



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HERA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 30 October 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 ākongā 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 6.37pm

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

Also, in attendance: Fran Peters (Minutes taker) Madeline Smith (DRS)

2. **Apologies:** Haley Hakaria
3. **Karakia (Prayer):** Ameha Wondirad
4. **Introductions:** Madeline Smith
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: **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:

General subject of each matter considered at meeting	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
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. [Approval sought for Year 7&8 Camp 2024](#)

Questions raised:

- Camp is run by instructors.
- Cost to families - will be just over \$310 (to be confirmed)
- School will subsidise those that can't afford the cost - and other families / funding sources can be sought
- Exclusion for kids with 'bad behaviour'? Camp is a compulsory part of the curriculum however we can request that the parent comes along if needed.
- Staff will do a site visit prior to the camp
- Number of adults will depend on ratios required by the camp. Three teachers will attend.
- Discussed reimbursement of staff (overnight allowance is paid)
- Food is provided by the camp, and cooked by camp groups / parents.

Motion: *That the board approve payment of a deposit to TOPEC for the 2024 year 7&8 camp.*

Moved: Peter chew **Seconded:** Peter chew
Carried Peter chew

8. Reporting

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

MAT shared challenges and highlights since the last meeting

b. [Catholic Special Character Review](#)

The Director of Religious Studies (DRS), Madeline, addressed the bot about the positives and challenges of the year mentioned in the report.

MA thanked Madeline for her commitment to the role.

Discussed what we can do as a bot regarding challenges with support by the archdiocese? MAT advised that the annual reports by the Proprietor's Appointees on the Board is the appropriate place to give this feedback.

MAT shared plans for appointing a DRS going into 2024. This could either be one person applying, or take a team approach for a year until a teacher on staff is confident to apply. This position could also be advertised externally for a 2025 start.

c. [Development of Te Reo me ona Tikanga Progressions Framework](#)

Discussed the framework, including:

- Possible Noho Marae for Year 6 students
- Te Reo me ona tikanga in the context of play
- Resources
- Supporting parents

d. Biennial Health consultation [Draft survey](#)

The survey is still being finalised and will be sent out to parents over the next few weeks. Results are used to inform the Health Curriculum, in part. Also guided by Catholic character and the NZ Curriculum expectations.

e. Hero launch

MAT showed two videos to support the Hero Launch. Board members gave feedback about possible improvements. The first video was for a general audience, and the second was for families of children on IEPs.

The graphs will switch on for 2-4 weeks in mid year and end of year (July and December) as these are the two points of measurement against typical progress.

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

a. Property Update taken as read.

b. MAT updated the Board on previous grant applications.

c. Approval sought for grant application for ipads to Pub Charities. Resolution below.

**Motion: That an application be made to pub charity ltd to purchase ipads and covers for our school.
The total amount requested is \$17,774.18**

Moved: Mary Angela Tombs
Carried

Seconded: Sarah Fountain

10. Staff / Students: (in committee)

- a. Wellbeing
- b. Student updates
- c. Staff updates
- d. Staffing appointments for 2024

11. Finance:

- a. [August 2023 report](#) - taken as read. No questions.
- b. Staffing plan for 2024 budget (**tabled in committee**)

12. Risk: (tabled in committee)

13. Strategic Discussion

- a. Peter updated the Board on progress against Strategic planning

14. Policy review

- a. Inclusive Education (Ameha). Questions asked about whether refugees and students with English as a second should be within this policy. MAT clarified that this information is in a different policy.

Motion: The board moved to adopt the Inclusive Education Policy

Moved: Peter Chew **Seconded:** Dee Mallon
Carried

- b. Health Education (Megan) completed

Motion: The board moved that we adopt the Health Education Policy.

Moved: Peter Chew
Carried

- c. Term 4 Policies for Review:
 - i. Learning Support (Jo)
 - ii. Curriculum and Student Achievement Policy (Aaron)

15. Previous Action points

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

16. Administration

- a. Confirmation of minutes from previous meetings:
 - i. [4 September 2023 draft minutes](#)

Moved: Peter Chew

Carried

- b. Confirmation of In-Committee Minutes:

- i. 4 September 2023 draft in-committee minutes (*tabled in committee*)

Moved: Peter Chew

Seconded: Aaron Withers

Carried

- c. Correspondence

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

17. Agenda items for next hui:

18. Next Meeting Date

- a. Monday 4 December

19. Meeting Closed: 9.27pm

These minutes are a true and correct record of the Board of Trustees meeting held on **30 October 2023**

Chairperson

Date

The Board went into committee at 8.16pm

In committee section of meeting ended at 9.16pm

New Action points from this meeting

Responsibility	Action Point	Status
NA	NA	NA

