



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HĒRA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 10 November at 6.32pm

1. **Board Members in Attendance:** Peter Chew, Sarah Fountain, Mary-Angela Tombs (Principal), Deanna Mallon, Aaron Withers, Andrew McPhee, Lydia Wadsworth, Mary Direen, Raulle Paolo Sol Cruz
2. **Also, in attendance:** Fran Peters (Minutes taker), Nikolai Solia
3. **Absent:** Fr Doug Shepherd,
4. **Karakia (Prayer):** Peter Chew
5. **Whakawhanaungatanga** - welcome and getting to know one other. Nik was welcomed as an observer.
6. **Election of Presiding Member / Chair (MAT led this)**
 - a. MAT called for nominations for the position of presiding member of the Board.
 - b. Peter Chew was nominated
 - c. MAT asked Peter whether he accepted the nomination
 - d. Given that Peter was the only nominee, he was appointed

7. Declaration of Interests

Conflicts of Interest Register	
Nik Solia	Agenda item 9 - appointment of Principal

8. 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: **11b, 11c, 14c**

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
	Good reason to withhold exists	S 48(1)(a)(ii)

Staff matters. Student matters	under section 9 of the Official Information Act 1982	
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9. Strategic Decisions

- a. Appointment process - PC shared the process that the previous board followed to recruit and appoint Nik Solia as principal:
 - i. MAT gave us plenty of notice about her departure, allowing time to find a replacement. With few Catholic principal candidates, we interviewed two and selected Nik. We're delighted to have him, and he's very happy to be here
 - ii. Board elections were held in September, but we continued with the previous BOT for this application process as it was simpler.
- b. Governance role - PC gave an overview for a school setting, including:
 - i. Peter explained the difference between governance and management. The BOT focuses on vision, strategy, goals, finances, curriculum oversight, and resource allocation. Day-to-day management is the responsibility of the principal and leadership team, not the BOT. The BOT sets the strategic plan; the principal is responsible for delivering it, guided by the annual plan. Our role is to support outcomes for the whole school, not just our own children.
 - ii. The leadership team reports to the BOT to keep us informed, and the BOT delegates responsibilities to the principal. Peter also covered confidentiality for students and staff. Expertise in privacy law was noted on the new board. Our school has adopted the SchoolDocs policies.
- c. Governance & Management processes - MAT gave an overview of how teacher staffing is planned each year, referring to:
 - MAT outlined changing demographics, including ethnicities, needs, English Language Learners, and more students who have adverse childhood experiences, and children diagnosed as being neurodivergent.
 - The roll has dropped over several years at the same trajectory as other local schools, and we are funded for 215 students.
 - St Bernard's and Cardinal McKeefry Schools are closing. We expect seven students from St Bernard's next year.
 - Island Bay School has applied to expand to Years 7–8, and the previous board submitted feedback.
 - i. Budget Process - MAT shared how the budget is put together each year, sharing a sample budget: MAT advised we usually budgeted for a deficit and we try to get this as close to zero as possible. The annual deficit is normally due to staffing costs. Peter volunteered to join a small budget team. MAT noted that AFS, our accountancy firm, prepares finance reports and works with the office manager and Xero. Peter requested access to Xero, and Fran will follow up.

MAT shared teacher staffing considerations for 2026 - using initial workings.

ii. Pourato

1. MAT shared the Ministry of education portal with staffing and funding allocations detailed.
 2. MAT demonstrated how Pourato works and noted that we've been allocated a Learning Support Coordinator role, which has now been filled. We will receive \$7k for each student coming from St Bernard's to support their transition to SFDS. MAT and SF are currently reviewing staffing.
- d. The Strategic plan 2025-2028 was taken as read and MAT invited questions and explained all about how the goals came about through the community consultation process between Matariki 2023 and Matariki 2024.
- e. MAT proposed the intention for the preparation of the 2026 Annual plan:
- i. Continue following the 2025-2028 strategic plan, with no new goals
 - ii. include actions that have already been scheduled for the staff professional learning in 2026, including literacy, professional learning, Mitey -mental health for children (through the staff) , new curriculum implementation
 - iii. reporting against the new curriculum - there will need to be some further updates to Hero reporting in 2026 because of recent changes to the NZ curriculum.
 - iv. Board actions to lift professional learning for Board members, following on from the Catholic Character External Evaluation and to lift the staff PLD to 12 hours.

