



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

**MINUTES OF THE  
BOARD OF TRUSTEES MEETING  
Held on 8 April 2024**

**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 6.39pm

- 1. Board Members in Attendance:** Sarah Fountain, Peter Chew, Mary-Angela Tombs (Principal), Aaron Withers, Jo White, Ameha Wondirad, Deanna Mallon, Fr Doug Shepherd

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

- 2. Absent:** Haley Hakaria
- 3. Apologies:** Megan Teusse
- 4. Karakia (Prayer):** Fr Doug
- 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: **7c, 8c 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. Strategic Decisions

- a. Peter facilitated a discussion about the planned strategic direction, the work carried out by the working group, and next steps.

## 8. Reporting

- a. Status Report against annual plan - MAT explained that all of the planned actions that began in Term 1 are on track. MAT spoke about:
  - i. Catholic Character:
    1. MAT has attended PLD in relation to implementation of the new RE Curriculum and has developed a draft planning template to guide teachers. This will be trialled in Term 2 with the Tangaroa team. All other teachers continue to implement the current version of the curriculum.
    2. We held an Easter Liturgy on Holy Thursday - a very small number of our families attended.
    3. Several of our SFdS children participated in the Veneration of the Cross in the parish on Good Friday
    4. Our 3 team leaders attended the first of 3 'courageous conversations' workshops to grow their capability as catholic school leaders.
    5. Altar service Training tomorrow.
    6. Buddy masses have gone well this term
  - ii. Cultural sustaining practices:
    1. We have a Talanoa night on Thursday evening, organised by parents associated with the Pasifika and Māori homework centre. MAT will support this event.
    2. We have appointed Michael Rogers in a cultural leadership role. MAT will support him to take on this role. It involves taking an active role in professional learning for staff, Kapahaka leadership, involvement in whānau hui, etc.

3. MAT took part in a hui for principals over in Porirua - trying to build understanding and connection with Ngāti Toa Rangatira Iwi.

iii. Camp safety:

1. MAT visited the TOPEC camp site in Taranaki and met with the manager there. It was helpful to gain an understanding of the water control mechanisms, and the facilities.
2. The risk management processes for camp are almost complete now. We are taking more than the required number of adults so that plenty of hands are on deck to support individual learners.
3. We have received \$9,460.00 in camp donations. We have requested \$22,300.00 to cover costs, so we are well short of this. A reminder message has been sent out.
4. Question asked who put the risk assessment together. This was put together by MAT and Tom, using MOE template
5. MA advised about the layout of the camp – safety of water course and nearby river.
6. All volunteers agree to a Code of conduct and are police vetted
7. All the camp staff are fully trained and audited
8. Question asked about rules around parents taking photos. Parents are asked not to take photos of children. No social media etc. School ipads are used for photos - and kept with school.
9. Discussed medication protocols for one adult

iv. PB4L Update

1. We have started this contract with the Ministry of Education. Sarah and MAT have attended a regional workshop and met with the PB4L facilitators. The PB4L team for our school includes Sarah, MAT, the three team leaders, Fran, Aleks, our RTLB and one of the Educational Psychologists who works most closely with us. We will meet regularly as a team to plan and implement actions.

v. ERO update

1. An updated Board Assurance Statements has been submitted to ERO - verifying our adherence to new MOE requirements re: Cell phones, Reading, Writing, Maths allocation of time, Board members' police vetting

b. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants

i. Vandalism and insurance claim

1. Over Easter weekend, some damage was done to and around a water fountain near the office area. CCTV footage has been included in a police report, and an insurance claim will be submitted. No children from SFdS were involved.

ii. Grant application

1. We were turned down for the latest Pelorus Trust Grant application for iPads. This application is to be revised and resubmitted.

**Motion: *The Board approves the application to Pelorus Trust towards the purchase of iPads***

*and cases for St Francis de Sales School.*

**Moved:** MAT

**Seconded:** Fr Doug

**Carried**

c. Wellbeing: Staff / Students - refer to in-committee minutes

d. Finance:

i. February 2024 accounts

1. Taken as read
2. Uniform /Trading Expenses are high due to an error in ordering. This stock will eventually be sold though.

ii. 2023 Annual Financial Statements

1. We are still working with the accountants to question some of the figures in the Statements.
2. Analysis of annual accounts as they stand shows that the differences in income and expenditure as expected in December 2023, especially in relation to catering for our high-needs learners:
  - a. MOE funding for Teacher staffing, Special Needs, Wage Increase Top Up Funding for TAs was around \$68,000 lower than expected.
  - b. Personnel costs for relief teachers, and teacher aides was around \$57,000 higher than expected - some of this was covered by additional income from sources like IWS
  - c. It's worth noting that budgeting is based on MOE anticipated funding figures that are given to schools in about October. This is when we plan classes and appoint teachers. Once the March roll return is processed by MOE, they adjust the funding. This can be very difficult to work with.

iii. Credit card limit increase.

1. Currently the limit is \$2000, but this is impractical, and MAT has often had to use her personal credit card, and the seek reimbursement.

**Motion:** *The Board approves an increase to the principal's credit card limit to \$5000.*

**Moved:** MAT

**Seconded:** Fr Doug

**Carried**

e. Risk - refer to in-committee minutes.

## 9. Policy review

- a. Te Tiriti o Waitangi - deferred until next meeting
- b. Documentation and Self Review - Board level policy - deferred until next meeting
- c. Board members were reminded of upcoming Term Two reviews:
  - i. Employer Responsibility Policy - Board level policy (Dee & Aaron):
    - 1. Appointment Procedure
    - 2. Safety Checking
    - 3. Classroom Release Time

## 10. Previous Action points

Responsibility	Action Point	Status
Jo / MAT	Jo to draft a statement about the Home of Compassion, and MAT to check and add this to the Strategic Plan.	Carried over

## 11. Administration

- a. Board Code of Conduct
  - i. A suggested record of Board training was introduced to ensure we are meeting our obligations according to the Code of Conduct. This will now be a standing item.
- b. Confirmation of minutes from previous meetings:
  - i. 19 February 2024 draft minutes

**Motion:** *The Board agrees that the minutes are a true and accurate record of the meeting held on 19 February.*

**Moved:** Peter Chew                      **Seconded:** NA

**Carried**

- c. Confirmation of In-Committee Minutes for 19 February 2024 - refer to in-committee minutes
- d. The Board Work plan 2021 - 2024 was taken as read.

## 12. Upcoming meeting dates for 2024

- a. Monday 13 May 2024
- b. Monday 17 June 2024
- c. Monday 5 August 2024
- d. Monday 9 September 2024
- e. Monday 4 November 2024
- f. Monday 9 December 2024

**13. Meeting Closed: 8.33pm**

These minutes are a true and correct record of the Board of Trustees meeting held on **08 April 2024**

Chairperson .....  .....

Date ..... 24/0/24 .....

The Board went into committee at 7.57pm  
In committee section of meeting ended at 8.17pm

**New Action points from this meeting**

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