Street Entrance

- Reduced-speed signs installed.
- One sign is partially blocked; NZTA has been contacted.

Avenal Street Crossing

- Kea Crossing application underway; working with Council and NZTA.

Buildings & Maintenance

- Buildings water-blasted and spouting cleaned over summer; now part of annual maintenance.
- Maintenance plan to be updated after tonight's meeting (copy in 2026 BOP Shared Folder).

Health & Safety

- **Fire drill** scheduled for next week; one per term.
- **Lockdown/reverse evacuation drill** planned before term end.
- **Fire alarm system** has been tested.

***Motion**:* 'that the Board accept the Principal's report.'

H Bradshaw / G Peters – carried

4. Matters Arising from Principal's Report

Speed Signs on Dee Street and the Avenal Street Pick Up Zone Concerns

Key Issues

- **Dee Street speed signs have poor visibility.**
  Both the Guthrie Lane sign and the sign outside Buster Crabb are positioned on the *footpath side* rather than the *road side*, reducing their effectiveness.
  The Guthrie Lane sign is further obstructed by the Guthrie Lane street sign.
- **Avenal Street pick up zone remains unsafe.**
  A Kea Crossing application has been submitted, but no response has been received yet.

Actions:

- **Holly** will re-contact NZTA to raise concerns about the poor placement and visibility of the speed signs, noting multiple community complaints.
- **Holly** will organise additional cones for the yellow lines on Avenal Street to prevent parents from parking illegally during pick-up.
- **Gregg and Cain** will contact the Council to reinforce concerns about the Dee Street signage and the ongoing safety issues at the Avenal Street pick up zone.
- **Holly** will follow up with John Langeveld regarding the incomplete repair to the spouting beside the staffroom, where birds had previously been nesting.

5. **Property**
   a. **Library Extension**
      After reviewing the proposed plans, the Board agreed to schedule a further meeting with John Langeveld and Caleb Simms to explore the possibility of increasing the overall footprint of the extension.

   b. **Dee Street Entrance Fencing**
      The Board discussed the fencing requirements and confirmed the decision to extend the fence line to the top of the driveway.

***Motion**:* 'That the Board proceed with the installation of the 1.5m Axis Fence Panel system along the Dee Street entrance, extending to the end of the driveway outside the Administration Block, and include an additional gate opposite the carpark to provide convenient access for staff to their classrooms.'

H Bradshaw / G Peters – carried

6. **Financial Report:**
   Term 1 2026 Financial Summary As at the end of January 2026

- **Profit:** The net profit for the year to date is $35,262. This is currently tracking slightly behind the budgeted $42,421, representing a variance of $7,159, or 16.88%.
- **Revenue**: Our total revenue for the year to date is $47,241, compared to a budget of $59,750. This represents a variance of $12,509, or a 20.94% shortfall.
- **Other Revenue:** We have seen a positive start in this area, with actuals at $2,012 against a budget of $1,250—a healthy variance of $762, or 61%.***Note on Interest:*** We continue to estimate the term deposit interest at $2,000 per month (based on $600,000 at 4.00% per annum). The finalised actual interest will be captured in the annual financial statements.
- **Overheads:** Our overheads are tracking very well at $13,991 against a budget of $18,579. This represents a saving of $4,588, or 24.69%.
- **Bank:** As of January 2026, the bank balance was $280,519. This is a strong increase from last month's balance of $250,626, growing by $29,893, or 11.93%.
- **Working Capital:** Our working capital in January 2026 was $247,781. This is a significant increase from last month's balance of $208,488, representing a jump of $39,293, or 18.85%.
- Policy One Quarterly 1 Payment $54,327.04 $1609 per pupil
- Yearly Payment $217,308.16

<u>Bank Accounts</u>

- Bank Account Balances:
  - 00 Account: $7632.18
  - 90 Account: $278,752.28
- Term Investment: Our current term investment stands at $641,617.43

Motion: 'To accept the December 2025 and January 2026 financial reports as presented.'

H Bradshaw / G Peters - carried

7. **Parents' Association:**
   The Parents Association contributed approximately **$7,500** to the school in 2025.

- Funding supported school camps, a new BBQ, sports equipment, classroom desks, and free video recordings of the school production.
- Successful fundraising events included the **Grocery Grab**, **family photo night**, and **production raffles**.
- The association will continue running **two sausage sizzles per term**, except Term 1 due to camps.

- **Family Fun Night** was a great success.
    - Activities included a bouncy castle, lolly scramble, ice blocks, and house captain–led races.
    - Volunteers were organised for bouncy castle supervision.

