



ST FRANCIS DE SALES SCHOOL

TE KURA O HĀTO WERAHIKO TE HERA

Minutes of the Board of Trustees Meeting Monday 30 March 2026 06.30pm Principal's Office

- 1. Board Members in Attendance:** Aaron Withers, Andrew McPhee, Deanna Mallon, Lydia Wadsworth, Mary Direen, Megan Teusse (Co-opted) Nikolai Solia (Principal), Peter Chew, Sarah Fountain
- 2. Also, in attendance:** Also in attendance: Fran Peters (Board Secretary)
- 3. Apologies:** Raulle Paolo Sol Cruz
- 4. Karakia (Prayer):** Peter Chew
- 5. Declaration of Interests**

Conflicts of Interest Register

To be confirmed at meeting

N/A

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: **7b, 7c**

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 Decisions

- [Donations Request letter update](#)

We have reviewed donation requests and agreed to move to a term-by-term approach so families can spread the cost. The wording has been simplified and a "pay it forward" option

has been added.

New families are given an overview of how donations work. While camp donations can't be charged, fundraising is being looked at to help reduce costs.

A few families have said cost may stop their children attending camp, and follow-up will happen to support them.

b. [Principal PD](#)

MOE has changed the structure of support for beginning principals. Support will be provided over two years and includes small group sessions, check-ins, opportunities to meet with other principals, and conferences. This is all fully funded.

Nik talked about also working with his current Mentor Celeste who is now working privately, which will involve a cost. The first term has already been completed together, with a high level of support provided, going above and beyond expectations. This support is in addition to what the MOE will provide.

Benefits include:

- Established working relationship
- Independent (not attached to a school), allowing dedicated time
- Ongoing availability and long-standing relationship
- Provides useful and adapted materials
- On-site, one-to-one visits
- Significant support provided, including around leave

The cost of PD for the remainder of the year is \$3,240. Peter confirmed support for this, noting the principal's PD fund is available and the Board is happy to proceed. Funding is available within the budget, and Nik will also explore any additional funding sources.

8. Reporting

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

i. Catholic PD

1. Maureen Phillips will lead a TOD on Friday 29 May, with follow-up sessions planned during the year. The focus supports ongoing staff growth in Religious Education and wellbeing. She has been contacted and is happy to work through the RE curriculum at the next TOD, supporting staff professional development and contributing to required hours. The senior team will also work through sexuality education, with the programme being introduced from Year 1 ("Made in the Image of God – sexuality in the image of God").
2. Five students completed their reconciliation on Saturday. Thanks were given to Chris and Fran for their support.

ii. Mitey Action Plan

The Mitey Action Plan has been linked in as a working document outlining current focus areas. Sarah and Nik ensured it was included in SchoolDocs and have requested it be added officially. Another session is scheduled for Wednesday. The programme has already begun in classrooms, and next term the facilitator will work directly with teachers in class. A new facilitator will also be joining next term. Nik will update the PDF to the latest version.

Whānau Meeting- A date will be set early next term to invite whānau in and explore ways to support and strengthen connections with families. Student leaders are being considered to take over from Ron to support student leadership.

b. Staff / Students (*in committee*)

- i. Staff update
- ii. Student update

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

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

We are currently approximately \$20,000 short of the total funding required to complete the playground project. We need to apply for two additional grants to cover this shortfall. Time is critical, as we are approaching deadlines. If we do not proceed with these applications, we risk losing the funding already secured. A deposit has already been paid toward the project.

MD advised that if the grant applications are each under \$20,000, this can be approved as a principal-level decision however Nik is seeking support to proceed with these grant applications immediately due to the urgency and time constraints. Without securing the remaining funds, we will not be able to proceed with the project, and existing contributions may be lost.

i. Grant Applications Playground update

1. Motion: That an application be made to Grassroots Trust Central Limited towards the cost to supply and install playground equipment at our school. The total amount requested is \$12,666.00.

