



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

MINUTES OF THE
BOARD OF TRUSTEES MEETING
Held on 05 August 2024

Meeting started at 6.47pm

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

Also, in attendance: Fran Peters (Minutes taker)

2. **Apologies:** Ameha Wondirad
3. **Karakia (Prayer):** Jo White
4. **No declaration of Interests -**

Conflicts of Interest Register	
To be confirmed at meeting	To be confirmed at meeting

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. **Strategic Discussion**

- a. Discussion about the Board's role particularly in three of our strategic goals.
- i. Te Tiriti o Waitangi: MAT shared a concern about whether she has the capability to take this strategy any further and questioned whether there is a place for more Board involvement in leading ongoing engagement with our rōpū. A suggestion was made to engage through the tamariki - what they want to do next and what they need from us as a school.

- ii. Neuro-Divergent Ākonga Empowered: MAT initiated a discussion in relation to the MOE session at the last Board meeting. It was suggested that Board training on The Privacy Act, and on Concerns and Complaints would be helpful.
- iii. Financially Sustainable Learning: MAT questioned whether there is a place for more Board involvement in evaluating our current position, trajectory and any actions needed as we move towards setting the budget for 2025. It was decided that a working group be set up to meet with MA, Suzanne and the accountant.

Action - Aaron, Peter, MA and Megan to meet as a working group to review financial position

- iv. There was discussion about how the Board could share the strategic plan with the community - as this could not happen as planned at the end of term 2. The newsletter was suggested.

Action - Peter to craft a paragraph to share the Strategic Plan in the newsletter

- v. There was a discussion about the 2023 Audit and associated draft report to the Board from the auditor. The audit was 'clean' with no major issues identified.

Action - MAT to send Auditor's report to the Board

7. Strategic Decisions

- a. Planning is underway for the Term 4 Noho Marae for our Year 6 learners.
 - i. Michael Rogers is making the initial arrangements in his capacity at Cultural Leader, alongside Matua Ron Taukamo
 - ii. Kokiri Marae is being explored as the venue - with a back-up option being Wainuiomata Marae
 - iii. Michael and Ron are considering our capability to include any Year 7&8 learners also.
 - iv. Tentative date is one day and night in week 3 of term 4
 - v. Planning, donation request, and the risk management will be worked out the same way as we do for camps - cost is yet to be determined
 - vi. The ratio of adults to children will be higher than for Year 7&8 camps, given the age and inexperience of the children (probably 1:4 at this stage)
 - vii. Two staff members will stay over - Michael Rogers and Jo Roberts
 - viii. Accommodation will be 'marae-style'

Motion: *The Board of Trustees supports a request for a Noho Marae in Term 4, assuming that all risk management arrangements are approved by the Principal and Board Chair.*

Moved: MAT Seconded: Peter Chew
Carried

8. Reporting

The Status Report against annual plan was taken as read and MAT invited questions from the Board.

MAT shared further details on the following parts of the plan:

- a. Catholic Character:
 - i. A school Mass is being planned by Lauren King, for 11:30am on Thursday 15 August - to celebrate the Feast of the Assumption. All are invited to attend. A request was made to send out a reminder for grandparents' mass.
 - ii. The junior team has continued trailing planning processes for the New RE Curriculum
 - iii. MAT has developed planning processes and documents further to meet the RE Planning requirements across the whole school. Examples of the plans were tabled for the Board's interest.
 - a. This has required re-aligning the 4 levels in the RE Curriculum into 3 levels to match our school's structure
 - b. Achievement objectives are covered across two years in a bi-annual plan (tabled)
 - c. The unit plan process is quite prescriptive and is designed to ensure robust coverage of the theme - so that nothing is left to chance.
 - d. All teachers will begin the planning together - and finish the plan in teams
 - e. Planning for each term's learning will start with a facilitated discussion about the theology of the theme for the term. We plan to invite Fr Doug to support us with this step each term.
 - f. Draft goals have been set up on Hero to align with the RE themes.
 - g. This new planning process will be trialled in Term 4 this year
 - h. New resources are provided online for our Tangaroa teachers - and teachers in Year 4-8 will continue to draw on resources they already use but focus on new Achievement objectives provided in the new curriculum.
- b. MAT checked in with Board members to ask if they had taken time to watch the commentary about the Waharoa by Ariki. This was well received.
- c. Staff appointment: A permanent tagged teaching position was advertised, and a number of applications were received - almost all from overseas. The appointments panel is evaluating these applications and planning next steps. Aaron Withers has agreed to remain on this panel as a proprietor's appointee.
- d. Playground replacement: MAT explained that the playground is 22 years old, and the life span is recommended as 25 years.
 - i. Several components in the structure are getting old. However, these cannot be replaced easily - it is more efficient to replace the whole structure.
 - ii. All funds need to be fund-raised, as Crown funds in the school accounts are not allowed to be used. MAT has started working with the Grants officer to put together a plan. MAT is also meeting with the archdiocese to see whether there is any scope for ADW support for finance.
 - iii. Suggestions were made to buy the playgrounds from the closing schools and auction off the current playground.
 - iv. PSL have been asked to focus on this project ahead of the shade sail concept. However, the group is struggling to get buy-in for physical help with events from the community.

