



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

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 07 November 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 6.33pm

- 1. Board Members in Attendance:** Sarah Fountain, Haley Hakaria, Deanna Mallon, Dan McGuinness, Megan Teusse (Acting Chair), Mary-Angela Tombs (Principal), Aaron Withers, Jo White, Ameha Wondirad.

Also, in attendance: Lisa Kinghorn (minute taker),
- 2. Apologies:** Peter Chew (Presiding member),
- 3. Karakia (Prayer):** Megan Teusse
- 4. Introductions:**
Introductions were made.
- 5. Declaration of Interests**
There were no interests declared.
- 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: 8d, 8g

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 Discussion

- a. (No planned strategic decisions this meeting)

8. Reporting

- a. [Status Report against Annual Plan](#) (live links to other parts of the doc can only be accessed by going through link to full Annual Plan working document - bottom left of PDF)

Possible issues, exploring reporting with Tangata whenua. Not rushing to set up the community committee. Holding conversations with various members of the community. Do not want to set up something artificial.

Success measures

Localised Curriculum – received a presentation on the draft ‘Our Local Curriculum’ background document. This is a working, living document. A summary booklet is being designed for parents. This will be information that can be given to new parents as an introduction to the school. This was sent out to parents for feedback, but there was no response.

It was mentioned that the newsletter is hard to read and is another email for parents to look at. Is the newsletter relevant to parents? The best way to communicate clearly to parents is something that needs to be worked on. The website also needs to be updated.

The internal catholic character review will be held up. This is unlikely to happen this year.

Camp took place last week. The kids came back full of excitement. Weather was challenging and some tents got damaged. Will work with Rongotai College on the replacement/repair of those. One child fell off their bike and broke two bones. Seven covid cases have been identified from the camp attendees.

It was suggested it would be good for parents to get an update during a camp, especially as the weather was really poor on this occasion. A Facebook page has been set up for school and the new school management system next year should make communication easier.

[i.Reporting Review](#)

The report was taken as read. The report details the process taken over the past two years. The decision has been made to move away from the current school management system to Hero. It is intended that there will only be one App that parents will have to use. Hero will combine a number of the current systems including Seesaw, the newsletter, absences etc. There is quite a lot of work that has to be done before it can be released to parents to make sure everything is accurate and

works well. For a period of time a combination of current and new systems will be running until HERO fully operational. More detail will be shared in the new year.

Action: Share more detail about HERO (MAT, 2023)

ii. [Attendance](#) and engagement focus

Ministry of Education has provided a report detailing the school's attendance and engagement. The school has approx. 20 of students who have high amount of non-attendance (80% or below). The school has received approx. \$5,000 from the Ministry, through the Kahui Ako to spend on initiatives. The article in the newsletter has sparked a lot of conversation.

b. [Report on NAGs \(incl Health & Safety\), Statutory Requirements, Roll, Kāhui Ako](#)

Report was taken as read.

c. Catholic Character

Important to remember that we are a catholic school and putting a little bit of catholic flavour into everything. There will be a baptism on Wednesday with about seven children being baptised.

d. Staff: **(all in committee)**

- i. wellbeing
- ii. appointments
- iii. Leave application
- iv. 2023 Staffing plan - tabled in committee

e. Finance:

i. [August 2022 Report – taken as read](#)

ii. [September 2022 Report – taken as read](#)

Starting to put together the draft budget for 2023 which will be presented at the next meeting. Would like to have a review of the budget at half year and reforecast as required.

iii. [Draft asset replacement plan](#)

The draft asset replacement plan was tabled. There are older items that need to be found and disposed of, including 8 data. Much of the ICT stock (such as student iPads) is old and requires replacement.

The two turf surfaces are not yet on the plan. There needs to be an amount of money equal to the price of the turf and a plan for replacement. The top turf is over 10 years old. The middle turf was replaced last year and the slide turf was the year before. A quote will be sought to see how much it would replace the top turf and when that should happen. The middle and slide cost approx. \$75k.

