



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HERA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 19 February 2024

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 6.37pm

1. **Board Members in Attendance:** Sarah Fountain, Peter Chew, Megan Teusse, Mary-Angela Tombs (Principal), Aaron Withers, Jo White, Haley Hakaria(via Zoom 7.15), Ameha Wondirad, Deanna Mallon, Fr Doug Shepherd

Also, in attendance: Fran Peters (Minutes taker)

2. **Apologies:** No apologies
3. **Karakia (Prayer):** Megan
4. **Election of Presiding Member (Chair):** (Principal) Mary-Angela called for nominations for Presiding Member. Aaron nominated Peter Chew. There were no other nominations. Peter duly appointed. Peter accepted with gratitude

5. **Appointment of Deputy Chair:** (Presiding Member) Peter called for nominations for Deputy Chair. Peter nominated Megan. Megan accepted.

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

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

7. 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)

8. Board Training

- a. Peter lead the Board through responsibilities as a Board, in turn reviewing the Board Responsibility Policy and the Catholic Special Character Policy:

- The Board is here to support every student at the school
- Our school is a physically and emotionally safe place for everyone.
- Taking steps to get rid of racism, stigma and bullying.
- Taking care of children with needs
- Taking care of Te Ao Māori
- Seeking to achieve equality of opportunity for Māori students.

No changes were made to the Board Responsibility Policy as it stands.

The Board discussed some of the wording in the current Catholic Special Character Policy. Father Doug gave feedback about possible wording changes in response to suggestions.

Action: MAT to send requested wording changes to school docs

9. Strategic Decisions

- a. DRAFT Strategic Plan
- i. First section very similar to previous Charter
 - ii. Some sections updated to meet MOE requirements.

- iii. Includes the 2024 Annual Plan
- iv. 2024 targets:
 - 1. Continuation of Te Reo target from last year
 - 2. Literacy target focusses on teachers applying the strategies they have been learning in 2023 and 2024 to continue lifting achievement for learners who are below expectation in reading and writing.

Discussion was held over the plan and all were in agreement. A suggestion was made that the Home of Compassion be referenced within the Strategic Plan.

Action: Jo to draft a statement about the Home of Compassion, and MAT to check and add this to the Strategic Plan.

- b. DRAFT - Final Budget for 2024 (*tabled in committee*)

10. Reporting

- a. Status Report against Annual Plan
Taken as read. Discussion related to:
 - i. Catholic Character:
 - 1. The 2024 RE Curriculum Plan was discussed
 - 2. Ash Wednesday Mass with the parish was simple yet lovely. We had positive responses from the parishioners.
 - 3. We do not have a DRS this year, but all of the tagged teachers are helping out where they can, and Mary-Angela is supporting Lauren King to take some leadership in this area.
 - 4. Fr Doug will begin visiting classes in the week leading up to their buddy mass
 - 5. Beginning to implement the new RE curriculum - starting with Year 1-3 this year.
 - 6. Buddy time will have a Catholic Character focus - using tuakana-teina between older and younger buddy to carry out RE craft activities, reading, etc
 - 7. We are currently planning ahead to hold a 'Seasons for Growth' programme - which is a Catholic Social Services initiative for children going through change or loss.
 - ii. 2023 Statement of Variance
 - 1. This document details the process we followed to work towards the student achievement targets in 2023. Once identified we work towards this
 - 2. We identified the need to continue some of this work in 2024 and this has informed our professional development plan for the year the doc is included with the annual report.
 - 3. New MOE requirements:
 - a. A cellphone procedure has been created and is on the Schooldocs site.
 - b. The leadership team is currently reviewing the amount of time spent on Reading, Writing and Maths in each class once this is done.

4. Discussion about the significant number of families going on holiday.
5. There was further discussion about:
 - a. The impact on target success in relation to changes in teachers through 2023
 - b. The high percentage of neurodivergent learners in the target group
 - c. The additional ongoing support for target learners who did not make accelerated progress in 2023
 - d. Hero - as a great way to see where all the kids are sitting in relation to the NZ Curriculum
- b. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants was taken as read. There was discussion about:
 - i. Grants update and approval needed for upcoming grant application We missed out on the second application for a Pub Charities Grant (in Jan- turned down) . We have a new application ready to submit to Pelorus Trust for iPads and covers. We will do this one and then take a break – if it doesn't work we will regroup.

