



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 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***

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*)
- b. 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: Megan **Seconded:** Aaron

Carried

8. Reporting

- a. [Status Report against Annual Plan](#) - taken as read
- b. [NAGs \(incl H&S\), Statutory Requirements, Roll, Kāhui Ako](#) - 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. [School docs - a “how to” session –](#)

- 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 [SchoolDocs](#) and click on the *Current Review tab*.

(Login details: User: sfd Password: sfd)

i. [Healthcare: Reporting and Recording Accidents and Incidents](#) – Aaron

ii. [Behaviour Management](#) – SF – to read through and comment next meeting

Action points from this hui

MAT	To prepare principles for non-preference enrolment acceptance.	<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>
SL	To get a quote for cyber insurance.	<i>Ongoing</i>
MAT/SF	Put something in the newsletter encouraging people to join the PSL. As time allows, organize a meeting – MAT to attend.	<i>Ongoing</i>
MAT/SL	Add to BoT Work Plan	<i>Ongoing</i>
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.	
TC	Update the uniform policy	
AW	Healthcare: Reporting and Recording Accidents and Incidents	<i>for June meeting</i>
All	Behaviour Management	<i>for June meeting</i>
MAT	Check that Suzanne is able to be the Returning Officer	

1. Meeting Closed at 9:00pm