



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

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 28 March 2021 at 6.30pm

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 ākongā 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*

- Board Members in Attendance:** Peter Chew (Presiding member), Sarah Fountain, Dan McGuinness, Megan Teusse, Mary-Angela Tombs (Principal)
Joined by Zoom - Tamanda Chinula, Deanna Mallon, Ben Sutherland, Sudesh Wasoori (joined at 7.30pm), Aaron Withers.

Also, in attendance: Suzanne Lek (Board Secretary)

- Apologies:**
- Karakia (Prayer):** Tamanda Chinula
- Introductions:** Welcome to Deanna Mallon (Dee) Co-opted Board member.
- Declaration of Interests**

Conflicts of Interest Register	
Tamanda Chinula	Staff member
Mary-Angela Tombs	Professional Growth Cycle process. (Sharing background information about performance.)

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: **8f, 8g**

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 to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Staff matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

7. Strategic Decisions

- Charter, including [2022 Draft Annual Plan](#)
 - Discussed the draft Charter and next steps
 - The key changes from 2021 are on the annual plan, which is still in draft - staff and Leadership team still to finalise this section

Motion

Moved: "That the board adopts this document with the understanding that the final revisions be included in the charter which can then be submitted to the Ministry of Education and be added to the school website."

Moved: Peter Chew

Seconded: Dan McGuinness

Carried

- Uniform review, including [consultation report](#)

Discussion held about the community consultation and the following points made.

- Consultation speaks for itself, support for various items and quite a high percentage accepting of change.
- Cap - students wanting to keep the cap but advised to move away from them in favour of a sun hat which covers ears and neck. AW has offered to talk to the seniors about the skin cancer risk. Policy says it is only recommended - AW happy to review the policy. Continue to work on phasing out the cap and replacing it with a sun hat or bucket hat and look at becoming a sun smart school.
- Allowing navy leggings and thermal tops to be worn under the shirts/shorts or skorts and availability of long sleeve polos would cover the cold/cultural/special need and religious requirements.
- Navy cardigan clearly doesn't give a mandate for change. Keep for now.
- Aware we are changing into winter uniform at the beginning of term 2. Students needing a new uniform could purchase new items or continue wearing summer uniforms.
- TC to find out how long to get stock and updated pricing. **TC Action.**
- Recommendation that we will change as soon as possible with a 2-year phase in and communicate that to the community.
- Comms from TC (uniform committee TC/BS) for next week's newsletter. Could be a board notice/decision. MAT happy to help with the comms once it has been decided. **TC Action.**
- Plan to donate the old uniforms to charity/other schools.
- May need to look at updating the policy.

- Thanks to TC for all the work on this.

Motion:

Moved “That the board agrees to change the uniform as per the recommendations from the community consultation which will come into effect as soon as possible providing there is a supply of stock, and that there will be a 2-year transition.”

Moved: Dan McGuinness

Seconded: Ben Sutherland

Carried.

8. Reporting

- Principal’s Report
 - i. [Status Report against Annual Plan](#) (note ‘status’ column).
 - ii. [NAGs, Statutory Requirements, Roll, Kāhui Ako](#) - Another section in the report - new items in blue. Still in draft form. Will take a couple of reports to get used to this new form of Board reporting.
 - iii. [Covid Business Continuity Plan](#) link provided to the document which is also shared with the community.
 - MAT updated board on staffing. SF doing an excellent job managing relievers which is not an easy job at the moment. Fortunate to have regular relievers and SF herself who steps in as needed.
 - BoT needs to decide whether we continue to mandate vaccination for our staff once the Government mandate is removed. We do have several children with high health needs or are immune compromised to be considered. Work safe have given a risk consideration and MAT has made a note of it in the risk register (which is now in-committee). New staff won’t be required to be vaccinated unless we have made the decision to have that.
 - Delay for now and in the meantime could do a few things, such as contacting specific families who could ask their health professionals what the risk is to these children. Put on the agenda for next meeting.
 - No information from the Ministry regarding a decision on level changes.
- Catholic Character - covered in the annual plan/report.
 - i. Meeting with the local Presbyterian minister to discuss working collaboratively with youth. Starting a multi/non-denominational youth group that meets every second Friday - MAT to discuss with VMcC.
- Health and Safety - Covered in the NAGs report.
- Staff matters (*in-committee*)

