



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HERA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 27 February 2023

#### 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, Sarah Fountain, Dan McGuinness, Megan Teusse (Via Zoom), Mary-Angela Tombs (Principal), Aaron Withers, Jo White, (Via Zoom)

**Also, in attendance:** Francesca Peters (Minute taker)

- 2. Apologies:** Ameha Wondirad, Deanna Mallon, Hayley Hakaria
- 3. Karakia (Prayer):** Aaron Withers
- 4. Introductions:** N/A
- 5. Declaration of Interests** - No interests declared.

#### Conflicts of Interest Register

To be confirmed at meeting

To be confirmed at meeting

- 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: **7b, 8f**

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<b>Staff matters</b>	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

## 7. Strategic Decisions

a. Approve Final Budget for 2023 (**tabled in committee**)

MAT shared information related to the final budget, which included a few adjustments from the draft approved in December 2022.

“MAT Move that the Board adopts the 2023 budget as tabled with the additional \$4000 income for Accelerated Literacy Learning (ALL).”

**Moved: Mary-Angela Tombs**  
**Carried.**

**Seconded: Peter Chew**

b. Approve [SFDS Annual Plan for 2023](#)

MAT explained that the annual plan draws on the existing strategic plan. There was discussion about including actions related to strengthening Te Reo.

“MAT Move that the Board adopts the 2023 Annual plan.”

**Moved: Mary-Angela Tombs**  
**Carried. Peter Chew**

**Seconded: Dan McGuinness**

c. Approve [Camp Kaitoke](#)

Officially requesting permission for Camp Kaitoke to go ahead. SF delivered presentation re the camp – Have a great group of parent volunteers. Bigger staff team will be with the children- as YMCA runs this it’s a lot less stressful for us. Hoping with the bigger team, rolls will be split and more people will know more of what is expected of them.

Does the BOT Chair have to sign each of the camp rams before they go on camp. MAT Checked School Docs – this is not required to do so. They YMCA is an outside company they are covered by OutdoorsMark certificate. (However expires 3<sup>rd</sup> of February 2023). We are covered by ACC Can we follow up with YMCA to get and up to date outdoors mark certificate before the Board will approve - and can MAT, SF and PC Get together before camp to discuss weather etc before they go.

“MAT Moves that contingent on a current adventure activity safety audit certificate being given to us that the Board approves the 2023 camp”.

Moved: Mary-Angela Tombs  
Carried. Peter Chew

Seconded: Aaron Withers

## 8. Reporting

### a. Status Report against (draft) Annual Plan

MAT has changed this from last year due to the link issues from last year. Any updates are in blue italics. Madeline has hit the ground running as DRS, Has set mass plans and spent time with Fr Doug. Combined mass coming up this Sunday . No issues at the moment- time is always a factor but everything ticking along okay so far.

#### i. Hero - mini presentation

MAT presented the hero video. Has asked Jo and Megan to watch it in their own time (Audio interference) What kinds of things are helpful to report on? What does this look like year to year, how do the goals work from year to year- we are just about to look at the reading and writing goals we have to go through these at the moment and see if they fit with what we are doing. Teachers can decide a goal for a group of children and show that to the parents involved. It also allows us to track our students. Can add a school goal etc and follow up on this. MAT will show case hero to board piece by piece.

#### ii. ERO visit

Ero came in 2021 with DMcG Tracy and SF- Janet started her work – met with MAT this year MAT Believes she has done some of the review in 2021. She will be finishing the current report- be interesting to see what she took from her first visit- (big break in between) she will sit with MAT and dig into the annual plan.

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

MAT has given the BOT a summary of movements in and out of schools- attendance reports and health and safety reports – MAT has suggested the BOT take a look. This stage the report is pretty empty for this time of year

### c. Catholic Character:

#### i. Proprietor's appointees report

All appointees present PC reported on the meeting held last week with MS and MAT – no major areas of deficiencies MAT Couldn't open the report will ask if MS can send her a copy. We are meeting the requirements of tag teachers etc, MAT will send a copy once she has it. Fr Doug and Fr Michael came around and anointed ashes to everyone.

### d. Kāhui Ako

Sarah is still out in school lead- first meeting of the year tomorrow- Sarah still taking the lead on wellbeing for staff and other schools.

### e. Property

Starting Next Monday work will commence to fix drainage and upgrade the toilets. AW questioned fall out from the tree pruning? No tree huggers – still a few issues around the 10 year property plan with the Archdioceses – the Jr playground plans are gone discussion had over our the relationship with the ADW and how it feels a bit strained= DMcG mentioned we should put in a formal complaint with communications etc. would like the process to be more simply. White lines in the top turf are coming away from the turf. Is there a solution to

this? Robbie came in on Monday and the white painted line has been pulled up. Is this something we can claim for insurance? DMcG will follow up and look into the maintenance.

- f. Staff: **(in committee)**
  - i. Updates
  - ii. Wellbeing
  - iii. Paid Union Meeting (2.00pm, 1/03/2023)
- g. Finance:
  - i. [December 2022 \(Draft\) Report](#)
- h. Risk: **(tabled in committee)**

## 9. Strategic Discussion

- a. [Board Work plan 2021 - 2023](#)  
MAT showed this to the BOT- feels like it's a bit of a double up= board policy's for review go here.
- b. Board-staff connection?  
Sports event or something to get the BOT Together DmCG suggested a working Bee ask the staff what they would like to do. Sarah to follow up.

## 10. Policy review

- a. Health, Safety and Welfare policy.

DMcG has reviewed the health and safety and welfare policy and no changes were made.

- b. Legislation and Administration Policy.

Peter has reviewed the Legislation and Administration policy and no changes were made.

- c. [Upcoming Reviews](#) :

- i. Term 1:
  - a. Privacy (Deanne)
  - b. 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 Points	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.	This has been completed and look into doing another session in 6 weeks- not Friday
PC	Formal thank you to Suzanne and Tamanda once elections are over.	Completed
MAT	Share more detail about HERO (2023)	Completed
SL/DM	Cost our turf replacement (2023)	

12. Administration

- a. Confirmation of minutes from previous meetings:
  - i. [5 December 2022 draft minutes](#)

It was moved that the minutes of the meeting held on 7 November 2022 be taken as a true and correct record.

**Moved:** Mary Angela

**Seconded:** Arron Withers

**Carried Peter Chew**

- b. Confirmation of In-Committee Minutes:
  - i. 15 August draft in-committee minutes (tabled)

**The Board went into committee at 8.00pm**

**In committee section of meeting ended at 8.42pm**

- d. Correspondence
- e. (moved to agenda item 9a for this meeting)

- a. [Board Work plan 2021 - 2023](#) – Reviewed, and no changes made to the work plan.

**13. Agenda items for next hui**

**14. Meeting Dates**

- a. Confirm 2023 Meeting Dates with Board Members
  - Monday 20 March
  - Monday 8 May
  - Monday 12 June
  - Monday 31 July
  - Monday 4 September
  - Monday 30 October
  - Monday 4 December

**15. Meeting Close 8.43pm**

These minutes are a true and correct record of the Board of Trustees meeting held on 5 December 2022

**Chairperson** .....

**Date** .....

**New Action points**

<b>Responsibility</b>	<b>Action Point</b>	<b>Status</b>
SF	To follow up with YMCA to get an up-to-date outdoors mark cert before we approve.	
PC	BOT to review the Rams before we go	
PC/MAT/SF	To discuss closer to the time weather warnings etc	

MAT/DMcG	Look into who did the slide turf and get them to come look at the top turf maintenance	
	To follow up re Turf	