



ST FRANCIS DE SALES SCHOOL TE KURA O HATO WERAHIKO TE HĒRA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 11 August 2025 at 06.37pm

1. **Board Members in Attendance:** Peter Chew (Chair), Mary-Angela Tombs (Principal), Jo White, Deanna Mallon, Aaron Withers, Ameha Wondirad, Haley Hakaria (until 7.15pm), Sarah Fountain, Megan Teusse (Dept Chair)

Also, in attendance: Lisa Kinghorn (Minutes taker), Jemma Brown (Ranginui Leader), Ronan Kelly (Papatūānuku Leader),

2. **Apologies:** Fr Doug Shepherd, Sandra Bules (Tangaroa Leader)

3. **Absent:**

4. **Karakia (Prayer):** Sarah Fountain

5. **Welcome:** Lisa, Jemma, Ronan

6. **Declaration of Interests**

Conflicts of Interest Register	
Item 10a	Mary-Angela Tombs

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: **8b, 8c and 12c**

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. Reporting

- a. The Status Report against the annual plan was taken as read, and MAT invited questions.
 - i. Mid Year Curriculum Report

Best Start Literacy Approach

A presentation on Best Start Literacy Approach was played with commentary from Sandra Bules (Tangaroa Leader) who was absent from the meeting. BSLA will be rolled out beyond the juniors into the middle school (years 4-6) from the start of term three. BSLA was introduced to SFDS originally as a recommendation from the Kāhui Ako.

Year Five maths

Ronan Kelly (Papatūānuku Leader) modelled a lesson on decimals based on Maths – No Problem which is part of the new curriculum. This was to provide the Board with a view of what a new curriculum lesson looks and feels like. All children are exposed to these lessons and are taught it. There will be some children who do not pick up the concepts right away, but they will pick it up with exposure over time. It gets away from ability grouping teaching.

ACTION:

MAT will look to see if parents are able to self-fund programmes such as Spring into Maths if they want to help their children catch up in areas they may not have picked up.

Structured Literacy

Jemma Brown (Ranginui Leader) presented on what structured literacy looks like for the senior students. Each class reads the same text for two days and work on different activities to help with their comprehension, spelling and vocabulary. It is not the same each day, but there is a routine so the students know what they are doing.

Tier Two Literacy

The Ministry has provided funding for Tier Two literacy in the school. This has been focused at the years 4 and 8. All students were assessed using Dibbles. This programme is to help to bring students up to the same level as their peers. Tracking the data from the assessment will allow the teacher to see if BSLA is having a positive impact on the amount of tier two students accessing the programme.

- ii. Catholic Character:
The status against annual plan was taken as read.

A. Report

Families and Grandparents were invited to a special Grandparents mass with Father Ravi. A second mass will be celebrated with the Feast of the Assumption being held this Friday.

B. Catholic Character Evaluation

Postponed to 25-27 August 2025. The Board provided answers to the pre-evaluation questionnaire. It was noted that the school had completed all the areas highlighted in the previous review.

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. Grant Applications

Grassroots

The previous grant application to Grass Roots Trust was unsuccessful. It was decided to try again.

It was moved that an application be made to Grassroots Trust Central to supply play equipment. The amount requested is \$16,720.91

MOVED: MAT

SECONDED Peter Chew

Passed

Pub Charity

It was moved that an application be made to Pub Charity Limited to supply play equipment, remove ground cover, and replace with new play matter tiles. The amount requested is \$16,720.91.

MOVED: MAT

SECONDED Peter Chew

Passed

e. Finance:

- i. May and June 2025 accounts were taken as read and there were no questions. The roll is tracking upward with 211 on the roll. A number of children from St Bernards have been in enrolled.

9. Strategic Discussion

a. Principal Recruitment

The Board received an updated on the principal recruitment. Applications close on 12 August. If there are any applications, shortlisting will take place 14 August, interviews will be held 23 August. The advice received is that the whole Board interviews the candidates. This maybe that this is decreased to a smaller group The interview questions have been drafted. A small group of Board members will undertake the reference checks.

Board Elections

The Board elections are held on either 12 or 16 September. 6 parent representatives have been nominated for 5 positions. The election will be run by the independent company. The information for the nomination of the proprietor position has been sent to the Board members.

ACTION:

Before the next meeting work through an induction process including current board members staying on to hand over.

The Board to have to have a self-funded social function 19 September. New board members to be invited.

b. PSL

MAT shared a letter from PSL. A fundraising Quiz night will be held 12 September. Looking to the Board to donate auction items, be table sponsors, and to have a presence on the night. The teachers are being encouraged to attend. The information on table sponsors and prices was in the last newsletter.

10. Policy review

a. Term three

Child protection and the abuse recognition and reporting

Deanne reviewed the two policies. No changes were suggested as part of the review.

Safety checking policy

Peter reviewed the policy. No changes were suggested as part of the review.

The school undertakes Police vetting all support staff but not teachers. This is undertaken by the Teachers Council.

11. 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> <i>After Catholic Character review</i>

PC	Circulate summary of community survey responses re Principal recruitment	Completed
PC	Get in touch with EP Education to decline	Completed
PC	Get in touch with Neal Swindells	Completed
Appointments sub-committee	Meet Neal to finalise Principal application pack	
	Advertise Principal position in the Gazette	
	Bring drafted interview questions back to the Board for approval	
	Shortlist applicants for interview	
PC	Share interview calendar invite with all Board members	
MAT	Include the Policy Review Process as a standing item in the Board agenda.	Completed

12. Administration

- a. Board Code of Conduct:
 - i. Commitment to ongoing development - updated record
- b. Confirmation of minutes from 23 June 2025

Motion: The Board agrees that the minutes are a true and accurate record of the minutes meeting held 23 June 2025:

MOVED: MAT **SECONDED** Deanna Mallon **Passed**

- c. Confirmation of In-Committee Minutes:
 - i. 23 June 2025 draft in-committee minutes (***tabled in committee***)
- d. Correspondence

13. Agenda items for next hui

14. Meeting dates for 2025:

- a. Monday 8 September
- b. Monday 10 Nov (week 6)
- c. Monday 8 Dec (week 10)

15. Meeting Closed: 9.00pm

These minutes are a true and correct record of the Board of Trustees meeting held on **4 August 2025**

Chairperson

Date 18/ix/20⁵

The Board went into committee at 8.08pm
In committee section of meeting ended at 8.33pm

New Action points from this meeting:

Responsibility	Action Point	Status
MAT	See if parents are able to self-fund programmes such as Spring into Maths if they want to help their children catch up in areas they may not have picked up	
MAT/PC	Before the next meeting work through an induction process including current board members staying on to hand over.	