9. [Risk Register](#) (*now in-committee*)

10. Finance - February 2022 Report (Profit & Loss) (Balance Sheet) (*tabled*)

- Working with AFS to come up with a simpler report.
- Essentially 12% income and 11% expenditure - not much meaning until later in the year.
- No significant unbudgeted spending.
- Staffing currently costing more but will be able to recoup some, but not all extra spending.
- Camp donations refunded to those that had paid. New donation request sent out for Ranginui EOTC activity. Deposit made to the Camp was refunded.

11. Property

- Asbestos testing negative.

- Toilets rebuild is going out for tender.
- Plumbing leak by the top block - plumber did a temporary fix/quoted and the Archdiocese will cover the replacement of the broken pipe as it is over the \$5000 threshold for maintenance. One toilet is not being used.
- EPMP Partial refurbishment of classrooms - MAT to respond to ADW re – contact details for DS OLeary. **MAT/SL Action**

9. Strategic Discussion

- a. [Effective Governance](#) –
Discussion held regarding ongoing support/training the board members would like and support for MAT/SF and the leadership team.
Several tools and links to information shared by NZSTA.
A few people have signed up for the Effective Governance Te Tiriti. Two parts - one later in the year.
Request to keep board members advised if other workshops are available. Sometimes can request own board training from NZSTA - finance etc. DMcG recommended the student achievement workshop and PC attended the finance one last year. Emails forwarded as soon as received. Can also check the NZSTA website.
- b. Principles for non-preference enrolment – currently have a cap on non-preference students. Effectively only allowed to enrol 5% of our maximum role which is 16. Need a set of criteria to help with accepting non-preference students, i.e., family connections, pastoral needs, year group. Determine what they are and then publish on our website as a transparent process. MAT to bring to the next meeting. **Action MAT**
- c. [Principal Professional Growth Cycle - new process](#) - **new** - not a requirement yet but will be next year. Obligation for all staff members to be appraised. Profession growth cycle will replace current process. Teachers' process has been phased in over the last couple of years.

10. Policy review

- Term 1
 - **Health and Safety Management**
 - **Emergency, Disaster, and Crisis Management – DMcG – completed.**
- Term 2
 - **Health Care**
 - **Behaviour management**

2021 Reviews overdue:

- Term 2 - **Reporting to Parents – In progress**
 - **Protected Disclosure – BS** - couldn't access it. Will leave until next review.
- Term 3 - **Behaviour Management – (board, staff, parents) - SF** - Due again next term.
- Term 4 - **Māori Education and Success – PC**. In progress. Broad policy - good as it stands. Discussion about option to be more purposeful and deliberate? The policy stays broad, and the annual plan provides more detail. Discussion held about the Whanau group being re-established and MAT to contact DM. **Action MAT/DM**

RE education – AW - Not a policy unable to change.

Harassment - MT - no change, added comments.

MAT to plan an information session for next meeting and how the Schooldocs changes are made, the scope of the review based on NZSTA's website and how it works. **Action MAT**

