



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HĒRA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 23 June at 06.32pm

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

**Also, in attendance:** Fran Peters (Minutes taker), Neal Swindells (Principal Recruitment) Lydia Wadsworth

2. **Apologies:** Sarah Fountain

3. **Absent:** Haley Hakaria

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

5. **Welcome:** Neal Swindells, Lydia Wadsworth

6. **Declaration of Interests :** Mary-Angela Tombs Item 10.a.

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: **7a, 7c, 7e and 11c**

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. **Strategic Decisions**

- The Background paper re changes to the Cyclical Maintenance Plan was taken as read and questions invited. This made a significant difference to our 2024 accounts.
- The updated Cyclical Maintenance Plan was presented for Board approval

**Motion: That the cyclical maintenance plan dated 31 December 2024 be adopted by the board.**

**Moved: MAT**

**Seconded: PC**

**Carried:**

## **9. Reporting**

**a.** The Status Report against the annual plan was taken as read, and MAT invited questions.

**i.** Catholic Character:

- MAT shared that most teachers joined other teachers from our part of Wellington at a professional learning session facilitated by Anna-Maria Vissers from ADW on: "Dilexit Nos: The human and divine love of the heart of Jesus. Pope Francis' final encyclical." This relates very well to our school motto.
- Our reward system to promote Gospel Values has been reviewed by staff and students and some changes are being trialled. Parents are now being sent alerts when their child receives House points for demonstrating school values by staff during the day. So far this concept has been well-received by parents.
- Our Year 7&8 students held a writing competition for the senior students. This year, students wrote original scripts that could be used on stage, focusing on themes inspired by the Fruits of the Holy Spirit. We've been so impressed by the creativity and effort from our Ranginui students! A guest judge from Weta Workshop made the final decision from the shortlisted scripts.

**ii.** Planning for a multi-sensory space

- MAT shared an update on planning for a multi-sensory space. This project has come from our involvement in PB4L - to provide a space for children who need to let off steam in a safe space. The final concept is now being put together and costings done before determining what will be included in the design. The design will make use of an existing space - and be portable and packable in case the classroom is needed in the future.
- There was a discussion about possible donations from families - Exercycles-punching bag, etc

**b.** Staff / Students (*in committee*)

**c.** Risk and Community Voice: (*tabled in committee*)

**d.** The Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants was taken as read, and questions were invited.

- i.** There was a discussion about potential Charter Schools looking into using the St Bernard's and Cardinal McKeefry School sites.
- ii.** Grant Applications - Motion for a grant application to Pub Charity:



**Motion: The Board approves an application to Pub Charity Ltd for funding to supply and install playground equipment, remove ground cover, and replace with new. The amount requested will be up to \$30,000.00.**

**Carried Peter Chew**

**e. Finance:**

- i. April 2025 Accounts were taken as read and there were no questions.

**10. Strategic Discussion**

**a. Principal Recruitment - discussion with guest, Neal Swindells**

- PC introduced Neil Swindells. The position will be advertised mid-July, closing in mid-August, with interviews on August 23 and an appointment expected within a day or two. This timeline provides enough buffer in case we need to go through the process again.
- The recruitment group is preparing documentation for an advert in the Education Gazette.
- Neal will create an information pack to send out if the school is contacted. The application form still needs work but is nearly finished. Currently in talks with Suzanne.
- Neal will meet with the subcommittee tomorrow night.
- Once the advertisement is live (the week after the holidays), the Board should encourage potential applicants to enquire for an application.
- Neal to contact Gerard Tully, from the Archdiocese, for names of potential candidates who have taken part in the ADW leadership programme.
- The previous documentation refers to seeking an “experienced principal,” and Neal suggested tailoring the wording to say, “experienced leader” so as not to deter applicants who are currently in other school leadership positions.
- There was discussion about:
  - whether it is appropriate for Board members to ‘shoulder tap’ potential applicants. The consensus was that direct shoulder tapping isn’t appropriate, but it’s fine to say, “Hey, there’s a job going—contact the office,” which is a common approach.
  - whether there is enough time to run the process again if a suitable candidate is not found. It was confirmed that there is enough time.
  - not appointing someone the Board is not confident will be a good fit.
  - being cautious with continuity with the upcoming Board elections, and a new principal starting simultaneously. Neal recommended that current Board members consider continuing in their roles to allow a smooth transition.
  - whether the applicant must be Catholic. Neal confirmed this, and that the Archdiocese looks specifically for *practising Catholics*.
  - informing the Board that the Archdiocese would evaluate suitability following the Board’s initial shortlisting.
- There was a discussion about whether the current subcommittee—AW, MT, PC, Neal, SF, and FDS—would be sufficient or whether a broader appointments committee is needed. It was agreed that the subcommittee would select a shortlist of applicants and the full Board would attend interviews and make the final decision.

- The subcommittee will draft interview questions and seek approval from the full Board.
- August 23 was agreed upon for candidate interviews. There was discussion about two days being allowed for the last recruitment process, and Neal suggested that one day would be sufficient.
- PC to share a calendar invite to all Board members to attend Interviews.
- Applicants would be allowed to bring support people if they wished.
- Having a support person for the applicant is a great idea and provides additional insight. Bringing a support person will be at the **applicant's expense**.
- The Board would cover applicant's travel or related costs to attend their interview if needed.
- Next subcommittee meeting is on 24 June at 7:30 p.m. on Zoom.

b. Policy Review - additional process for reporting to the Board

- There was a discussion about the recommendation by *SchoolDocs* to report back to the Board on governance responsibilities when reviewing policies. This should be done using 2–3 key bullet points. A review template had been provided in the meeting agenda for this purpose.
- To make it easier to access, it was suggested that the 'Policy Review reporting to Board template' stays in the agenda file.

c. Board Elections

- There was discussion about extending the term of the current Board until the new principal is appointed, or whether elections could be brought forward. It was confirmed that elections can only be held during specific timeframes, and there are strict rules around notifying the school community.

## 11. Policy review

- Risk Management and Healthcare Policies - AW reported that each was straight forward

## 12. Previous Action points

Responsibility	Action Point	Status
MAT	Provide a background report about Family Harm incident Reporting to the Board	<i>ongoing</i>
MAT	Arrange for Proprietor's appointees to meet with Chris Wratt	<i>Date sent- times don't suit everyone ongoing - push though to next term now MAT will follow up</i>

PC	Circulate summary of community survey responses re Principal recruitment	<i>Ongoing</i>
PC	Get in touch with EP Education to decline	<i>Completed</i>
PC	Get in touch with Neal Swindells	<i>Completed</i>

### 13. Administration

- a. Board Code of Conduct:
  - i. Commitment to ongoing development - updated record
- b. Confirmation of minutes from 26 May 2025

**Motion: *The Board agrees that the minutes are a true and accurate record of the minutes meeting held 26 May 2025***

**Carried Peter Chew**

- c. Confirmation of In-Committee Minutes:
  - i. 26 May 2025 draft in-committee minutes (*tabled in committee*)
- d. Correspondence

### 14. Agenda items for next hui

### 15. Meeting dates for 2025:

- a. Monday 4 Aug
- b. Monday 8 Sep
- c. Monday 10 Nov (week 6)
- d. Monday 8 Dec (week 10)

### 16. Meeting Closed:8.09pm

These minutes are a true and correct record of the Board of Trustees meeting held on **23 June 2025**

Chairperson .....

Date .....11/viii/25.....

The Board went into committee at 7.43  
In committee section of meeting ended at 7.55