



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HERA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 21 February 2021 at 7.30pm

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***

- 1. Board Members in Attendance:** Peter Chew, Tamanda Chinula, Sarah Fountain, Dan McGuinness (Presiding member), Ben Sutherland (joined by Zoom), Megan Teusse, Mary-Angela Tombs (Principal), Sudesh Wasoori.
Nicholas Grove has resigned as of December 2021.

Also, in attendance: Suzanne Lek (Board Secretary)

- 2. Apologies:** Aaron Withers
- 3. Prayer:** Peter Chew
- 4. Introductions:** Mary-Angela feeling very welcome and has had a great start. Enjoying the space, kids and working with the staff. Really enjoying coming over to Island Bay.
- 5. Declaration of Interests**

Conflicts of Interest Register

Tamanda Chinula	Staff member
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Ben Sutherland	Life Education Trust trustee – retired as of December so can be removed.
Peter Chew	KPMG Director – works with MOE as a consultant. Agreed this is not a conflict.

6. Election of Officers

Dan McGuinness has resigned as chair.

- DMcG nominates Peter Chew as chair – declared duly appointed from next meeting.
- BS nominates Megan Teusse as deputy chair – declared duly appointed from next meeting.

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: **9b, 9f, 9g, 13b**

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)

- New proposed agenda format.
 - Discussion took place related to in-committee items in Board meetings and obligation as a crown entity to make decisions and discussions available to the public
 - New agenda format, based on the NZSTA recommendation was proposed and accepted.

8. Strategic Decisions

a. Proposed 2022 BOT [Work Plan](#)

- o Updated for 2022 with the following items to note, add or remove:
 - Add Key school/community events – planning, work with the PSL SF to establish where PSL are at, and the need for something to go in the newsletter for people to join the PSL. **SF ACTION.**
 - Add in the policy review schedule.
 - Add new items as the year progresses.
 - Decrease to eight Board meetings per year and trial 6pm start. Additional meetings may be arranged for strategic planning, training, etc.
 - Add Internal Catholic Character review MAT is going to work with the DRS (VMcC) on the Internal Evaluation Review for this year. Great report last year, very comprehensive. MAT will join the proprietor's rep meeting with VMcC.
 - Adapt appraisal to new process communicated by Teaching Council – MAT will report to next meeting outlining how the process has changed. Add BOT elections in September
 - Discussed the school's approach to evaluative indicators - nothing specific but discussed how the leadership team reports back to the board on student achievement.
 - Add review of reporting and uniform. Add a covid response update every meeting. Discussed items the board would like MAT to report on:-
 - o annual report updated monthly
 - o Staff wellbeing

- o Board support
 - o Specifics of how the report should be presented, i.e. bullet points.
 - o Catholic Character, Health and safety.
 - o Agreed not required for MAT to record meetings with the chair for the rest of the board unless there is an exceptional reason for a meeting.
 - o MAT would appreciate feedback on the reports to give help into the role and enable the board to be well informed to carry out the Board role..
- This will become a key document and will be linked into the agenda each meeting. MAT/SL will update the document with the policy review schedule, BoT elections, Uniform and Reporting consultations and actual meeting dates. **MAT/SL ACTION**

a. Student Achievement: 2021 [Analysis of Variance](#) - for approval.

- Linked last year's results. Is part of the Annual Report and is a public document.

Motion: "That the board approves the 2021 Analysis of Variance."

Moved: Mary-Angela Tombs

Seconded: Megan Teusse

Carried

b. Proposed [Risk Register](#) process

- o Suggested approach - template was part of a workshop on risk MAT attended. Has continued using it as quite useful and is all formulas set up. Usually tabled at the meeting (and discussed in-committee if there are any references to actual persons). Risk considered and mitigation in place.
- o Useful to add another column with the difference from the last meeting so you can easily see changes.

c. [Delegations to Principal](#) –

Normally agree at the first meeting of the year. Proposing changes written on the document as need to be reviewed.

