

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

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 16 May 2021

#### 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 ākonga 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)

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# The measure of love is to love without measure

Meeting started at 6.41pm

1. Board Members in Attendance: Peter Chew (Presiding member), Tamanda Chinula, Sarah Fountain, Deanna Mallon, Ben Sutherland, Megan Teusse, Mary-Angela Tombs (Principal), Aaron Withers.

Also, in attendance: Fran Peters (Acting Board Secretary).

Motion: "That Fran is allowed to stay during the in-committee section of the BOT meeting." Moved: Peter Carried

2. Apologies: Dan Mc Guinness,

Other: Sudesh Wasoori joined the Zoom link at 6.10pm but the meeting had not yet started.

- 3. Karakia (Prayer): Sarah Fountain
- 4. Introductions: NA

#### 5. Declaration of Interests

Conflicts of Interest Register		
Tamanda Chinula	Staff member	

## 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: **7A, 7C, 8E, 8F, 12 C** 

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

- a. Covid Board decision about risk tolerance (in committee)
- Grants background paper taken as read
  There was a discussion about the principle of grant applications and the process. Each grant application would be approved by the BOT individually

Motion: "That the BOT agree to approve that the school can apply for community grants, in principle."Moved: MeganSeconded: AaronCarried

## 8. Reporting

- a. Status Report against Annual Plan taken as read
- b. <u>NAGs (incl H&S), Statutory Requirements, Roll, Kāhui Ako</u> take as read
- c. Catholic Character:
  - Using the church- Masses started again last Friday.
  - Soul Leaders doing a great job of the tours for new parents.

#### d. Responsive Curriculum:

i. 2022 Achievement targets (inserted into AoV template for updates over time)

- i. Discussed and explained about the new approach to targets by MAT Maths & literacy
- ii. Concern raised about the Māori and Pasifika achievement and how the target process will support teachers to explore ways to be responsive.

ii. Library initiatives

 Mary Angela shared report by Chris Wratt who is working on class use of library, Accessit is setting up an online home page students can log in from their devices- check out the library data base and children can reserve books etc

## The Board went into committee at 7.57pm

- e. Staff: (in committee)
- f. Risk Register (in committee)

## In committee section of meeting ended at 8.44pm

g. Finance:

i. March & April 2022 Report -tabled and discussed (BOT approved the new format, there was a request to include the dollar value on the reports along with the percentages of budgets

ii. April 2022 Report (Profit & Loss) (Balance Sheet) - tabled

## h. Property:

i. Update/review of 10YPP – MAT to meet the Archdiocese to plan the review the ten-year property plan.

## 9. Strategic Discussion

- a. Principles for non-preference enrolment deferred till next meeting
- b. <u>School docs a "how to" session –</u>
  - Additional information is being given to Parents via newsletter regarding current reviews for their input.
  - Responsibility for 2022 Reviews:
    - Behaviour Management Sarah
    - Healthcare: Reporting and Recording Accidents and Incidents Aaron
    - Child Protection Megan
    - Sun Protection Aaron
    - Harassment Megan
    - Health, Safety and Welfare policy Ben
    - Alcohol/Drugs and Other Harmful substances Ben
    - School swimming pool/Swimming off site Dee

#### 10. Policy review -

- a. To review policies, go to <u>SchoolDocs</u> and click on the *Current Review tab*.
  - (Login details: User: sfds Password: sfds)
  - i. <u>Healthcare: Reporting and Recording Accidents and Incidents</u> Aaron
  - ii. <u>Behaviour Management</u> SF to read through and comment next meeting

## 11. Action points previous hui

тс	To find out how long to get stock and updated pricing.	Completed
тс	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.	Completed
MAT/SL	MAT to advise ADW DS O'Leary suitable – SL to forward contact details for DS O'Leary to MAT.	Completed
MAT	To contact DM re Whanau group being re- established.	Completed
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.	Completed
ВоТ	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.	Completed
DMcG/MAT	Follow up with ADW re extra funding plan to upgrade rooms 2-10.	Completed
PC/DMcG	To respond to John Holden's letter advising that it is not our jurisdiction.	Completed
SL	To send updated invites to the changed November meeting.	

#### 12. Administration

- **a.** Uniform discussed feedback from the community about uniform changes Tamanda advised we need to update the uniform policy (Add action point)
- **b.** 2022 Board Elections:
  - i. <u>NZSTA Guidance</u> in running an school board election Mary Angela suggested everyone view this link as has some great information.
  - ii. Appointment of Returning Officer discussion about the roll

Motion:	Proposed that Suzanne continues to be the returning officer.		
Moved:	Peter	Seconded: Ben	
Carried			

(Action: MAT to check that Suzanne is able to be the Returning Officer)

- iii. Appoint Election Working Group Tamanda has agreed to coordinate the elections
- c. Confirmation of minutes from previous meetings:
  - i. Meeting on 28 March 2022

Moved : Mary Angela Seconded: Megan Carried ii. Meeting on 12 April 2022

Moved : Mary Angela Seconded: Megan Carried

- d. Confirmation of In-Committee Minutes:
  - i. In committee meeting on 28 March 2022 (in committee).

Moved : Peter Seconded: Megan Carried

- e. Correspondence: i. Email from Frank Wafer
- f. Board Work plan 2021 2023 : No updates

#### 13. Agenda items for next hui

#### 14. Meeting Dates

20 June 2022 8 August 2022 12 September 2022 31 October 2022 5 December 2022

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

Chairperson .....

Date .....

## Action points from this hui

MAT	To prepare principles for non-preference enrolment acceptance.	Ongoing
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.	Ongoing
SL	To get a quote for cyber insurance.	Ongoing
MAT/SF	Put something in the newsletter encouraging people to join the PSL. As time allows, organize a meeting – MAT to attend.	Ongoing
MAT/SL	Add to BoT Work Plan	Ongoing
SL	To send updated invites to the changed November meeting.	
PC	To confirm 6.30pm BOT start time with SW	
SL	Include the \$ value in the finance report along with the percentages of budget.	
тс	Update the uniform policy	
AW	Healthcare: Reporting and Recording Accidents and Incidents	for June meeting
All	Behaviour Management	for June meeting
MAT	Check that Suzanne is able to be the Returning Officer	

# 1. Meeting Closed at 9:00pm