



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

**MINUTES OF THE
BOARD OF TRUSTEES MEETING
Held on 17 June 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 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 6.38pm

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

Also, in attendance: Fran Peters (Minutes taker)

- 2. Apologies:** Haley Hakaria
- 3. Karakia (Prayer):** Sarah Fountain
- 4. Welcome:** Invited guests - Alana McCorry (Manager, Integrated Services MOE), and Amanda Serci (Service Manager, Wellington South MOE)

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, 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)

7. Strategic Discussion

- a. Board professional learning session re Inclusion with special guests Amanda Serci and Alana McCorry (MOE)

Peter introduced Mandy and Alana and shared the rationale for inviting them to speak to the Board, along with questions:

- How we as the bot manage the education act with how much time we are spending with these children
- Disproportionate support for small number of learners
- What can and can't be shared with the community
- Navigating community narrative about the safety of the school
- Case examples of successful cases

Summary of discussion:

- There are many different schools with the same concerns
- The biggest strain and stress for schools is the communication with the community, and the needs of the children. Parents sometimes have a perspective that their child is not being looked after.
- MOE has empathy for what we are managing. Behaviour is becoming more problematic across schools.
- It's a good idea to be transparent about data, processes for managing behaviour - communication is a great place to start with the community.
- Board communications - MOE suggested to have sentence starters and have an agreed key message to say as a group. EG "You really need to go see the principal or the Senco".
- It's a good idea to do a session with staff on privacy and The Privacy Act.
- The principal is the manager of these day-to-day operations, and when people approach Board members, they should refer parents to her.

- It's important to follow up on concerns.
- There was discussion about occasions when Board members have been approached by parents about individual students.
- Coaching may be helpful to support Board members who are getting cornered at parties or at the school gate.
- MOE have seen across schools that parents believe they have the entitlement to know everything.
- Maybe the Board should look into the NZSTA courses. MOE cannot give employment advice so the NZSTA are paid to come in and provide the employment advice for the MOE. They can also do great governance training ie Privacy act
- The Principal is the privacy officer by default.
- People can make a request for information, but they won't necessarily be given all the information.
- Moe can support things like training and ideas for the teachers and teacher aides. This way messaging going out to the community can go out.
- Our school appears to attract children with all levels of needs.
- There were suggestions about a session for "Anxiety" or ADHD etc, this is in the pipeline. MAT shared that we have been planning sessions to support whānau with neurodivergent children. The first will probably focus on dyslexia.
- There was a suggestion that a box be kept at the front counter asking for Topics parents are wanting to talk about, as a great way to gather perspective. Sessions could be arranged according to parent demand.
- Catholic social services is another great place to turn to. MAT shared that we have recently held a Seasons for Growth programme through Catholic Social Services.
- PB4L is also another great system. MAT reminded the Board that we currently have this in place.
- MOE looks at SFDS as a very proactive school with great leadership, we are a school that will go to the Ministry if we have any issues or needs. The school seeks advice and guidance, and puts the energy into students who need it.
- Mandy shared that her team loves coming into SFDS, that the place is warm and we are talking about in such a great way over time.

b. Te Ara Huarau | School improvement framework

- i. The Board carried out a self-assessment against the Stewardship section of the ERO framework.

Action: MAT to send Self-assessment to Jan Coleman at ERO

8. [Finalise Strategic Priorities](#) for sharing with the school community. The section related to Te Tiriti was included, as it continues the work from the past two years.
 - a. There was a macron missing, MAT to correct.
 - b. The word establishing is spelt incorrectly also.
 - c. It was asked whether we had gone back to the staff and MAT said this hadn't happened.

There was discussion about how the plan should be presented to the community. Peter is to share the plan with the community at the Matariki evening event on Monday 1 July. It was decided that the plan would be displayed in the library and shared on the TV screen also. MAT to arrange for professional printing to make this easier.

**Actions: Peter to present the Strategic Plan to the community at Matariki event, 1 July
MAT to arrange for professionally printed posters for display**

9. Reporting

- a. Status Report against annual plan
 - i. Taken as read
 - ii. Catholic Character - The Junior team has begun implementing the revised RE Curriculum in Year 1-3 in Term 2. This will be reviewed this week, and Term 2 planned.
 - iii. The Waharoa design includes references to Jesus, St Francis de Sales, and Suzanne Aubert as key aspects to our school whakapapa. The blessing will be on Thursday 27th from 6.30 am. MAT suggested that it would be appropriate for Board members to attend. Discussed tasks associated with the event.
 - iv. MAT is attending parts of the NZ Catholic Convention here in Wellington this week.
 - v. [2024 - school dates](#) - Earlier start allows for 3 days in first week, instead of 1, and a long break for Waitangi. Teacher Only Days planned for 1 August (different from doc) and October. We will be open the required 386 half days. Start date Monday 3 February, with school closed 6th and 7th for Waitangi. Last day is Friday 19th December.
- b. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants:
 - i. Taken as read
 - ii. Grant applications update - Grassroots Trust Grant application submitted, and we await the outcome.
- c. Staff appointment updates
 - i. Joanne Roberts appointed to Year 6 class for Terms 3&4
 - ii. Two other new teachers to be appointed to ensure we can meet our teacher release requirements, which increase in Term 3, and again in Term 4.
 - iii. Sandra Bules is to cover for Ronan when he is away for the first 3 weeks of term 3.
- d. Wellbeing: Staff / Students (*in committee*)
- e. Finance:
 - i. 2023 Audit - deferred until next meeting as we have not yet received the auditor's report
 - ii. Increase in Credit card limit - motion needed:

Motion: *The Board of Trustees supports a request to increase the School Credit Card Master Limit to \$10,000. Off this master limit will be the following card holders and their limits:-*

Mary-Angela Tombs increased to \$5,000

Sarah Fountain remain at \$2,000

This leaves a remaining \$3,000 unissued"

**Moved: Father doug
Carried**

Seconded: Dee Mallon

- f. Risk: *(tabled in committee)*

10. Policy review

- a. The Documentation and Self Review - Board level policy was deferred (Jo -Dee to help)

11. 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

12. Administration

- a. Board Code of Conduct
 - i. [Commitment to ongoing development](#) - record was updated
- b. Confirmation of minutes from previous meetings:
 - i. 13 May 2024 draft minutes
Motion: *The Board agrees that the minutes are a true and accurate record of the meeting held on 13 May, with one change that Father Doug was absent*

Moved: Sarah Seconded: MAT
Carried
- c. Confirmation of In-Committee
 - i. 13 May 2024 draft in-committee minutes *(tabled in committee)*
- d. Correspondence
- e. [Board Work plan 2021 - 2024](#)

13. Agenda items for next hui

14. Upcoming meeting dates for 2024

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

15. Meeting Closed: 9.05pm

These minutes are a true and correct record of the Board of Trustees meeting held on **17 June 2024**

Chairperson 

Date 16/jun/24

The Board went into committee at 8.34pm
In committee section of meeting ended at 8.51pm

New Action points from this meeting:

Responsibility	Action Point	Status
MAT	Send Self-assessment to Jan Coleman at ERO	
Peter	Present the strategic plan to the community at Matariki event, 1 July	
MAT	Arrange for professionally printed strategic plan posters for display	