The lines on the courts need to be repainted. This will be repairs and maintenance. Will have to budget to get this done when able.

Action: Cost out top turf replacement (MAT)

f. Risk: **(in committee)**

9. Strategic Discussion

- a. Board Training – policy review process using school docs.

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. Health, Safety and Welfare policy – Dan
Still to be reviewed
 - ii. Alcohol/Drugs and Other Harmful substances – Aaron
Aaron reviewed the policy and there is not anything that needs to be updated.
 - iii. School swimming pool/Swimming off site – Dee
The school does not have a swimming pool. Offsite swimming comes under Education Outside of The Classroom policy. This needs to be added to the school's Schooldocs page. Deanna's comments to be included in the policy.

Add 'at an approved aquatic centre' for the location of the swimming pool.

It was moved that that text [from Deanna's email] be inserted into the generic offsite swimming policy and that the policy be adopted.

Moved Deanna Mallon Seconded Aaron Withers Carried.

- b. Upcoming Reviews (2023) - reviewers needed for each:
 - i. Term 1
 - a. Legislation and Administration Policy (Peter)
 - b. Privacy (Deanne)
 - c. Official Information Requests (Deanne)
 - ii. Term 2:
 - a. Education Outside the Classroom (Aaron)
 - iii. Term 3:
 - a. Inclusive Education (Ameha)
 - b. Recognition of Cultural Diversity (Jo)
 - c. Māori Educational Success (Haley)
 - iv. Term 4:
 - a. Curriculum and Student Achievement Policy (Dan)
 - b. Health Education (Megan)

11. Action points

Responsibility	Action Point	Status
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.	Meeting scheduled with Madeline she does feel supported, and they are looking at planning a mass for next year.
DM	Organise an outside Health and Safety person to peer review camp plans.	done

MAT	To share the full data report to parents	done
Mary Angela	Follow up on the Variance issues that has happened from the past 3 years with AFS	Is not going to be changed. It is not a liability.
DM	Organise farewell drinks for Tamanda	done
PC	Organise Welcome Drinks for the new board once named	done
PC	Suggest Suzanne include candidate photos at next election and in newsletter	done
PC	Formal thank you to Suzanne and Tamanda once elections are over.	Check if completed
SF	To Sign off policy checks on School doc	done
SF	Add Kiva to details to school docs	done
MAT/PC	Induction on school docs to the new board	done
MAT	Check new BOT dates are in the calendar	done
DM	To take over the Health, Safety and Welfare policy review	
AW	To take over the Alcohol/Drugs and Other Harmful substances	done

12. Administration

a. Confirmation of minutes from previous meetings:

i. [19 September draft minutes](#)

It was moved that the minutes of the meeting held on 19 September 2022 be taken as a true and correct record.

Moved: Deanna Mallon

Seconded: Dan McGuinness Carried

b. Confirmation of In-Committee Minutes:

ii. 15 August draft in-committee minutes (tabled)

c. Correspondence:

i. ADW: Attestation Report, to be completed by the Proprietor's Appointees

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

c. Upcoming events

Year end morning tea
Dan to send out a doodle poll.

Year 8 Leavers dinner
15 December 2022

End of Year Ceremony
19 December 2022
It was agreed to have drinks prior to the prizegiving with a 2-drink maximum.
The Board Chair will be out of the country.

Final mass
20 December 2022

PSL Advent celebration
2 December 2022

The Board went into committee at 8.21pm

In committee section of meeting ended at 8.54pm

2. Agenda items for next hui

- a. Approval of Draft Budget for 2023, including donation requests for 2023
- b. Approval of Annual plan for 2023

3. Meeting Dates

- 5 December 2022
(2023 Dates yet to be confirmed)

15. Meeting Close

These minutes are a true and correct record of the Board of Trustees meeting held on 7 November 2022

Chairperson

Date

New Action points

Responsibility	Action Point	Status
MAT	Share more detail about HERO (2023)	
MAT	Cost our turf replacement	