- Approve invoices up to \$5000 for budgeted items – standard NZSTA recommendation. Check policy to see if amounts have been changed. **SL ACTION**
- Leave for training sessions - deleted.
- Any discretionary leave over 5 days approved by the board..
- No media interviews by the principal except when approved by the presiding member.
- No limit on transfer to at-call deposits or when shifting funds from one account to another.
- Appointment of relieving and casual staff – have to appoint regardless of how much it costs.
- According to the format set out below – no format. Delete.

Retype - **SL ACTION**

Motion: "That the delegations be updated as amended on the draft."

Moved: Peter Chew

Seconded: Sudesh Wasoori

Carried

d. Co-opted BOT member

- Due to the timing of the upcoming election choosing not to fill the vacancy left by NG resignation.
- Suggestion to co-opt Dee Mallon onto the board as representative of our Māori whanau (Te korowai-ātawhai). Will be until the upcoming election in September 2022.

Motion: "Agree not to fill vacancy left by NG resignation until the upcoming elections. "

Moved: Megan Teusse

Seconded: Peter Chew

Carried

Motion: “Agree to co-opt Dee Mallon onto the board.”

Moved: Tamanda Chinula

Seconded: Megan Teusse.

Carried

DMcG to invite Deanna Mallon to join the board as a co-opted member. **DMcG ACTION**

9. Reporting

a. Catholic Character –

- o DRS arranged a fantastic PLD day for staff. Father Doug joined us to share a prayer and we were also joined by Deacon Danny Karatea-Goddard in his role as Māori chaplain.
- o Catholic character review was done last year and we have three things to work on. MAT has added them into the draft annual plan. Reviewed every three years.

b. Staff matters (*in committee*)

c. [Attendance Term 4, 2021](#)

- o Report from Term 4 data sent to the MOE.
- o **Health and Safety ([Sickbay Report](#))** Taken as read.

d. Accounts - Dec 2021 Report (**Profit & Loss**) (**Balance Sheet**)

- o Will be finalised once the final 2021 accounts are done.

e. 2022 Staffing - detailed breakdown (*in committee*)

f. Draft (Final) Budget 2022 - update on progress (*in committee*)

g. Property Plan

- o DMcG has shared the plan with SL and MAT so we have the latest version and can update. This has also been shared with the Archdiocese.
- o A discussion was held and the following things were noted.
 - Clarify funding for the Room 10 roof maintenance.
 - Classroom refurbishment - hoping this will come out of crown money. We have been asked to resubmit our application. Should come of ADW plan, MAT to contact Corinne at the Archdiocese. **MAT ACTION**
 - Plan tabled for middle toilets with better light and a storage area for learning through play. Suggestion we remove the road patrol shed and psl shed - advised it will depend on budget and architect costing. Waiting for us to come back and say the plans are ok. Aimed high but once cost may not get all. **DMcG ACTION** .

10. Strategic Discussion

a. [Effective Governance](#)

- Quite a few work plans, which can include suggestions on things that board members can do plus lots of good videos and some reading.
- Emails sent to board members when training comes up - one recently sent by DMcG re Ti Tiriti training.
- BoT elections coming up – good time to look at upskilling.

b. Charter, including 2022 Annual plan

- Working on the Annual Plan at the moment and trying to include all staff.
- Anticipating it will be ready to report at the next meeting.

c. Proposed changes to Uniform

Decided at the last meeting to do another community consultation

- Strong feedback from a few people.

- Discussion re cost, supply and retail options Discussed possibility of community meeting via zoom volunteers who would be willing to carry on. Draft up a newsletter item about the zoom meeting and volunteers. **TC ACTION**
- c. **Whānau and community engagement**
 - MAT planning to work with whānau group as time permits, will help with DM coming onto the board.
 - Discussed having a good community event once or twice a term. PSL has been great but Covid-19 has made it difficult. Possibly another Quiz night and a couple of events in the church, i.e. kapa haka. Matariki breakfast went really well. Add these to the work plan. **MAT ACTION**
- d. **Reporting**
 - School reports – consultation done last year with students, parents and staff. MAT hasn't seen that as yet.
 - General discussion held about reporting feedback and plans going forward.

