



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

**MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Held on 20 June 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 6.36pm

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

**Also, in attendance:** Fran Peters (Minute taker), Ameha Wondirad (parent)

- Apologies:** [Sudesh Wasoori](#)
- Karakia (Prayer):** Sarah Fountain
- Introductions:** Ameha Wondirad
- 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: 8e, 8f, 12c*

## 7. Strategic Decisions

- a. Kāhui Ako Stewardship Group appoint Board representative

*There was a discussion about this role, the need to appoint a representative from SFDS and the Stewardship Group's role in appointing a new Lead principal in the Kāhui Ako this year. Tamanda has been in the Stewardship group up until now.*

There were no volunteers so this will be revisited next meeting. Dan Mcg to attend the next Stewardship meeting if no one volunteers before then.

## 8. Reporting

- a. Status Report against Annual Plan – Taken as read  
Report on NAGs (incl H&S), Statutory Requirements, Roll, Kāhui Ako - Taken as read.

MAT shared information on Ngati Toa. A different iwi represented in the SFDS community is introduced each week at the staff meeting to upskill teachers.

- b. Catholic Character

Parish masses going well 2 classes a week going. Values are being linked in the classes – Fundraising going well with mission fair making over \$2600 for caritas - all loved mission fair idea of cards.

- c. Staff: (in committee)

- i. Wellbeing

- ii. Appointment update

- d. Risk Register (n committee)

- e. Finance:

- i. May 2022 Report

MAT advised that the dollar amounts are now added to the report along with the percentages.

There was a discussion about the Andersen grant and that it goes into the general pool to pay for resources, staffing etc. We have had an additional child who has been granted ORS funding.

- f. Property:

- i. Update/review of 10YPP - update

MAT discussed the visit from Lee Ashby and which buildings need to be looked at for refurbishment on the 10YPP, including carpet downstairs in senior block, and the walkway roof, and drains/spouting around the courtyard. Quotes for Spouting and heat pump have been sent to Lee. Just waiting on the report to come back from the archdiocese should have an update next meeting.

**The Board went into committee at 8.14pm**

**In committee section of meeting ended at 8.54pm**

## 9. Strategic Discussion

### a. [Te Tiriti o Waitangi discussion](#) –

This was brought forward from last meeting MAT asked for reflections or insights on her report (linked) It was mentioned that there is room for growth and development of staff. Board members shared that they enjoyed the training session and are keen for the next one.

Next NZSTA session: 22 August at St Catherine’s College 5.30-7.30pm

There was a discussion about planning for a whanau hui, and ways to encourage whanau representation on the Board. Part of our Hui will also be checking with our whanau about preferences in reporting.

School is not doing a huge Matariki event this year, however each class will be learning about and celebrating matariki, and will come together next school hui.

## 10. Policy review

### a. Reviews

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

Aaron made some comments and some changes emailed MAT – Wants to check who checks the first aid kits and keeps them updated. Noted that most information is from the work safe websites. Suggested we add masks and gloves to the policy docs-MAT mentioned the Fix it register.

#### ii. [Behaviour Management](#) – SF

Sarah suggested adding KIVA to the docs re our bullying feedback information, along with the Ranginui behaviour Management plan

### b. Upcoming Reviews

#### i. **Term 3:**

- a. Child Protection – Megan
- b. Sun Protection – Aaron
- c. Harassment – Megan

#### ii. **Term 4:**

- a. Health, Safety and Welfare policy - Ben
- b. Alcohol/Drugs and Other Harmful substances – Ben
- c. School swimming pool/Swimming off site - Dee

## 11. Action points

TC	To find out how long to get stock and updated pricing	<i>Complete</i>
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.	<i>Complete</i>
MAT/SL	MAT to advise ADW DS O’Leary suitable – SL to forward contact details for DS O’Leary to MAT.	<i>Complete</i>
MAT	To prepare principles for non-preference enrolment acceptance.	<i>Ongoing</i>

MAT	To contact DM re Whanau group being re-established.	<i>Complete</i>
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.	<i>Complete</i>
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.	<i>Complete</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>
PC/DMcG	To respond to John Holden's letter advising that it is not our jurisdiction.	<i>Complete</i>
SL	To send updated invites to the changed November meeting.	<i>Complete</i>
MAT	Was brought up that there are a few faulty links in the Annual Plan – MA to look at this. Will look and chat to Megan once checked.	<i>New</i>
MAT	MAT to ask NZSTA to send out invites to the whole board to the next NZSTA session: 22 August at SCC 5.30-7.30	<i>New</i>
TC	Tamanda to send out information about CES and check with Suzanne if she wants to do this?	<i>New</i>
PC	To call Sudeesh Wasorie about attendance	<i>New</i>

## 12. Administration

### a. 2022 Board Election update:

Tamanda has printed out some information re company CES they run board elections for schools- all online- can send out hard copies for people who don't have access. Costing to take this over \$2300, we would invoice what it would cost us. The funding is \$750 plus \$8.49 per child. *Suzanne was looking at this instead of her being the returning officer. MAT checked to see if Suzanne was onboard Tamanda said that Suzanne looked into this.*

Based on this we would get \$2766 funded for. Tamanda to send the BOT the documents to look over. We also need to agree on a date for the elections 7 December and the number of positions on the board

Decisions the Board wanted to make:  
Whether we continue with paper based or go online  
Whether we continue with 5 or change to 4 + 1 Co opt

- b. Confirmation of minutes from previous meetings:
  - i. [16 May 2022](#)

**Motions:**

“That the minutes from the 16<sup>th</sup> May meeting are adopted accepted as a true record

**Moved:** Dee Mallon                      **Seconded:** Aaron Withers  
**Carried**

Confirmation of In-Committee Minutes:

- ii. In committee meeting on 28 March 2022 (*in committee*).

**Moved :** Peter                              **Seconded:** Megan  
**Carried**

- c. Correspondence:

No Correspondence

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

**13. Agenda items for next hui**

**14. Meeting Dates**

- 8 August 2022
- 12 September 2022
- 31 October 2022
- 5 December 2022

**15. Meeting Closed at 8.55pm**

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

**Chairperson .....**

**Date .....**