



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HERA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 15 August 2022

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 6.35pm

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

Also, in attendance: Fran Peters (Minute taker), Tom Leeper, Chris Wratt (team leaders), Alice Stringer, Jo White, Ameha Wondirad.

- 2. Apologies:**
- 3. Karakia (Prayer):** Mary-Angela Tombs
- 4. Introductions:** Tom Leeper, Chris Wratt, Alice Stringer, Jo White, Ameha Wondirad.
- 5. Declaration of Interests**

Conflicts of Interest Register

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. Year 7&8 Term 4 Camp proposal

Discussion had, Board in agreement that proposal looked amazing. MAT wanted to make it clear to the board that by going ahead with the proposal that meant all the board agreed regarding the risks explained in said proposal.

Other points or possible issues brought up:

- Menu, and food prep and care- this is why we have the chef on board to advise us
- Mountain biking and the different capability levels, how do we keep children from “showing off” and then possibly hurting themselves in the process – There is more than one track for different abilities
- If there is an emergency, how will you get help- Stat phones are being used and the nearest hospital/emergency medical centre is only 20 minutes away in Masterton
- Does it create a different level of risk that we are planning and doing this all on our own instead of going to a actual company like we have done in the past? Can we have a pear review done of our plans form an outside health and safety organization
- Have we considered finding another venue- MAT advised that camps are usually booked 2 years in advance on an ongoing booking system.

Motion:

“That the Board grant approval for the 3-night Year 7&8 camp in the Tararua Forest Park from 1 - 4 November 2022 subject an independent health and safety review prior to the trip”

Moved: Mary Angela Tombs
Carried

Seconded: Peter Chew

8. Reporting

- a. Status Report against Annual Plan

- i. Student Achievement - Mid Year Report: Report taken as read. Discussion held with Board and team leaders, regarding success of interventions, Māori achievement, absences, data and reporting to families.

Report on how we engage through our Intermediate Programme

- ii. Tom explained the Ranginui syndicate are involved in and how the learners take ownership and pride in their leadership.

The next step is to communicate this to the community – beyond the open day. The Board discussed the improved reputation of the intermediate programme in the community, and

the importance of positive 'talk' and word of mouth to raise the profile of the school. Badges are really important, local word of mouth is great.

Start date for 2023

Starting Tuesday 7 Feb and takes us to Wednesday 20th December 2023. Mary-Angela suggested we have an open day at the end of the summer holidays for parents to pop in to meet their child's teacher. This will allow us to take a teacher only day during the year for Kāhui Ako Hui. Mary-Angela to talk to staff.

It was suggested that maybe we do a parent survey to see if parents still like a late start, late finish.

- b. Report on NAGs (incl Health & Safety), Statutory Requirements, Roll, Kāhui Ako
 - c. Discussion had about complex processes and costs of immigration
Stewardship discussion has been put on hold until the new board re the Kahui Ako.
 - d. Catholic Character
 - i. We did not have a school assumption mass today - as we decided to put all the effort in the grandparents mass that will be held at the end of the term. Invites to be sent to grandparents.
 - ii. Madeline has attended professional learning with other DRS, is soon to meet with Fr Doug and will meet with the proprietors appointees and Mary-Angela at the end of the week.
 - iii. We also raised over \$10k for caritas at mission fair with the help of the govt meeting us \$3 - \$1
 - e. Staff: (in committee)
 - f. Risk Register (committee)
 - g. Finance:
 - i. June 2022 Report taken as read
 - ii. One Board member found it too brief and hard to get her head around however MAT has put the full version at the bottom. Another Board member indicated that the links were helpful.
 - MAT explained that personnel expenses included teacher Aides and some teacher staffing. Admin staff comes under admin expenses not under personnel.
 - Mary-Angela asked whether the Board understood how staffing works in schools. MAT to go over this with the new board .
 - We currently have 1 teacher being paid from school funds rather than MoE.
 - iii. Draft Auditor's Report for 2021 Financial Year
 - iv. Noted the recommendations- There is a GST historical issue, The variance was identified by the current firm. Some Board members stated that they were not aware of this, before Mary-Angela clarified that AFS has been working on since they have taken over from the last firm. One Board member explained that this did not mean the board was liable for more costs and that it would be a journaling issue.
- The school has a good working capital, but having annual deficit budgets is not ideal.
- h. Property: still unable to present the 10 Year Property plan being put together by ADW however Mary-Angela has received an update that: replacement of heating, new floor coverings in senior block, spouting in library and junior area, improved lighting and renovated Room 4 are likely to be included in the plan. – Work on the middle school toilet area is starting in term 4.

