



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

**MINUTES OF THE
BOARD OF TRUSTEES MEETING
Held on 13 May 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 6.37pm

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

Also, in attendance: Fran Peters (Minutes taker)

2. **Apologies:** Aaron Withers, Deanna Mallon, Ameha Wondirad, Jo White

3. **Karakia (Prayer):** MAT

4. **Declaration of Interests** - No interests declared.

5. **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, 7e and 11c**

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)

6. Reporting

a. Status Report against annual plan

- i. Catholic Character - Planning underway for our Pentecost Mass
- ii. MAT gave an update on the teacher recruitment process for the Year 6 class, 13 applicants, and one interviewed - but no suitable applicants were found. MAT has re-advertised the position in the Gazette and sought help from an education recruitment agency, which we would need to pay for if used.
- iii. We have also advertised for fixed term teacher for Term 3&4 to cover our increased release obligations and to accommodate roll growth in the New Entrants
- iv. MAT gave an update on new government policies:
 1. Structured Literacy - We have already been teaching this way for the past 2+ years, with all teachers trained in this approach. The additional resourcing should be helpful, but we have not yet been given any details about this by the MOE.
 2. Attendance - In term 1, we had 90% attendance for at least 80% of the time.
 3. Anti-bullying programmes like KiVa - We have been implementing the KiVa programme for a number of years. There was discussion about whether KiVA is helping – It provides good teaching resources, builds everyone's knowledge and helps with strategies.
- v. Highlights of Principal's attendance at the Ulead Conference:
 1. Learning alongside principals from across north America, New Zealand, Iceland, and other parts of the world - and hearing about various learning programmes and curriculums, similarities and differences,
 2. Hearing from current research related to behaviour, trauma, culture - from the northern hemisphere,
 3. A few of the interesting topics covered:
 - a. Leading for organisational wellbeing - which compared personal wellbeing with organisational wellbeing and made recommendations to focus on what went well, and why.

- b. Big, bold keynote from a US principal - recommendations focus on what you do as a leader, reflecting on how your own actions make the school what it is.
 - c. Navigating Leadership Drift - and the need to look for observable impact and consider the successes and how they came about.
 - d. A restorative approach to In-School Discipline - which focussed on considering biases and how these impact learner behaviour - and how to work around this using a model the researchers were developing, based on equity.
 - e. Understanding and supporting parents who have suffered trauma.
- vi. We have had a great deal of Staff Professional Learning so far, this year
 - 1. Staff have received training for working with children with Downs Syndrome, Autism, ADHD, Dyslexia and literacy learning. We have more training to come in relation to autism, ADHD and Dyslexia.
 - 2. Sarah and MAT have been taking part in training for working with children who have had childhood trauma, and this is ongoing
 - 3. 8 teachers and 2 Board members have started Te Reo lessons again through the Te Ahu o Te Reo Māori programme. We have some taking part at each level from 1 - 4.
 - 4. The team leaders have had training in having courageous conversations.
 - vii. Work will begin on the Waharoa this month. The exact details haven't been planned yet.
 - viii. One of our kuia, Robin Taukamo has requested to look after the kapa haka uniforms and loan them back to the school on request. MAT arranged to meet with Robin to learn more about the history of the uniforms.
 - ix. MAT has been trying to arrange for a suitable venue for a Noho Marae, without too much luck yet.
- b. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants:
 - i. Grants Application successful to purchase 17 – we are going to try and do another application:

Motion: That an application be made to Grassroots Trust Central Limited towards the purchase of iPads for our school. The total amount requested is \$9,228.75.

Moved: MAT
Carried:

Seconded: Fr Doug

- c. Father Doug has offered support from the parish as they have helped the other wellington schools- MAT advised that we have lots of the wish list and he is happy to support us at sfd for something we truly want, MA will get in touch with Father Doug.
- d. Wellbeing: Staff / Students *(in committee)*
- e. Finance
 - i. The March 2024 Accounts taken as read. There were no questions.
 - ii. 2023 Annual Financial Statements. We are waiting for the updated version to be sent to us as there were some errors.
- f. Risk: *(tabled in committee)*

7. Strategic Discussion: Draft Strategic Goals

- a. Staff feedback about the draft goals was shared by MAT and discussed by the Board:
 - i. That this goal was 'current state' rather than a goal: *"All Ākonga Thriving: Nurture a thriving student Catholic community where learner progress and achievement, emotional well-being, self-confidence, a culture of manaakitanga, and a love of life flourish."*
 - ii. One staff member questioned whether the needs of English language learners were met. It was discussed that we can capture this sort of specific need within the initiatives associated with the broad 3-5 year goal.
 - iii. There was broad staff support for the goal, " Neuro-Divergent Ākonga Empowered: Cultivate an inclusive learning environment where neuro-divergent students demonstrate increased confidence, self-advocacy, positive peer interactions, and a love of learning."
 - iv. Some staff members were confused by the goal, "Financially Sustainable Learning: Ensure financial sustainability while prioritising the diverse needs of our learners." It was discussed that the staff wouldn't generally be aware of finance and funding, or that our class sizes are very small in comparison to other schools and what we are funded for.
- b. Discussion was held about:
 - i. the need to ensure we stay true to what our community really wants.
 - ii. how we can close the circle - communicating the plan effectively, and the challenges with community responses to written information and events.
 - iii. the need to gain approval from the Archdiocese, as the school proprietor
 - iv. the need for the Board to discuss whether the final plan captures the 'pou', the 'forever things'

8. Policy review

- a. Te Tiriti o Waitangi Policy - Haley has completed this review and there are no changes suggested.
- b. The Documentation and Self Review Policy - deferred
- c. Upcoming Reviews for Term 2:
 - i. Employer Responsibility Policy - Board level policy (Dee & Aaron):deferred
 - 1. Appointment Procedure
 - 2. Safety Checking
 - 3. Classroom Release Time

9. 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. Waiting for the next one	Carried over to include in new Strategic plan

10. Administration

- a. Board Code of Conduct
 - i. Board training record updates noted
- b. Confirmation of minutes from previous meetings:
 - i. 8 April 2024 Minutes

Motion: *The Board agrees that the minutes are a true and accurate record of the meeting held on 8 April*

Moved: Peter Seconded: N/A
Carried

- c. Confirmation of In-Committee Minutes for 8 April 2024 - refer to in-committee minutes
- d. Board Work plan 2021 - 2024 noted

11. Agenda items for next hui

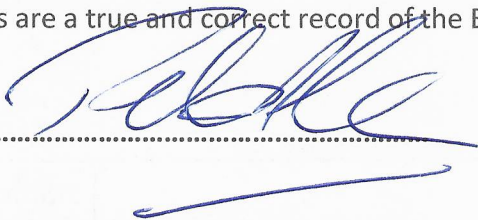
12. Upcoming meeting dates for 2024

- a. Monday 17 June 2024
- b. Monday 5 August 2024
- c. Monday 9 September 2024
- d. Monday 4 November 2024

e. Monday 9 December 2024

13. Meeting Closed: 8.05pm

These minutes are a true and correct record of the Board of Trustees meeting held on **13 May 2024**

Chairperson 

Date *25/vii/24*

The Board went into committee at 7.09pm
In committee section of meeting ended at 7.37pm

New Action points from this meeting:

Responsibility	Action Point	Status
NA	NA	NA