- v. A thank you has been sent to PSL.
 - vi. MAT has put out a request to the school community for 1-2 volunteers to be part of a small group for the playground project. There has been no interest so far.
- a. Year 7&8 Technology programme: MAT shared that for the past three years, the teachers in Ranginui have expressed many concerns about the quality of the current Year 7&8 technology programme provision, especially in relation to relationship management, programme content, and the ongoing need for our SFDS staff to remain present throughout the sessions in order to maintain positive behaviour of the students.
- i. Feedback was given to the college in 2021, 2022 and 2023
 - ii. MAT has discussed the concerns in depth with the principal of St Catherine's twice, and the college has invested a great deal of time on staff professional learning, and some infrastructure investment
 - iii. These actions have not really resulted in the standard we are looking for
 - iv. Some aspects are fine - eg cooking, IT and science
 - v. MAT visited EBIS, and communicated with St Pat's College to explore alternative arrangements - but these have not been suitable
 - vi. MAT has considered the possibility of us providing our own programme and shared some advantages and disadvantages of doing this to gauge Board perspectives.
 - vii. Perspectives shared by Board members were that this would be a risk as many children enjoy the current programme, and the optics of no external Year 7 & 8 technology programme could have a negative impact.
- e. Staff / Students (in committee)
- i. wellbeing
 - ii. staff leave application (tabled in committee)
- f. The [Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants](#) was taken as read. MAT invited questions from the Board.
- g. Finance:
- i. The [May 2024 Accounts](#) were taken as read.
 - ii. The June 2024 Accounts were tabled. MAT invited questions from the Board.
- h. Risk: **(tabled in committee)**

9. Policy review

- a. Documentation and Self Review - Board level policy

Action: Dee to send any changes to MAT as this has now closed.

Action: Jo to send link to MAT as it was broken

- b. Concerns and Complaints Policy

- i. Megan has sent some feedback to Schooldocs and is still working on this.

- ii. There was a discussion about the possibility of setting up a Board reporting platform as a Concerns and Complaints Register as this is mentioned in the policy. The Board discussed risks to privacy.
 - iii. Megan is planning to attend the NZSTA Concerns and Complaint Workshop. It was suggested that other Board members may also want to attend - and to add this to the Board PLD list.
 - iv. It was suggested that the Board revisit this policy after the training.
- c. Performance Management - Dee & Aaron are still working on this
 - d. Protected Disclosure - Dee & Aaron are still working on this

10. Previous Action points

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
MAT	Send Self-assessment to Jan Coleman at ERO	Completed
Peter	Present the strategic plan to the community at Matariki event, 1 July	Carried over
MAT	Arrange for professionally printed strategic plan posters for display	Completed

11. Administration

- a. Board Code of Conduct - the [Commitment to ongoing development](#) - was reviewed and updated
- b. Confirmation of minutes from previous meetings:
 - i. 17 June 2024 draft minutes

Motion: *The Board agrees that the minutes are a true and accurate record of the meeting held on 17 June.*

Moved: Dee Seconded: Sarah

Carried

- c. Confirmation of In-Committee
 - i. 17 June 2024 draft in-committee minutes (***tabled in committee***)
- d. Correspondence - outwards correspondence thanking PSL
- e. [Board Work plan 2021 - 2024](#)

12. Agenda items for next hui

- a. Team Leaders to present mid-year curriculum report

13. Upcoming meeting dates for 2024

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

14. Meeting Closed: 8.54pm

These minutes are a true and correct record of the Board of Trustees meeting held on **05 August**

Chairperson 

Date 25/8/24

The Board went into committee at 8.04pm
In committee section of meeting ended at 8.25pm