Action: MAT to prepare the draft 2026 Annual plan and present this at the next Board meeting for approval.

10. Strategic Decisions

- a. PC proposed co-opting an additional board member to support the new principal's induction, as well as the possibility of appointing a Deputy Chair on the Board.
 - i. The board discussed this option and the term of the role. The role would be for a one year term. Guidance for co-opting a board member was included in the Board papers sent out prior to the meeting.
 - ii. PC asked for volunteers for Deputy Chair. AW expressed interest but will confirm once he knows more about his secondment.

Motion: The Board approves that Megan Teusse be co-opted onto the BOT to support Nikoli with the principal induction and governance for a maximum period of a year.

CARRIED PC

Action: PC to contact Megan Teusse to let her know the Board's request to co-opt her onto the Board.

11. Reporting

- a. The Status Report against the annual plan was taken as read. MAT explained to the new board members that the progress against the actions listed in the chart were detailed in docs

that were linked within the plan, and that board members could open these links at any time to see live updates. MAT invited questions. No questions were asked.

b. Catholic Character

- i. MAT spoke to the Catholic Character Evaluation - Final Report, which was received from the Archdiocese. We are reviewed every 3 to 4 years.
- ii. MAT shared the 2025 Annual Attestation which was being drafted to send to the Archdiocese. Some clarifications were made in the report by the Proprietor's Appointees. MAT and will send it off once the final information has been received.

Action: Aaron to let MAT know the date of the Proprietor's Annual Report so that this can be included in the attestation.

c. Staff Updates - MAT explained that all references to staff are normally shared in-committee, but that there is nothing confidential about the item below:

- i. Several teacher appointments are currently being finalised and as many as possible of these will be shared with the community in Wednesday's newsletter. MAT stated she does not email the board about appointments separately; only the BOT Chair will be informed. AW is a member of the appointments panel.

d. Staff / Students (*in committee*)

- i. Student/Staff updates

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

f. The Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants was taken as read and MAT invited questions. No questions were asked.

i. Grant Applications

1. MAT explained that we have an agent to apply for grants on our behalf in consultation with MAT - and gaining Board approval for each application.
2. The board discussed whether it's appropriate to accept funding from gambling or alcohol-related sources, as previous boards had a range of perspectives. It was noted that few grant options exist and there was a discussion about the funding sources.
3. There was a suggestion that the Board develop a policy that could guide decision-making about applying for funds from various funding organisations. Currently, the only related policy is fundraising. This was agreed to.

Actions:

AW to contact Kelly Ross (Vicar of Education) for guidance from the Archdiocese.

AMP and MD to look into options of policy wording to support a decision making framework on who we approach re grants based on ethics.

4. The Board decided that the grant applications currently being drafted would still be considered until a policy was created.

Motion: The Board approves an application to The Lion Foundation for a donation of \$16708.91 towards the supply and installation of playground equipment at our school.

Moved: Sarah Fountain
Carried

Second: Peter Chew

Motion: The Board approves an application being made to Four Winds foundation \$16708.91 towards the cost to supply and install playground equipment, remove ground cover and replace with new at our school.

Moved: Deanna Mallon
Carried

Seconded: Lydia Wadsworth

g. Finance:

- i. The August 2025 Accounts were taken as read
- ii. September 2025 Accounts were taken as read

12. Policy review

a. Term 4:

- i. AW shared his review of the Bullying and Harassment Policy, and didn't see anything out of the ordinary in the wording. The most important point for the Board is that we take reasonable steps to stop bullying or harassment in our school.
- ii. Board members were asked to volunteer for the remaining policies for review in 2025. MAT explained that the general public can participate in the review, and the Board's role is to take responsibility for specific policies. The reviews can only be carried out during the specific term. She showed the Board how to access the schooldocs portal to carry out the review.