11. Action points from last hui

BoT	Enrolment - Have a Strategic discussion in the middle of the year on how we engage with the senior school. Invite the parents of the year 6 parents along early in term 3 with their children. Keep as an action.	<i>Ongoing</i>
Proprietor's Reps	Religious Education Triennial Self-Review reporting for 2022. Proprietors Reps meet with VMcC (DRS) every 6 weeks – to ensure she feels supported. Organise a meeting schedule. Keep as an action.	<i>Ongoing – meet scheduled for this Friday.</i>
DMcG/MAT	Follow up with ADW re extra funding plan to upgrade rooms 2-10.	<i>Ongoing - no further info.</i>
SL	To get a quote for cyber insurance and confirm the insurance for the slide and the new turf.	<i>Slide insurance an extra cost. Quote requested for cyber insurance.</i>
SF	To establish what the situation with the PSL committee is. Then possibly put something in the newsletter encouraging people to join the PSL.	<i>PSL secretary (FP) sent comms out to the current committee and 3 people only responded. Need to organise a meeting. Think about how that will look and work. SF/MAT have had a brief discussion about the role of the staff rep. MAT will go to the next meeting. No expectation for fundraising this year. Keep as an action and revisit when time allows.</i>
MAT/SL	Add to BoT Work Plan <ul style="list-style-type: none"> - Policy Review Schedule - BOT Elections - Uniform & Reporting consultation - Community events - Actual meeting dates. 	<i>Ongoing</i>
SL	<ul style="list-style-type: none"> - To retype the delegations as noted. - Check policy to see if invoice approval amounts have been changed. 	<i>Completed</i>
DMcG	To invite Deanna Mallon to join the board as a co-opted member.	<i>Done</i>
DMcG	To contact the Archdiocese re the middle toilet plans approval.	<i>Done</i>
TC	Draft up a newsletter item re the zoom meeting and uniform shop volunteer.	<i>Done</i>
SL	To send out invites for meetings for the remainder of the year.	<i>Done</i>

12. Administration

a. Confirmation of minutes from previous meetings:

Motion: “Confirm the minutes of the meeting of 21 February 2022 are true and correct.”

Moved: Dan McGuinness

Seconded: Mary-Angela Tombs

Carried.

12. Correspondence:

- o [Ltr John Holden](#) - PC/DMcG to respond to John Holden advising that it is not our jurisdiction. **Action PC/DMcG**
- o [OIA Request](#) (and [draft response](#)) - Responded with advice to refer to our school policies. Used an online template online by the ombudsman. Good response.

13. [Board Work plan 2021 - 2023](#)

Been updated with all the items asked to be updated and all the new dates. Move November meeting to Tuesday 1. SL to send out amended invites. **Action SL**

General: -

- DM - some positive feedback - Amazing online learning by Ronan.
- DMcG to provide newsletter info re new chair and Aaron Withers joining to go in the newsletter this week. Will introduce Dee next time.

13. Agenda items for next hui - Plan for 6.30 to 8.30pm for the next meeting.

Vaccinations for staff
Non-preference acceptance criteria.

14. Meeting Dates

- 16 May 2022
- 20 June 2022
- 12 August 2022
- 12 September 2022
- 5 October 2022
- 5 December 2022

15. Meeting Closed: 8.53pm

These minutes are a true and correct record of the Board of Trustees meeting held on 28 March 2022

Chairperson

Date

ACTIONS

TC	To find out how long to get stock and updated pricing.	
TC	Prepare comms for next week’s newsletter. Could be a board notice/decision. MAT happy to help with the comms once it has been decided.	
MAT/SL	MAT to advise ADW DS O’Leary suitable – SL to forward contact details for DS O’Leary to MAT.	
MAT	To prepare principles for non-preference enrolment acceptance.	
MAT	To contact DM re Whanau group being re-established.	
MAT	To plan an information session for next meeting and how the Schooldocs changes are made, the scope of the review based on NZSTA’s website and how it works.	
BoT	Enrolment - Have a Strategic discussion in the middle of the year on how we engage with the senior school. Invite the parents of the year 6 parents along early in term 3 with their children. Keep as an action.	<i>Ongoing</i>
Proprietor’s Reps	Religious Education Triennial Self-Review reporting for 2022. Proprietors Reps meet with VMcC (DRS) every 6 weeks – to ensure she feels supported. Organise a meeting schedule. Keep as an action.	<i>Ongoing</i>

DMcG/MAT	Follow up with ADW re extra funding plan to upgrade rooms 2-10.	
SL	To get a quote for cyber insurance.	
MAT/SF	Put something in the newsletter encouraging people to join the PSL. As time allows organise a meeting – MAT to attend.	
MAT/SL	Add to BoT Work Plan	<i>Ongoing</i>
PC/DMcG	To respond to John Holden's letter advising that it is not our jurisdiction.	
SL	To send updated invites to changed November meeting.	