



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

**MINUTES OF THE**  
**BOARD OF TRUSTEES MEETING**  
**Held on 31 July 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 6.36pm

- 1. Board Members in Attendance via Zoom:**, Sarah Fountain, Peter Chew, Deanna Mallon, Megan Teusse, Mary-Angela Tombs (Principal), Jo White, Haley Hakaria

**Also, in attendance:** Fran Peters (Minutes taker), Ronan Kelly (Papatūānuku leader), Chris Wratt (Tangaroa Leader)

- 2. Apologies:** Dan McGuinness, Aaron Withers

**Absent:** Ameha Wondirad

**Action:** Peter to call and check in with Ameha

3. **Karakia (Prayer):** Mary Angela Tombs
4. **Introductions:** N/A
5. **Declaration of Interests** - No interests declared.

<b>Conflicts of Interest Register</b>	
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: **78C and 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:*

<b>General subject of each matter considered at meeting</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>
Staff matters Student matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

## 7. Reporting

- a. [Status Report against annual plan](#)
  - i. [Mid-Year data report](#) (Ronan and Chris joined us for this part of the meeting)

Mid- Year data report was taken as read.

Team Leaders spoke briefly about:

- Better Start Literacy
- Structured Literacy
- 'The Code'
- Decodable texts
- Writing and reading

The Board challenged the results in Te Reo, and questioned the approaches to learning Te Reo across the school.

MAT explained the staff commitment to learning te reo, and explained that the focus was now on how staff learning can be brought back into the classrooms.

MAT explained that advice given from the Māori Achievement Collaborative was to grow confidence within staff so they can confidently share that with their ākongā

MAT thanked Ronan and Chris for joining.

Ronan and Chris left at 7.22pm

ii. Catholic Character

- Grandparents' Mass held- great response and turnout with a lot of great feedback.
- Baptism will go ahead later this term.
- Have just advertised a tagged(catholic) teacher position for next year as we need 60% tagged teachers.

b. [Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants](#)

- MAT shared the added new section of the report to keep the board informed on plans for grant applications.
- Grants discussed for iPads, Chromebooks (including all set up costs that go with them, including safe storage)
- Pelorus Trust and Pub Charities are the likely two organisations to apply to
- Discussion was had over the morals of accepting money from gambling vices.

**Action:** Jo white to follow up with a list of organizations who can help us that also align with our values.

**Motion:** That the board approves an application to Pub Charity Ltd for IT equipment for our school. The approximate amount requested will be \$42000.

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

c. Staff / Students: *(in committee)*

- Staff / student wellbeing
- Planning for teacher appointments in 2024

d. Finance:

- [May 2023 report](#)
- [June 2023 report](#)
- Mid-Year budget review - ***deferred till next meeting***

e. Risk: ***tabled in committee***

**8. Strategic Discussion**

a. Strategic Planning:

Discussion held about when everyone was available to meet.

**Action:**

- Zoom meeting for **Wednesday 23 August at 7.30pm**: Sarah, Aaron, Hayley, Peter and MAT
- Pete and MAT to meet beforehand to have a chat about agender.

- i. [New legislation for school planning and reporting](#)
- ii. [Ministry of Education guidance for implementing new legislation](#)
- iii. set date for strategic working group to meet

## 9. Policy review

To review policies go to [SchoolDocs](#) and click on the **Current Review** tab. (Login details: User: sfds Password: sfds)

- a. [Upcoming Reviews](#) - reviewers needed for each:
  - i. Term 3:
    - 1. Inclusive Education (Ameha)
    - 2. Recognition of Cultural Diversity (Jo)

**Update:** JW investigated this but could not see anything to review.

**Action:** MAT to look into this and see if she can find where to edit and will get back to Jo

- 3. Māori Educational Success (Haley)
- ii. Term 4:
  - 1. Curriculum and Student Achievement Policy (Dan)
  - 2. Health Education (Megan)

## 10. Previous Action points

Responsibility	Action Point	Status
MAT	Ensure all applicable staff are trained in relation to physical restraint	ongoing
PC	Strategic planning to be a standing item on the Board meeting agenda until Matariki 2024	ongoing

## 11. Administration

- a. Confirmation of minutes from previous meetings:
  - i. [12 June 2022 draft minutes](#)

**Moved:** Mary-Angela Tombs **Seconded:** Deanna Mallon  
**Carried**

- b. Confirmation of In-Committee Minutes:
  - i. 12 June 2022 draft in-committee minutes (**tabled in committee**)

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

c. Correspondence

- MAT sent an email re the catholic character code of contact review, this needs to be approved by the board- we will action this at the next meeting- each member needs to sign this- we can do this next year.

**Action:** The ADW’s Catholic Character Code of Conduct to be included in the next Board meeting agenda

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

**12. Agenda items for next hui**

- a. Catholic Character Code of Conduct

**13. Meeting Dates**

- Monday 4 September
- Monday 30 October
- Monday 4 December

**14. Meeting Close**

These minutes are a true and correct record of the Board of Trustees meeting held on **31 July 2023 closed at 8.18pm**

**Chairperson** .....

**Date** .....

The Board went into committee at 7.40 pm  
In committee section of meeting ended at 8.02 pm

**New Action points from this meeting**

<b>Responsibility</b>	<b>Action Point</b>	<b>Status</b>
PC	Check in with Amaha	

JW	Jo white to follow up with a list of organizations who can help us that also align with our values.	
MAT	To set up zoom meeting for Wednesday 23 August for Sarah, Aaron, Hayley and Peter.	
MAT/PC	To meet before and plan agenda for Strategic planning group	
MAT/JW	MAT to look into Jo's review on school docs and she can find where to edit and will get back to jo	
MAT/PC	To include ADW's Catholic Character Code of Conduct in Board agenda	