



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

## MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 19 June 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 6.39pm

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

**Also, in attendance:** Lisa Kinghorn (Minute taker)

2. **Apologies:** Dan McGuinness

**Absent:** Ameha Wondirad

3. **Karakia (Prayer):** Mary-Angela Tombs

4. **Introductions:** N/A

5. **Declaration of Interests** - No interests declared.

| <b>Conflicts of Interest Register</b> |                            |
|---------------------------------------|----------------------------|
| 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: **78C and 8D***

*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:*

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

7. **Strategic Decisions**

a. Strategic Planning

- i. Process
- ii. Timing
- iii. Board involvement
- iv. Working group

The Strategic plan ends this year and needs to be reviewed, taking into account the thoughts of the community, parish, school, whanau and other interest groups into the future direction of the school. Once the consultation has taken place, the ideal would be to distill the thoughts down to two goals that are achievable. It is intended to work with Manawhenua right from the start.

It generally takes approximately a year and this strategic cycle will start at Matariki and evolve over the year to start next Matariki.

The Board discussed:

- The number of board members required and level of involvement for a subcommittee,
- the integration of any community participants,

- whether a survey would be a good way to use the information gathered to location like minded parents that could be shoulder tapped,
- how to get the students involved and the best way to get their perspective,
- whether to use a school event to gather thoughts on post-it notes,

**Agreement:** to put together a group to meet and talk about first steps which will be working through how to gather the different voices.

Peter (facilitation), Mary-Angela, Sarah, Megan, Haley, Aaron

**Action:** To be a standing item on the Board meeting agenda

b. Grant applications for student devices

There are some opportunities to apply for grants for a number of items, e.g playground, ICT devices, sun shades. The PSL are not really in a position to fundraise at the moment.

The Board considered the ethical dilemma of applying for grants through agencies which gather their funds from gambling and/or alcohol. The key line is whether the revenue generated from the gambling is being used for the good of the community.

There is a professional service that could fill in the grant applications to take that large amount of work away from the principal. The first grant would most likely be more expensive as the service gathers information to build the school profile. They also will send reminders for reporting. This is a management decision.

Any grant applications need to have a minuted resolution from a board meeting.

**Resolution:** That the Board is comfortable to support grant applications to legal sources ideally in areas that minimise social harm.

Mary-Angela will speak to the professional service to start the grant for the 40 devices. The Board have agreed that Peter can agree and sign the grant application.

## 8. Reporting

a. Status Report against annual plan

i. Catholic Character:

- Suzanne Aubert's birthday was celebrated with cupcakes
- Sarah Parkinson and Ella W attended the induction of Paul Martin who is the new Archbishop of Wellington.
- Planning for grandparents' mass at the beginning of term 3.
- Kids doing first sacraments programme.
- Non-preference roll is full until 2025. Conversations are happening about how prospective students could enrol under the preference scheme, including letters of support from other parents.

ii. Hero update:

Not yet ready to open up the progress reporting side of Hero to parents. Need to get the curriculum goals fully ready to go. Part of the delay is because of the refreshed NZ curriculum being rolled out to schools at the moment.

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

The report was taken as read.

- The roll is fluctuating quite a lot.
- Some staff are presenting at the Kahui Ako meeting on learning through play
- The building is nearly finished with more things being found to be repaired
- The medical reporting provided to the Board is a lot more detailed.
- Discussed paint to make some areas more visible.

c. Staff: (in committee)

- i. Principal's Professional Growth Cycle
- ii. Staff/student wellbeing

d. Finance:

- i. April 2023 Report was taken as read.
- ii. May 2023 Report was tabled
- iii. 2022 Annual Report

e. Risk: (tabled in committee)

9. **Strategic Discussion**

a. New mandatory MOE Code of Conduct for Board Members

The new mandatory Code of Conduct was presented for the Boards consideration. This comes into effect on 21 June 2023.

10. **Policy review:**

a) Education Outside the Classroom

Aaron Withers undertook the policy review and had no suggestions for updates.

**Motion:** That the reviewed Education Outside the Classroom policy as it stands in School Docs be adopted

**Moved: Aaron Withers**

**Seconded: Deanna Mallon**

**Carried.**

a. Upcoming Reviews:

i. Term 3:

1. Inclusive Education (Ameha)
2. Recognition of Cultural Diversity (Jo)
3. Māori Educational Success (Haley)

- ii. Term 4:
  - 1. Curriculum and Student Achievement Policy (Dan)
  - 2. Health Education (Megan)

## 11. Action points

| <b>Responsibility</b> | <b>Action Point</b>  | <b>Status</b> |
|-----------------------|--|---------------|
| MAT                   | Communicate physical restraint policy with community, once finalised                                     | done          |
| MAT / DMcG            | Develop MoU with Pasifika Education centre   | done          |
| MAT                   | Share with families the MOE website to help with understanding of the curriculum, and help with homework | done          |
| MAT                   | Ensure all applicable staff are trained in relation to physical restraint                                | ongoing       |

## 12. Administration

- a. Confirmation of minutes from previous meetings:
  - i. 8 May 2022 draft minutes

It was moved that the minutes of the meeting held on 8 May 2023 be taken as a true and correct record with amendments.

**Moved:** Mary-Angela Tombs      **Seconded:** Peter Chew  
**Carried**

- b. Confirmation of In-Committee Minutes:
  - i. 8 May 2023 draft in-committee minutes (tabled in committee)

It was moved that the minutes of the in-committee meeting held on 8 May 2023 be taken as a true and correct record with amendment as agreed.

**Moved:** Mary-Angela Tombs      **Seconded:** Peter Chew  
**Carried**

- c. Correspondence
  - Letter from ADW re honorification. The requested information has been compiled and sent to the ADW.

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

Matariki breakfast will be held at 7.30am at the school on 29 July. Bring a cup.

**13. Meeting Dates**

- Monday 31 July
- Monday 4 September
- Monday 30 October
- Monday 4 December

**The Board went into committee at 8.50pm  
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 **19 June 2023**

**Chairperson .....**

**Date .....**

**New Action points from this meeting**

| <b>Responsibility</b> | <b>Action Point</b>  | <b>Status</b> |
|-----------------------|--|---------------|
| PC                    | Strategic planning to be a standing item on the Board meeting agenda until Matariki 2024 |               |
|                       |  |               |
|                       |  |               |
|                       |  |               |
|                       |  |               |