Fundraising

- Grocery Raffle [very successful this year – change from Grocery Grab – Vouchers are prizes at supermarket of winner's choice]
- Easter Raffle, now raising general funds rather than supporting the former aviary
    - Other fundraising ideas discussed:
        - **Winter seeds** (to support Room 2's garden project)
        - **So Sweet** produce packs
        - **Arts Extravaganza 2026** (Term 3): raffles, canteen-style sales, silent auction featuring staff artwork
        - **Baking paper** (biennial)
        - **Who Ate the Pies**
        - **Principal for a Day** (Holly supportive)
        - **Stuck on You** labels (year-round option)
        - **Pepper & Me** noted as logistically difficult
    - Monthly newsletter notices will resume, and fundraising updates can be added to the school website.

Financial Report

- **Opening balance:** $18,888.28
- **Income (Sept–Dec 2025):** $3,658.10
- **Expenses:** $3,786.80
- **Closing balance:** $18,178.91
- **Care Committee account:** $797.82

Care Committee

- Bridget Crosbie has stepped down; **Sydnee Telfer** has joined.
- Further communication will be shared to raise awareness of the committee's purpose: discreetly supporting families in need.

Inwards Correspondence

- Holly shared a wishlist:
    - Continued support for **house bonding day** (sausages and ice blocks).
    - Additional **classroom furniture**, especially for junior classes, following the success of the Room 5 desk upgrade.
    - Ongoing **financial support for school camps**, which are becoming increasingly expensive.
        - Request for **$3,000** annually, split between Stewart Island, Deep Cove, and Year 5–6 camps.
        - Motion raised by Rachel and seconded by Kate.
    - Future consideration of contributing to the **school library refurbishment**.

8. **Board of Trustees:**
    - **Sandy Gilmete was re-elected as Presiding Member.**
    - **Finances remain in a strong position**, supported by Holly's diligent financial management. Budgets are tracking as expected, and all variances presented are accurate and well-explained.
    - **ERO Meeting with the School Board:**
      The trustees had a productive and insightful meeting with Michelle Iving from ERO. One of her key comments resonated strongly: *"All decisions made by the Board impact the students."* This principle should remain central to decision-making for both the School Board and the Board of Proprietors.
      Michelle also noted that the Board works cohesively and has a clear understanding of its responsibilities.
    - **Board Collaboration:**
      Discussion highlighted the need for stronger alignment between the School Board and the

Board of Proprietors, as the two currently operate somewhat in isolation. It was also acknowledged that parts of the community are not fully aware of the BoP's role.

- **Agreed actions to strengthen collaboration and visibility:**
  - The School Board Presiding Member and the Board of Proprietors Chairperson will meet once per term to discuss board operations and opportunities for mutual support.
  - Gregg will prepare an article for the final newsletter of the term, outlining recent BoP projects and explaining the BoP's role in maintaining the school's Special Character.
  - Holly will upload BoP minutes to the school website and include a link to them in the school newsletter.

9. Other Business:

- Interests Register
  Action: To create a ***Board of Proprietors Interests Register***. To be made available via shared BoP folder for members to complete.

Meeting closed at 7.30pm

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Gregg Peters [Chairperson]

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Date

Actions:

1. **Write Off Bad Debt [Action from 11 March 2026 AGM]**
   Holly to add to Agenda for 17 June Meeting – Write Off Bad Debt
2. **Library Extension**
   Holly to organise a further meeting with John Langeveld and Caleb Simms to discuss Library Extension plans and increase of footprint.
3. **Dee Street Entrance Fencing**
   Holly to contact John Langeveld to proceed with the installation of the 1.5m Axis Fence Panel system along the Dee Street entrance, extending to the end of the driveway outside the Administration Block, and include an additional gate opposite the carpark to provide convenient access for staff to their classrooms.

3\. **BoP Chairperson / BoT Presiding Member to meet once a term**
   Gregg Peters to contact Sandy Gilmete to arrange a meeting once a term.

4\. **Article for School Newsletter**
   Gregg Peters to contact provide an article for the last newsletter of the term – due to Nic on Wednesdy 25 March.

5\. **BoP Minutes on Website**
   Holly to upload the BoP minutes to the Website and will add a link to them in the school newsletter.

6\. **Dee Street Speed Signs and Avenal Street pick up Zone**
   Holly will re-contact NZTA to raise concerns about the poor placement and visibility of the speed signs, noting multiple community complaints.

7\. **Holly** will organise additional cones for the yellow lines on Avenal Street to prevent parents from parking illegally during pick-up.

8\. **Gregg and Cain** will contact the Council to reinforce concerns about the Dee Street signage and the ongoing safety issues at the Avenal Street pick up zone.

9\. **Incomplete Repair to Gutter**
   Holly will follow up with John Langeveld regarding the incomplete repair to the spouting beside the staffroom, where birds had previously been nesting.

9\. **Interests Register**
   Holly and Nic To create a ***Board of Proprietors Interests Register***. To be made available via shared BoP folder for members to complete.