Moved: Nik
Carried

Seconded: Deanna

2. Motion: That an application be made to Four Winds Foundation towards the cost to supply and install playground equipment at our school. The amount requested is \$12666.00

Moved: Nik
Carried

Seconded: Deanna

ii. [Funding sources framework](#)

To summarize the information from Kelly Ross was – it's at our discretion what do we see for us moving forwards.

e. Finance:

- i. The February accounts were taken as read, and NS explained and invited questions.

9. Policy review

To review policies go to [SchoolDocs](#) and click on the **Current Review** tab. (Login details: User: sfd
Password: sfd)

a. Policy Review Plan DRAFT: [Review Schedule](#)

i. Term 1:

1. Alcohol, Drugs, and Other Harmful Substances Policy – LW Reviewed Passed
2. Sun Protection - AW Reviewed and Passed
3. Digital Technology and Online Safety - MD Reviewed and Passed

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**

10. Previous Action Points

Responsibility	Action Point	Status
NS	Arrange Kelly Ross and Gerard Tully to meet with Chris Wratt	Gerard will continue to support Chris in his role as DRS. Maureen Phillips will also support in providing PD for Chris and for the staff. Nik to also support. Looking into PD for Chris (attending DRS conference)

NS	To Ask Kelly Ross to come in to talk to the BOT (for 30 Mins)	Kelly Ross (Vicar of Education) has accepted an invitation to next BOT meeting 4th May. She will come in and talk about her role and how she can support our school and BOT at the beginning of our meeting. Record onto Commitment to ongoing development Koa Martel has also offered her service to discuss with the BOT regarding Building and maintenance
NS	Nik will meet with other Catholic school principals in the coming weeks to review their policies on grant approvals and report back. He will also follow up with the Diocese for any formal guidance.	Completed
LW	To review the Delegation proposal and present to the bot at the next meeting	Ongoing
LW /PC	To reply to the OIA email received re BOT policy on personal devices	Completed

11. Administration

- a. Board Code of Conduct:
 - i. [Commitment to ongoing development](#) - update record Kelly Ross to come in and meet with the BOT to complete
- b. Delegation: LW talked through how Delegation list works. There is a potential gap LW made some suggestions how to clarify that. Approve it today subject to review Managing Day to day.
 - i. Delegation: Schedule to be adopted by the Board:
Motion "That the principal be granted delegations as per linked schedule for the 2026 school year.

Moved: Lydia Wadsworth Seconded: Peter Chew Carried
- c. Confirmation of minutes from previous minutes:

Motion: The Board agrees that the minutes are a true and accurate record of the minutes meeting held 02 March 2026.

Carried: Peter

- d. Confirmation of In-Committee Minutes:
 - i. 2 March draft in-committee minutes (*tabled in committee*)
- e. Correspondence:

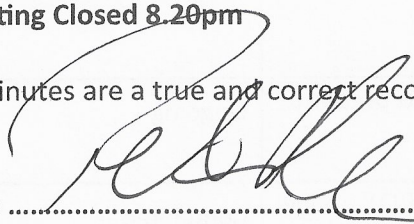
12. Agenda items for next hui

13. Meeting dates & times for 2026:

- a. Monday Term 2 Week 3 - 4 May
- b. Monday Term 2 Week 8 - 8 June
- c. Monday Term 3 Week 3 - 3 August
- d. Monday Term 3 Week 8 - 7 September
- e. Monday Term 4 Week 4 - 2 November
- f. Monday Term 4 Week 9 - 7 December

14. Meeting Closed 8.20pm

These minutes are a true and correct record of the Board of Trustees meeting held on 30 March 2026

Chairperson 

Date 4/0/26

The Board went into committee at 7.04pm
In committee section of meeting ended at 7.27pm

New Action points from this meeting

LW	New Schedule of Delegation Policy for 2027 to work on and make small changes – small things to be taken back to the bot and most things go towards Principal	
MD AMP	Sign off the Funding work	