11. Policy review

- a. [2022 Review Schedule](#)
 - **Term 1** - Health and Safety Management
 - Emergency, Disaster, and Crisis Management – **DMCG**
- b. 2021 Reviews overdue:
 - **Term 2** - Reporting to Parents – **In progress**
 - Protected Disclosure – **BS**
 - **Term 3** - Behaviour Management – (board, staff, parents) - **SF**
 - **Term 4** - Māori Education and Success – **PC**
 - RE Education – **AW**
 - Harassment - **MT**

12. Action points from last hui

BoT	Develop a strategic plan for 2022 elections/new chair and cover off any possible resignations.	<i>Completed.</i>
BoT	Look at trends around enrolment	<i>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>
DMcG/MAT	To complete work on the 10-year Property Plan document.	<i>Completed.</i>
Proprietor's Reps	Religious Education Triennial Self-Review reporting for 2021 and plan for 2022. Proprietors Reps meet with VMcC (DRS) every 6 weeks – to ensure she feels supported. Organise a meeting schedule.	<i>Booked in – keep on actions.</i>
DMcG/MAT	Follow up with ADW re extra funding plan to upgrade rooms 2-10.	<i>Ongoing.</i>
SL	To get a quote for cyber insurance and confirm the insurance for the slide and the new turf.	<i>Ongoing</i>

TC/MT	To draft up an email re uniform change community consultation meeting.	<i>Completed.</i>
DMcG	DMcG to respond to the latest uniform feedback emails.	<i>Completed.</i>
SL/TG	To complete questions on Proprietor Appointees Annual Report 2021/Special Character Attestation 2021 then have proprietor reps complete and sign, and send to the Archdiocese.	<i>Completed.</i>

13. Administration

a. Confirmation of minutes from previous meetings:

- [29 November 2021. PC/MT](#)

Motion: “Confirm the minutes of the meeting of 29 November 2021 are true and correct.”

Moved: Peter Chew

Seconded: Megan Teusse

Carried.

9.30 pm - BS - left meeting.

Into In-Committee at 9.30pm.

b. Confirmation of In-Committee Minutes:

- In committee 29 November 2021 (*tabled in committee*)

c. Correspondence Schedule

Out of In-Committee at 10.03pm.

d. Covid-19

- o Have created a business plan and communicated to the community how we would deal with getting a case.
 - o School only acts if a child or a staff member tests positive – then we will work through the plans.
 - o If MAT is advised of a case we will have to meet quite quickly with the MOE/PC/MAT/leadership team and the student’s teacher. Although we will discuss the process, no one is given details of who unless required, due to Privacy
 - o Have some prepared letters to be sent out in the event of a case.
 - o Quite likely that we will need to action this plan this week.
 - o Students have been fantastic about wearing masks.
 - o Discussed risk around Parent Teacher Conferences.
 - o Team leaders have been great and are working on a hybrid learning plan.
 - o If they are unwell, teachers won’t be working from home. We will manage that if it happens.
- e. Organise some drinks later in the term, possibly next term.

14. Agenda items for next hui

- Charter/Annual plan
- Uniform

15. Meeting Dates

- Meetings to be held on Mondays at 6pm in weeks 3 & 8 – SL to send out invites. **SL Action**

16. Meeting Closed 10.12pm

ACTIONS

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.	
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.	
DMcG/MAT	Follow up with ADW re extra funding plan to upgrade rooms 2-10.	
SL	To get a quote for cyber insurance and confirm the insurance for the slide and the new turf.	
SF	To establish what the situation with the PSL committee is. Then possibly put something in the newsletter encouraging people to join the PSL.	
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. 	
SL	<ul style="list-style-type: none"> - To retype the delegations as noted. - Check policy to see if invoice approval amounts have been changed. 	
DMcG	To invite Deanna Mallon to join the board as a co-opted member.	
DMcG	To contact the Archdiocese re the middle toilet plans approval.	
TC	Draft up a newsletter item re the zoom meeting and uniform shop volunteer.	
SL	To send out invites for meetings for the remainder of the year.	