



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HERA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 3 December 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 6.37pm

1. **Board Members in Attendance:** Sarah Fountain, Peter Chew, Megan Teusse, Mary-Angela Tombs (Principal), Aaron Withers, Haley Hakaria, Father Doug

**Also, in attendance:** Fran Peters (Minutes taker)

2. **Apologies:** Deanna Mallon, Jo White, Ameha Wondirad
3. **Karakia (Prayer):** Sarah Fountain
4. **Introductions:** Fr Doug Shepherd
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: **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:

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

## 7. Strategic Discussion

### a. [Draft Annual Plan for 2024](#)

Comment was made about changes in government, and that we as a school we value diversity, and we want that as part of our strategic plan. The draft annual plan was discussed.

**Motion:** That the 2024 annual plan be adopted subject to responsive changes

Moved: Mary-Angela  
Carried

Seconded: Peter Chew

### b. Draft Budget for 2024 (*in committee*)

## 8. Reporting

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

There was discussion about which parts of the plan have been completed, and which have been deferred.

- 95% of our families have been accessing Hero for information. Small amount of families have accessed support from hero at the opening night
- Reviewing some forms of communication for 2024
- Discussed some issues related to Hero notifications
- Progress against Te Reo Target has already been reported earlier in the year
- The full analysis of variance will be reported at the beginning of 2024

- b. [Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants](#)
  - i. Property Update - **Taken as read. No questions**
    - Vandalism over the weekend to sun louvers - reported to police, and insurance claim will result
  - ii. Grants update was given. Next application in January.
- c. Staff / Students: *(in committee)*
  - i. Wellbeing:
    - a. Student updates
    - b. Staff updates
    - c. Principal's Professional Growth Cycle
  - d. Finance:
    - i. September 2023 accounts
    - ii. October 2023 accounts
- e. Risk: *(tabled in committee)*

## 9. Strategic Discussion

- a. [Strategic Planning Update](#)  
Discussed outcomes we are seeking, what needs to be covered, and next steps. Themes from parents were the inclusion being safe and happy at school.
- b. [Police vetting of Board members](#)  
All need a police vetting we need to start scratch have all documents next year – Board members we asked to complete forms that would be emailed to them, and to produce passports/drivers licences

**Action:** All Board members to complete Police Vetting forms and bring in originals of ID

## 10. Policy review:

- a. Curriculum and Student Achievement Policy (Aaron) no changes suggested

**Motion:** *That the board adopt the Curriculum and Student Achievement Policy*

Moved: Arron

Seconded: Peter Chew

Carried

## 11. Previous Action points

Responsibility	Action Point	Status
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PC	Strategic planning sub group to meet again	
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## 12. Administration

- a. Planning for End of Year celebrations and Farewells
  - Tuesday the 19<sup>th</sup> starts at 5pm psl Sausage sizzle (donation) BOT Drinks in the library.
  - Peter to do a 5 min speech, present the staff the te reo certificates Sarah to send peter a run down,
  - Father Doug to come do a blessing.
  - Decided against serving alcohol this year instead Tea and Coffee,
  - Morning tea from the bot Wednesday 13 10.45am Megan and Aaron to come. Megan to organize morning tea from new world.
  - Can we make sure to thank Mary from pka
- b. Confirmation of minutes from previous meetings:
  - i. [30 October 2023 draft minutes](#)

***Motion: That the board confirm that they are taken as read***

Moved              Seconded:  
Carried: Peter chew

- c. Confirmation of In-Committee Minutes:
  - i. 30 October 2023 draft in-committee minutes\_ (***tabled in committee***)

***Motion: That the board confirm that they are taken as read***

Moved: Megan T      Seconded: Arron W  
Carried: Peter C

- d. Correspondence
- e. [Board Work plan 2021 - 2024](#)  
MAT has added some draught dates – to update with the new policies

**Action:** MAT to insert 2024 Policy Reviews into 2024 Board plan

## 13. Agenda items for next hui:

## 14. Board Meeting Dates for 2024

- a. Monday 19 Feb 2024
- b. Monday 8 April 2024
- c. Monday 13 May 2024
- d. Monday 17 June 2024
- e. Monday 5 August 2024

- f. Monday 9 September 2024
- g. Monday 4 November 2024
- h. Monday 9 December 2024

**15. Meeting Closed: 8.51pm**

These minutes are a true and correct record of the Board of Trustees meeting held on **4 December 2023**

Chairperson ..... 

Date ..... 19/11/24

The Board went into committee at 7.19pm  
In committee section of meeting ended at 8.13pm

**New Action points from this meeting**

Responsibility	Action Point	Status
All Board Members	Complete Police Vetting and bring 2 forms of ID to the office	
MAT	Insert 2024 Policy Reviews into 2024 Board plan	