



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HERA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 20 March 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 ākonga 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:**, Sarah Fountain, Megan Teusse (Acting Chair), Mary-Angela Tombs (Principal), Aaron Withers, Jo White, Deanna Mallon, Hayley Hakaria, Dan McGuinness (arrived at: 7.28 )

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

2. **Apologies:** Ameha Wondirad, Peter Chew
3. **Karakia (Prayer):** Haley Hakaria
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>	<i>Good reason to withhold exists under section 9 of the Official Information Act 1982</i>	S 48(1)(a)(ii)

7. **Strategic Decisions**

- a. Approve [2022 Statement of variance](#)

Discussion held , including academic improvements and Hero - which will enable parents to access more detailed information about their child/ren’s learning.

**Motion:** That the 2022 statement of variance be accepted.

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

**Seconded: Aaron Withers**

**Action:** MAT to share with our families the MOE website to help with understanding of the curriculum.

- b. Approve of [ERO Board Assurance Statement](#) - for ERO review

MAT explained the report. There was discussion about the role of the Board in approving a checklist. Discussion also took place about the changes regarding physical restraint. The acting chair requested more time to read through the assurance document.

**Motion:** That the ERO Board Assurance statement be accepted.

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

**Seconded:** Dan McGuinness

**Action:** MT to Look over the ERO Statement in more detail and return to the principal

## 8. Reporting

### a. [Status Report against annual plan](#)

- At the end of term 1 everything is on track
- Hero had been downloaded by at least one parent in more that 80% of families.
- Maintaining other communications. Newsletter programme (Smore) has now run out of credit so this is no longer being used.
- We have been experimenting with what we are going to do with the newsletter.
- Te reo Māori professional learning has begun
- Plans are in motion with a parent to hold an informative lesson re autism and what its like to live with this.

### b. Catholic Character:

We have 50 children in the programme Madeline has been involved with parish lessons - been great to have the DRS there.

### c. Report on [school requirements \(incl Health & Safety\), Roll, Kāhui Ako](#)

The NAGs (national Administration Guidelines) are no longer in place for schools - replaced by NELPs (National Educational Learning priorities)

8 children soon to move away from island Bay and SFDS. There was a discussion about how this will affect funding - MAT clarified that this would not happen this year but it will for next year. July 1 roll return impacts the funding for 2024. MAT Explained staffing process.

#### a. Kāhui Ako

Discussion about Sarah's role continuing as the WSL, including wellbeing lead. It is helpful to hear what other schools are doing and how they are handling things – great for PD too.

Chris has been working closely with our school's ASL within the BSLA programme.

Teacher Only Day coming up next term – we are working with St Annes and St Bernard's to understand the refresh of NZ Curriculum this will be an introductory.

### d. Property:

#### 1. Update [10 Year Property Plan](#)

The archdiocese is responsible for the big work around the school- the property plan is meant to be updated once a year. MAT Explained the way it is reported. There was a project that was meant to update the junior area (to develop the area)- but it's no longer on our property plan.

### e. Staff: *(in committee)*

f. Finance:

1. February 2022 Report tabled.  
Furniture recovering is being done - this will cost \$4000 but cheaper than purchasing new

g. Risk: **(tabled in committee)**

**9. Strategic Discussion**

- a. Discussion about the implication, and requirements of new Ministry of Education guidelines for Physical restraint

There is a requirement in all schools to:

- have a physical restraint policy – School Docs is working on this (required by the 7<sup>th</sup> May)
- communicate Policy to the community
- staff training
- permission from the parents of any learners who may need restraint

There was a discussion about restraint and the Board watched a short video. The BOT were invited to look at the links for more information.

**Actions:**

MAT to ensure all applicable staff are trained in relation to physical restraint

MAT to communicate physical restraint policy with community, once finalised by the Board

**10. Policy review:**

- a. Health, Safety and Welfare policy.
- b. Legislation and Administration Policy

**Motion:** That the following policies be adopted as is

- a) A Health, Safety and Welfare policy.
- b) Legislation and Administration Policy.
- c) Privacy and Official information requests

**Moved: Megan Teusse (Acting Chair)**  
**Carried.**

**Seconded: NA**

c. Upcoming Reviews :

- i. Term 1:
  - a. Privacy (Deanne) Completed
  - b. Official Information Requests (Deanne)Completed
- ii. Term 2:
  - a. Education Outside the Classroom (Aaron)
  - b. Physical Restraint Policy (Megan T)

- 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

<b>Responsibility</b>	<b>Action Points</b>	<b>Status</b>
PC/MAT/SF	To discuss closer to the time weather warnings etc	completed
MAT/DMcG	Look into who did the slide turf and get them to come look at the top turf maintenance	completed
MAT	Share with families the MOE website to help with understanding of the curriculum, and help with homework	completed
DM	To look into making a complaint re the treatment /changes of our property plan?	action deleted
MT	Look over the ERO Statement in more detail and return to the principal	completed
MAT	Communicate physical restraint policy with community, once finalised	
MAT	Ensure all applicable staff are trained in relation to physical restraint	

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## 12. Administration

- a. Confirmation of minutes from previous meetings:
  - i. [27 February 2022 draft minutes \(tabled\)](#)

It was moved that the minutes of the meeting held on 27 February 2023 be taken as a true and correct record.

**Moved:** Dan McGuinness  
**Carried Megan Tuisse**

**Seconded:** Aaron Withers

- b. Confirmation of In-Committee Minutes:
  - i. 27 February 2022 draft in-committee minutes (tabled in committee)

It was moved that the minutes of the in committee meeting held on 27 February 2023 be taken as a true and correct record.

**Moved:** McGuinness  
**Carried Megan Tuisse**

**Seconded:** Aaron Withers

- c. Correspondence - no correspondence
- d. [Board Work plan 2021 - 2023](#) - taken as read

## 13. Meeting Dates

- Monday 12 June
- Monday 31 July
- Monday 4 September
- Monday 30 October
- Monday 4 December

**The Board went into committee at 8.03pm**

**In committee section of meeting ended at 8.26pm**

## 14. Meeting Close

These minutes are a true and correct record of the Board of Trustees meeting held on **20 March 2023**

Chairperson .....

Date .....

**New Action points**

<b>Responsibility</b>	<b>Action Point</b>	<b>Status</b>