Motion: *The Board approves the application to Pelorus Trust towards the purchase of iPads and cases for St Francis de Sales School.*

Moved: Mary-Angela

Seconded: Fr Doug

Carried

- c. Kāhui Ako Annual Report for 2023 - Report taken as read. Discussion held about:
 - i. Jemma Brown has been appointed as our SFdS Within School Lead Teacher, taking over from Sarah Fountain - this role is to ensure that SFdS has an active role in the activities and professional learning opportunities through the Kāhui Ako. Jemma's focus will be:
 1. Finishing off the wellbeing initiative, with Sarah's support
 2. Cultural Sustainability
 - ii. Curriculum development is also an area of focus for the Kāhui Ako
- d. Staff / Students: **(in committee)**
 - i. Wellbeing: Staff / Students
- e. Finance:
 - i. November 2023 accounts showed a budget deficit of \$66k. By the end of December this is likely to be higher.
 1. Most of the budget overrun relates to staffing and property:
 2. Unexpected property maintenance - sink repairs, locksmith, building was, tree felling
 3. Unanticipated teacher cost - long term relief teachers, additional teacher for NEW entrant room, bulk payout to teachers, day relief teachers for sickness and flow on effect from student needs

4. Unanticipated teacher aide cost - More support needed than we were funded for - especially towards the end of the year

MAT shared a copy of the draft donations and payments for 2024 and there was some discussion about being more specific about individual donation amounts throughout the letter (e.g. swimming).

Action: MAT to update the letter with specific donation amounts, and send the letter out to parents.

All were in agreement.

- f. Risk: *(tabled in committee)*

11. Strategic Discussion

- a. Strategic Planning Update. Next steps were planned.

Action: Peter to reconvene the Strategic Planning working group to refine the main strategic priorities

12. Policy review:

- a. Upcoming Reviews

Board members were assigned to upcoming policy reviews.

- i. Term 1:

1. Te Tiriti o Waitangi (Haley)
2. Documentation and Self Review - Board level policy (Jo)

- ii. Term 2:

1. Employer Responsibility Policy - Board level policy
 - a. Appointment Procedure Aaron/Dee
 - b. Safety Checking Aaron/Dee
 - c. Classroom Release Time Aaron/Dee

- iii. Term 3:

1. Concerns and Complaints (Megan)
2. Performance Management (Aaron/Dee)
3. Protected Disclosure (Aaron/Dee)

- iv. Term 4:

1. Finance and Asset Management Policy - Board level policy (?)

- a. Managing Income and Expenditure Peter Chew
- b. Financial Conflicts of Interest Peter Chew
- c. Asset Management and Protection Ammaha

13. Previous Action points

Responsibility	Action Point	Status
PC	Strategic planning sub group to meet again – peter to email out for the next 2 weeks	PC
All Board Members	Complete Police Vetting and bring 2 forms of ID to the office	All Board Members
MAT	Insert 2024 Policy Reviews into 2024 Board plan	MAT

14. Administration

- a. Reminder: Police vetting of Board members
- b. Confirmation of minutes from previous meetings:
 - i. [3 December 2023 draft minutes](#)

Motion: *It was confirmed that the minutes are correct true and accurate reflection of the Board's discussion*

Moved: Mary-Angela

Seconded: Megan

Carried

- c. Confirmation of In-Committee Minutes:
 - i. 3 December 2023 draft in-committee minutes (*tabled in committee*)
- d. Correspondence - Nil
- e. Board Work plan 2021 - 2024
Mat has updated the dates of the meeting and BOT policies. The need for Board members to take opportunities for Board training was discussed.

15. Agenda items for next hui:

16. Upcoming meeting dates for 2024

- a. Monday 8 April 2024

- b. Monday 13 May 2024
- c. Monday 17 June 2024
- d. Monday 5 August 2024
- e. Monday 9 September 2024
- f. Monday 4 November 2024
- g. Monday 9 December 2024

17. Meeting Closed: 8.42pm

These minutes are a true and correct record of the Board of Trustees meeting held on **19 February 2023**

Chairperson

Date 08/iv/2024

The Board went into committee at 7.55pm
In committee section of meeting ended at 8.22pm

New Action points from this meeting

Responsibility	Action Point	Status
MAT	MAT to send requested Catholic Character Policy wording changes to School Docs	
Jo / MAT	Jo to draft a statement about the Home of Compassion, and MAT to check and add this to the Strategic Plan.	
PC	Peter to reconvene the Strategic Planning working group to refine the main strategic priorities	
MAT	MAT to update the letter with specific donation amounts, and send the letter out to parents.	