



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HERA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 4 September 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 6.36pm

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

**Also, in attendance:** Fran Peters (Minutes taker)

2. **Apologies:** Jo white

**Absent:** n/a

3. **Karakia (Prayer):** Dan McGuinness

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 Student matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

7. **Strategic Discussion**

- a. Agreement to new [Catholic School Board Code of Conduct](#)

Code of conduct handed out and all to read as acknowledged. Discussion held over some points.

**Motion:** *that the St Francis de Sales Board of Trustees adopts and is guided by the code of conduct for catholic state integrated board*

**Moved:** Dan Mc Guinness **Seconded:** Ameha Wondirad,  
**Carried** Peter Chew

8. **Reporting**

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

Taken as read with notes that some planned actions have not happened due to competing priorities.

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

- Property updates: Building works have been completed.
- Heat pumps in 3 classrooms – gas heaters have been removed.
- Discussion held regarding school roll.
- Grants are in progress, we have split our requests, and we are waiting for word from Pelorus trust and grass roots, hoping to hear back in the next 6 weeks.
- Discussion about a fundraising initiative where families can ‘buy a book’ for the library. Megan to talk to Fran about this initiative.

**Action: Megan to talk to Fran about the ‘buy a book’ initiative.**

i. Health - bi-annual community consultation

- MA raised discussion about the need for a biannual health and PE consultation. MA to look into this and health consultation to be sent out.

**Action: MAT to plan health and PE consultation survey and send this out to the community**

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

- Staff / student wellbeing
- Student behaviour support
- Staffing updates
- Staff leave application during 2024.
- Principal professional growth

d. Finance:

- July 2023 report taken as read.
- Mid-Year budget review *(tabled in committee)*

e. Risk: *(tabled in committee)*

## 9. Strategic Discussion

a. Strategic Planning Update

Subgroup met a few weeks ago. Poster handed out to Board members. This is a work in progress – anything missing input is welcomed. Discussed about the community and the students. If there is anything that you feel is missing, please let Peter know. Welcome advice/perspectives- pulled all thoughts, discussed strengths and challenges, went over key areas where improvements were needed, and ways to add to our catholic character.

**Action: Strategic planning subgroup to meet again**

b. End of Year celebrations

- Will be held at SFDS church again this year (Tuesday 19<sup>th</sup> December). Discussion held re how and where to do BOT drinks for the community. Arrangements will be tabled for discussion at the next Board meeting.

- Year 8 Leavers dinner is set for Thursday 14<sup>th</sup> December.

## 10. Policy review

To review policies, go to [SchoolDocs](#) and click on the **Current Review** tab. (Login details: User: sfd  
Password: sfd)

- Inclusive Education (Ameha) - deferred until next meeting
- Learning Support (Jo) - deferred until next meeting
- Māori Educational Success (Haley) - completed no change needed

**Motion: That the Māori Educational Success policy be adopted.**

**Moved:** Hayley Hakaria  
**Carried**

**Seconded:** Mary Angela Tombs

## 11. Previous Action points

Responsibility	Action Point	Status
PC	for Strategic planning group	ongoing
MAT/PC	To include ADW's Catholic Character Code of Conduct in Board agenda	

## 12. Administration

- Confirmation of minutes from 31 July meeting. Discussion held over some minor recording errors in these minutes.

**Motion: Subject to the changes made, the minutes are a true and accurate reflection of the meeting held 31 July.**

**Moved:** Dee Mallon **Seconded:** Megan Teusse  
**Carried**

- Confirmation of In-Committee Minutes:
  - 31 July 2023 draft in-committee minutes (**tabled in committee**).

**Motion: Subject to the change made, the in-committee minutes are a true and accurate reflection of the meeting held 31 July.**

**Moved:** Mary Angela Tombs **Seconded:** Megan Teusse  
**Carried**

- c. Correspondence
  - i. in committee
- d. [Board Work plan 2021 - 2023](#)

**13. Agenda items for next hui:**

- a. Planning for End of Year celebrations

**14. Meeting Dates**

- Monday 30 October
- Monday 4 December

Formal acknowledgement was made to the PSL for the disco

**15. Meeting Close 8.30pm**

These minutes are a true and correct record of the Board of Trustees meeting held on **31 July 2023 closed**

**Chairperson** .....

**Date** .....

The Board went into committee at 6.48pm  
In committee section of meeting ended at 7.49pm

**New Action points from this meeting**

<b>Responsibility</b>	<b>Action Point</b>	<b>Status</b>
MC	Megan to talk to Fran about the 'buy a book' initiative.	
MAT	Plan health and PE consultation survey and send this out to the community	
PC	Strategic planning sub group to meet again	

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