1. Behaviour Management - **AW to review**
2. Minimising Physical Restraint - **AW to review**

b. Board members were also asked to volunteer for the remaining policies for review in 2025

i. Term 1:

1. Alcohol, Drugs, and Other Harmful Substances Policy - **LW to review**
2. Sun Protection - **AW to review**
3. Digital Technology and Online Safety - **MD to review**

ii. Term 2:

1. Education Outside the Classroom (EOTC) - **AMP to review**

iii. Term 3:

1. School Community Engagement Policy - **DM to review**
2. Inclusive School Culture - **DM to review**

3. Student Attendance - **AW to review**
4. Concerns and Complaints Policy - **LW to review**

iv. Term 4:

1. Curriculum and Student Achievement Policy - **MD to review**
2. Reporting about Student Progress and Achievement - **MD to review**
3. Learning Support - **PSC to review**
4. Health Education - **PSC to review**

13. Previous Action Points

Responsibility	Action Point	Status
PC/AW	Arrange for Proprietor's appointees to meet with Chris Wratt	Deferred till 2026

14. Administration

a. Board Code of Conduct:

- i. The record of commitment to ongoing development was shared, and reference was made to an email set by NZSBA regarding PLD. It was suggested that more BOT members get involved when tasks need to be done.

b. Confirmation of minutes from previous minutes:

Motion: The Board agrees that the minutes are a true and accurate record of the minutes meeting held 8 September 2025 Draft Minutes

Moved: Sarah Fountain
Carried

Seconded: Mary-Angela Tombs

Action : Dee to talk about MATs leaving get together with Michael – to be done at the school EOY liturgy

c. Confirmation of In-Committee Minutes:

- i. 8 September 2025 draft in-committee minutes (**tabled in committee**)

d. End of Year Events:

- i. EOY Liturgy: 17 December 5.30pm, in the church goal to get it down to an hour.
- ii. EOY fish'n'chip night arranged by PSL (Friday 5 December) Nik invited 4.30pm MAT to send Nik the details
- iii. Staff thanks - we need to two Board members to arrange in the past, MT organized thank-you gifts for staff; last year it was a pizza lunch and wine. PC suggested a Hells Pizza lunch with some new BOT members attending. Dee will organize with Andrew, including individual cards and setting a date. The board decided not to include alcohol.

- e. Correspondence:
 - i. CC Evaluation Report from ADW

15. Agenda items for next hui

LW asked how items are added to the agenda. PC explained that PC, MT, and MAT meet to set it, and any suggestions should go through the BOT Chair

- a. Draft Budget for 2026
- b. Draft Annual Plan for 2026

16. Meeting dates for 2025:

- a. Monday 8 Dec (week 10) to start at 6pm, and followed by a social time at Sprig/n/Fern. Fran to book.
- b. Dee to talk about MAT's leaving get together with Michael – to be done at the school EOY liturgy

17. Meeting Closed: 9.06pm

These minutes are a true and correct record of the Board of Trustees meeting held on 10 November 2025

Chairperson

Date 08/xii/25

The Board went into committee at 8.07pm
In committee section of meeting ended at 8.18pm

New Action points from this meeting:

PC	To contact Megan Teusse to let her know the Board's request to co-opt her onto the Board.	
AW	To let MAT know the date of the Proprietor's Annual Report so that this can be included in the attestation.	
MD/AMP	To look into options of policy wording to support a decision making framework on who we approach re grants based on ethics.	

AW	To contact Kelly Ross (Vicar of Education) for guidance from the Archdiocese.	
MAT/FP	Fran to follow up Peter's request for access to XERO	
DM	Dee to talk about MAT's leaving get together with Michael – to be done at the school EOY liturgy	
MAT	To send Nik the invite to the Fish and Chip night	
FP	To book Sprig and Fern for BOT social event following the December meeting	