



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

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 19 September 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 6.36pm

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

Also, in attendance: Fran Peters (Minute taker),

- 2. Apologies:**

- 3. Karakia (Prayer):** Dan McGuinness

Introductions: Introductions made by members. Mary-Angela explained that we have to elect a new chairperson/re-elect the current chair.

Peter Chew nominated to continue as chair by Dan McGuinness. Aaron Withers seconded the nomination.

There were no other nominations. Peter duly elected.

Megan Teusse to continue as Deputy Chair.

4. **Code of Conduct** - discussed and signed

5. **Declaration of Interests** - 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*

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. Governance Role

- i. Communication – Explained by Peter and Mary-Angela and discussed:
 - a. United
 - b. The first point of call for communication is teacher, then Team Leader, Deputy Principal, Principal and then the BOT level where we will discuss.
 - c. We want to welcome interaction, but we do need to explain the protocol. Need to separate our parent hat and bot hat.
 - d. Keep in mind anything said in the community is reflected on our board.
 - e. Confidentiality is very important
- ii. Risk - Explained by Peter and Mary-Angela and discussed
 - a. Media was mentioned – only Peter / Mary-Angela can speak to the media.
- iii. General order of play - Board agenda / meetings - Explained by Peter and Mary-Angela and discussed
- iv. Training – Peter explained training available through NZSTA - check the website and see if there is anything you would like training on, eg finance.

b. Overview of Charter - including strategic and annual plan - Mary-Angela - Explained the purpose, requirements and process of setting, reviewing and reporting on the strategic and annual plan.

- i. Mary-Angela advised that the rules for school Charters are changing next year.

c. Wellington Catholic Schools Kāhui Ako – Mary Angela explained the role of the Kāhui Ako:

- i. Consists of a group of local schools who welcome the opportunity to work collaboratively across communities to support the wellbeing of all students and optimise their achievement outcomes at all stages of education.
- ii. In our case, it consists of both local primary and secondary catholic schools across Wellington.

- iii. One shared challenge was writing inadequacies shown eg in the Pacific data across the Kāhui Ako outcomes were inequitable
- iv. Developed and working with a Theory of Improvement - what we think will make a difference, and what we have in place to help etc.
- v. Focus on professional learning for staff
- vi. Annual report is created and shared each year - what we are trying to achieve vs. what we actually achieve. A hard copy of the 2021 Kahui Ako Annual report was shared with the BOT
- vii. The number of leadership appointments in the Kāhui Ako is based on annual school rolls across the 13 schools. Each school has a Within School Lead (Sarah F being ours). Mary-Angela is a Co-Lead of the Kāhui Ako along with Bernadette Murfitt from Sacred Heart School.
- viii. Kahui Ako should align with the school plan- the benefit of being part of this is we get additional support around wellbeing and leadership.
- ix. Several of our staff have taken part in Kāhui Ako Professional learning
 - x. Prior to the establishment of the Kāhui Ako Mary Angela only saw Secondary Principals once a year.
 - xi. Still got lots to do, not perfect but we are working on it.
 - xii. We get lots of resources for being part of the Kāhui Ako. Additional staffing for Sarah and Mary Angela, along with all costs paid.
- d. Insurance was raised - it was confirmed that we hold insurance for liability. A consideration about additional cyber risk is being made.
- e. The BoT packs will have all the information to read before any future meetings.

8. Reporting

- a. Status Report against Annual Plan
 - i. MAT advised the link will take them to the Annual plan - not much to update for this meeting. Mary Angela's goal is to provide the BOT what they need.
 - ii. Report on communication-friendly classrooms
 - iii. Report on meeting with members of a whānau that is Mana Whenua - gained helpful insight into local histories
- b. Report on NAGs (incl Health & Safety), Statutory Requirements, Roll, Kāhui Ako
 - i. Still ongoing issues re immigration progress.
- c. Catholic Character
 - i. Upcoming Grandparents Mass on Wednesday 28 September.
 - ii. 8 students wanting to be baptised.
 - iii. Madeline S (DRS) has met with Mary Angela /BOT and Father Doug.
 - iv. 2023 Focus on parts of the Mass and what that includes.
 - v. Peter C mentioned email from ADW that Peter, Aaron, and Dan are proprietor's reps again.
- d. Staff: **(in committee)**
 - i. wellbeing
 - ii. appointments
- e. Finance:
 - i. July 2022 Report
 - 1. MAT explained we use XERO and work with accounting for schools. (AFS)

The Board went into committee at 8.04pm

In committee section of meeting ended at 8.10pm

9. 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 – MT completed last meeting
 - ii. Sun Protection
 - a. AW sent some comments through wording that seems to apply that this is only needed term 1 and 4 – requested this was changed to reflect throughout the year when the kids are outside and not just for ‘events’
 - b. It was suggested that Aaron could come in and talk to the year 7 & 8s re the cap.
 - c. Discussed possibility of sunshades, planting trees, etc
 - iii. Harassment – MT
- b. Upcoming Reviews
 - i. Term 4:
 - a. Health, Safety and Welfare policy – Dan M will take over this
 - b. Alcohol/Drugs and Other Harmful substances – Aaron W will take over this
 - c. School swimming pool/Swimming off site - Dee

10. Action points

Responsibility	Action Point	Status
Proprietor's Appointees	Religious Education Triennial Self-Review reporting for 2022. Proprietors Reps meet with MS (DRS) every 6 weeks – to ensure she feels supported. Organise a meeting schedule. Keep as an action.	Meeting scheduled with Maddie- she does feel supported, and they are looking at planning a mass for next year.
SL	To get a quote for cyber insurance.	Up for renewal – ongoing
MAT/SF	Put something in the newsletter encouraging people to join the PSL. As time allows, organise a meeting – MAT to attend.	Completed

11. Administration

- a. Confirmation of minutes from previous meetings:15 August 2022

Moved: Dan McGuinness **Seconded:** Megan Teusse
Carried

- b. Confirmation of In-Committee Minutes: 15 August

Moved Peter C

Carried

- c. Correspondence:
 - i. email from ADW re appointment of Proprietor’s Appointees
- d. Board Work plan 2021 - 2023

12. Agenda items for next hui

13. Meeting Dates

30 September 2022 - Tamanda's Appreciation Celebration, 4.30 - 7.00pm
 7 November 2022
 5 December 2022

Meeting Closed at 8.34

These minutes are a true and correct record of the Board of Trustees meeting held on 19 September 2022

Chairperson

Date

New Action points

Responsibility	Action Point	Status
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	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	
MAT	Check new BOT dates are in the calendar	
DM	To take over the Health, Safety and Welfare policy review	
AW	To take over the Alcohol/Drugs and Other Harmful substances	