The Board went into committee at 8.26pm

In committee section of meeting ended at 8.50pm

9. Strategic Discussion

a. Mask wearing

The board discussed communication around mask wearing received from Stuart Dymond and Ben Sutherland. Decision was made to follow the MOE guidance until they tell us what changes – we have responded to Stuart's email advising this.

b. Upcoming Board election

Voting papers have gone out. Closing date is 7th September.

Discussion took place regarding a goodbye function for Tamanda as this is her last meeting, after a long service on the Board. Decided on Staff / Board drinks to celebrate. Also organise a welcome to the new board.

Action: Dee to organise staff / Board drinks.

Discussion held regarding Proprietor's Appointees should have received an email from Kelly. Dan did not receive one.

Action: Dan to contact Kelly, the Vicar of Education at ADW.

One suggestion was that photos could have been helpful. Peter to suggest to Suzanne about photos possibly for next time and possibly for a newsletter. It was suggested that the Board arrange flowers and a formal thank you to Suzanne once elections have finished.

Action: Peter to contact Suzanne about candidate photos.

10. Policy review

To review policies go to SchoolDocs and click on the Current Review tab. (Login details: User: sfd Password: sfd)

a. Reviews this term

- i. Child Protection – Megan has completed this- but needs Sarah to go in and sign it off.
- ii. Sun Protection – Aaron – next meeting
- iii. Harassment – Megan did a review process. All was straight forward. Megan suggested we review to add the Kiva programme to match what our procedure is. It was suggested that the new Board have an induction to School Docs.

b. Upcoming Reviews:

- i. Health, Safety and Welfare policy
- ii. Alcohol/Drugs and Other Harmful substances
- iii. School swimming pool/Swimming off site - Dee

11. Action points

Responsibility	Action Point	Status
MAT	To prepare principles for non-preference enrolment acceptance.	cancelled
Proprietor's Appointees	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.	Dan and Peter to meet with Madeline on Friday morning, Aaron free to meet Monday afternoon.
SL	To get a quote for cyber insurance.	Will be investigated - with renewal of policy
MAT/SF	Put something in the newsletter encouraging people to join the PSL. As time allows, organize a meeting – MAT to attend.	AGM planned for Thursday 25 August – notification in this week's newsletter.
MAT	Investigate faulty links in Annual Plan	Completed
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	Completed - MT not attending
TC	Tamanda to send out information about CES and check with Suzanne if she wants to do this?	Completed
TL/MAT	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

12. Administration

- a. Confirmation of minutes from **the meeting on 20 June 2022**

Moved: Ben Sutherland
Carried

Seconded: Tamanda C

- b. Confirmation of In-Committee Minutes from the meeting on 20 June 2022.

Moved: Megan Teusse
Carried

Seconded: Sudesh Wasoori

- c. Correspondence:

- i. emails received re mask-wearing:

- a. Stuart Dymond
- b. Ben Sutherland

d. Board Work plan 2021 - 2023 noted

13. Agenda items for next hui

14. Meeting Dates

19 September 2022
 7 November 2022
 5 December 2022

Meeting Closed at 8.58pm

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

Chairperson

Date

New Action points

Responsibility	Action Point	<i>Status</i>
DM	Organise an outside Health and Safety person to peer review camp plans.	
MAT	To share the full data report to parents	
Mary Angela	To send out parent surveys regarding Start and finish days for school, before the 2024 school year.	
MAT	Follow up on the Variance issues that has happened from the past 3 years with AFS	
DM	Organise farewell drinks for Tamanda	
PC	Organise Welcome Drinks for the new board once named	
PC	Email DM the Proprietor's Appointees email from Kelly	

PC	Suggest Suzanne include candidate photos at next election and in newsletter	
PC	Formal thank you to Suzanne and Tamanda once elections are over.	
SF	To Sign off policy checks on School doc	
SF	Add Kiva to details to school docs	
MAT/PC	Induction on school docs to the new board	