



ST FRANCIS DE SALES SCHOOL TE KURA O HATO WERAHIKO TE HERA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 8 May 2023

VISION

The vision/whāinga matua (pae tawhiti) for St Francis de Sales School is:
*Each student developing, to the best of his or her abilities,
a Love of God, Love of Learning and Love of Life.*

Kia pūāwai i roto i te ākonga te aroha ki te atua, te aroha ki te ako, me te aroha ki tona ao.
Our vision reminds us of the uniqueness of every student, and that their development is an on-going process.

MISSION

The mission/whāinga (pae tata) of the entire community of St Francis de Sales School – i.e. students, parents/ caregivers, staff and the Board of Trustees is:

*To contribute our individual talents, skills and resources to help achieve the Vision for the School.
Mā tō rourou, mā taku rourou, ka ora te kura.*

VALUES

All those at St Francis de Sales School support the charism of compassion and live by the fruits of the Holy Spirit.

These are: Love, Joy, Peace, Patience, Kindness, Generosity, Faithfulness, Gentleness and Self Control (Gal 5: 22-24)

MOTTO

*The measure of love
is to love without measure*

Meeting started at 6.35pm

1. **Board Members in Attendance:**, Sarah Fountain, Megan Teusse, Mary-Angela Tombs (Principal), Peter Chew (Chair), Jo White, Deanna Mallon, Ameha Wondirad, Hayley Hakaria, Dan McGuinness

Also, in attendance: Lisa Kinghorn (Minute taker)

2. **Apologies:** Aaron Withers
3. **Karakia (Prayer):** Jo White
4. **Introductions:** N/A
5. **Declaration of Interests** - No interests declared.

Conflicts of Interest Register	
To be confirmed at meeting	To be confirmed at meeting

6. Statutory Obligations

Motion: *That the public (aside from the Board Secretary) be excluded from the following parts of the proceedings of this meeting, namely 'in committee' agenda items noted in sections: 7b, 8f*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staff matters	<i>Good reason to withhold exists under section 9 of the Official Information Act 1982</i>	S 48(1)(a)(ii)

7. Strategic Decisions

- a. Approve Physical Restraint letter for Teacher Aides

Discussed the new legislation and the school preparation for the new policy. Teachers are automatically approved once they have completed the training. Permission to restrain a student will automatically cease at the end of each school year as a safeguarding measure. Discussed the type of restraints that are allowable to use. This is a management decision but as the Board is part of the policy it was felt appropriate for the Board to approve the letter for the Teacher Aides.

The physical restraint letter for teacher aides is approved.

**Moved: Mary-Angela Tombs
Carried.**

Seconded: Dan McGuinness

8. Reporting

- a. [Status Report against annual plan](#)

- i. Catholic Character

Pentecost Mass will be held for the full school. Have been working with the DRS so the teachers have some visibility of the teachings and reflections prior to each Mass. Father Doug will support the classes to learn the parts of a mass.

ii. Hero update

The reading goals have been reviewed and updated in line with the new curriculum and being a Te Tiriti partner. Teachers have back mapped what the children have already learned and what the next steps are. This will be opened to parents once reading and maths are ready to be uploaded.

iii. Te Tiriti partnership

Professional Capability and Inquiry – working on building relationships with a diverse range of the community, to aid knowledge and growth. Have held hui with ākonga Māori and produce a panui that focuses on whānau of ākonga Māori.

Haley has offered to guide the school through a Hautapu ceremony. This will be held at the school to celebrate Matariki, with karakia and kai. There will be student participation in the ceremony. Will be held early in the morning while the stars are still out on 29 June.

iv. Pasifika & Maori Homework centre

The school has been approached by a person in the community who has offered to run a homework centre. They have successfully run this in Auckland and received funding from MoE. This was put to the Pasifika community at a Talanoa night. The community was very keen on the concept. The homework centre will be held one day per week. Have received permission from the Archdiocese. Will develop an MoU to formalise the relationship which Dan McGuinness will review.

Action: MAT to develop MoU with Pasifika Education centre and Dan McG to review

b. Report on [school requirements \(incl Health & Safety\), Roll, Kāhui Ako](#)

The report taken as read.

Health and Safety

- i. Discussed a situation where a contractor was using one of the children's toilets instead of staff toilets. This was followed up and has ceased.

c. Staff: **(in committee)**

d. Finance:

- i. February 2022 Report was tabled.

e. Risk: **(tabled in committee)**

9. Strategic Discussion

a. Reviewed variables/options for teach:student ratio

11,000 school aged children have left the region in the past year. The school roll is currently 208 out of a capacity of 320. The options for class size, student to teacher ratio, financial sustainability of the school, and what variables need to be taken into account for the decision making was discussed. 24 students have moved out of the suburb/city since the end of December 2022. Explored the options

for the class sizes and the number of teachers. More information will be gathered on the various options for further discussion.

b. Camp 2024

The school camp alternates between Makahika and another camp site. Currently investigating a new camp site in Taranaki and have secured a camp date of the first week of term two 2024. This will be about four hours by bus travel away. Visits and due diligence will be undertaken before making a decision.

c. BOT training: property and upcoming training

Aaron went to the property training. It would be worth looking at further upcoming training.

10. Policy review:

a) Education Outside the Classroom (Aaron) will be undertaken for next meeting

b) Physical Restraint Policy (Megan T) new policy not due for review until next year.

Motion: That the following policies be adopted as is

a) Physical Restraint Policy

Moved: Megan Teussa

Seconded: Peter Chew

Carried.

a. [Upcoming Reviews](#) :

i. Term 2:

1. Education Outside the Classroom (Aaron)

2. Physical Restraint Policy (Megan T)

ii. Term 3:

1. Inclusive Education (Ameha)

2. Recognition of Cultural Diversity (Jo)

3. Māori Educational Success (Haley)

iii. Term 4:

1. Curriculum and Student Achievement Policy (Dan)

2. Health Education (Megan)

11. Action points

Responsibility	Action Points	Status
PC/MAT/SF	To discuss closer to the time weather warnings etc	done
MAT/DMcG	Look into who did the slide turf and get them to come look at the top turf maintenance	done

12. Administration

a. Confirmation of minutes from previous meetings:

i. [20 March 2023](#)

It was moved that the minutes of the meeting held on 20 March 2023 be taken as a true and correct record.

Moved: Mary-Angela Tombs

Seconded: Deanne Mellor

Carried

b. Confirmation of In-Committee Minutes:

i. 20 March 2023 draft in-committee minutes (tabled in committee)

The reports on the restraint incidents provided to the MoE were presented to the board for their information.

It was moved that the minutes of the in-committee meeting held on 20 March 2023 be taken as a true and correct record.

Moved: Mary-Angela Tombs

Seconded: Megan Tuesse

Carried

c. Correspondence - no correspondence

d. [Board Work plan 2021 - 2023](#) - taken as read

13. Meeting Dates

- Monday 12 June (Apologies from Megan Tuesse)
- Monday 31 July
- Monday 4 September
- Monday 30 October
- Monday 4 December

The Board went into committee at 7.52 pm

In committee section of meeting ended at 8.27 pm

14. Meeting Close

These minutes are a true and correct record of the Board of Trustees meeting held on **8 May 2023**

Chairperson

Date

New Action points

Responsibility	Action Point	Status
MAT	Communicate physical restraint policy with community, once finalised	
MAT	Ensure all applicable staff are trained in relation to physical restraint	
MAT / DMcG	Develop MoU with Pasifika Education centre	