



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

**MINUTES OF THE
BOARD OF TRUSTEES MEETING
Held on 09 September 2024 at 6.37pm**

- 1. Board Members in Attendance:** Sarah Fountain, Peter Chew, Megan Teusse, Mary-Angela Tombs (Principal), Jo White, Haley Hakaria, (Via Zoom left meeting at 8.47pm) Ameha Wondirad, Deanna Mallon, Fr Doug Shepherd, Aaron Withers

Also, in attendance: Fran Peters (Minutes taker)

- 2. Apologies:** N/A
- 3. Karakia (Prayer):** Ameha
- 4. Welcome:** Team leaders - Jenna Laney, Ronan Kelly, Tom Leeper
- 5. No declaration of Interests**
- 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. Reporting

- a. The Status Report against annual plan was taken as read. MAT invited questions about the report.
- i. Curriculum Report:
1. Draft Curriculum - MAT has been working through the draft Refreshed NZ Curriculum for Year 1-8 Maths and Year 1-6 English learning areas and making comparisons with the current content. The content is broader than the current curriculum. There are some concerns about whether it is possible to cover all

the content drafted. Year 7&8 English has not yet been released by the Ministry of Education. Next step is to wait for the final version before doing any work as a school.

2. The Mid-year data report was taken as read. There was a discussion about the report about - results versus expectations, Te Reo measurements of progress, different examples of Te Reo use, staff professional learning in Te Reo,
- ii. Curriculum Report - Team Leaders - Jenna, Ronan, Tom shared their curriculum report covering:
1. Tangaroa Syndicate (Jenna)
 - a. EOTC: Beach Trips, Marine reserve, Paekawakawa Reserve
 - b. Project Jonah visits to school
 - c. Island Bay Library visits
 - d. Weekly singing, preparing for end of year pūrākau performance
 - e. Better Start Literacy Approach - great that all the Year 1-3 teachers are now trained. Teach daily phonics and Tear 2 Teaching groups to meet specific needs.
 - f. Learning through play works well, changing it to the afternoon has been a great change. Fewer first aid visits.
 - g. Gardening - with parent support.
 2. Papatūānuku (Ronan)
 - a. EOTC: Zoo, Home of Compassion Soup Kitchen
 - b. Links between EOTC and literacy programme - recipe planning, animal projects, etc
 - c. Preparation for end of year pūrākau performance - How Maui discovered the secret of fire
 - d. PE - large ball skills, footsteps dance, swimming, fitness
 - e. Literacy - The Code, including how students assessed and move between groups using a 'heat map' to evaluate gaps in learning
 3. Ranginui (Tom)
 - a. The Code - three sessions per week. Great seeing the progress learners are making.
 - b. 'BYOD' - making use of Google Classroom to share and track learning assignments
 - c. Using Google 'read and write' and 'Orbit' to support learners who need it. Guardians page an opportunity for families also.
 - d. Pen and paper learning also used - not just on devices
 - e. Camp earlier in the year - built up knowledge of history of local iwi
 - f. NIWA Science Fair - great results, and allows students to develop critical thinking
 - g. Speeches - develops persuasive thinking
 - h. Year 8 vs Staff netball
 - i. Year 7&8 Kāhui Ako Sports Day was a great success
 - j. Working to keep Year 8s engaged until the end of the year - badges, etc

iii. Catholic Character

1. Two staff members have been involved with the Parish's sacramental programme - Fran and Lauren King. It was noted that this is very generous of them.
2. MAT asked Board members to support the First Holy Communion celebration in the weekend
3. MAT attended the Wellington Catholic Primary Principals' meeting which was held in Nelson this time to accommodate South Island principals.
 - a. Principals visited St Paul's School in Richmond while there.
 - b. MAT shared that it was good to share and compare current contexts with other principals from our Archdiocese as the South Island principals are not normally present in termly meetings.
 - c. Discussion during the meeting included: teacher professional learning; different schools' approach to introducing the new RE curriculum; concerns about glitches with new attendance dues systems; pastoral care concerns in the light of potential closure of Cardinal McKeefry and St Bernard's Schools.
4. Fr Doug shared that he is happy with the Buddy Masses, and students saying responses, etc

b. Staff / Students (**in committee**):

- i. wellbeing
- ii. staff leave application (**tabled in committee**)

c. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants was taken as read.

- i. MAT tabled the draft the 10 Year Property Plan which is currently being developed by the Archdiocese. A request has been made to carry out remedial work on some of the roof areas of the admin and the verandahs.
- ii. MAT is obtaining quotes for development of the playground. These will be used to accompany grant applications. We may actually be able to replace components, and the soft fall rather than replacing the whole structure. MAT has surveyed the students to get their voice into the decision-making.

d. Finance:

- i. We received a generous donation from the parish to cover unpaid camp fees for 5 families.
- ii. July 2024 Accounts were taken as read
- iii. Auditor's Report for 2023 was taken as read

e. Risk: (**tabled in committee**)

8. Strategic Decisions

- a. Peter summarised the finance working group's meeting with Allison from Accounting for Schools, with 6 key considerations for working on financial sustainability.
 - i. There is nothing that looks like we are overspending /underspending etc we suggested 5 strains of what we are working towards.

1. Fundraising – Peoples donations, Legacy payments, PSL,
 2. Grants – this is easier
 3. Financial rigger
 4. Continue to work towards staffing ration
 5. What are we doing towards and enrolment and number
- b. There was a suggestion to investigate legacies / bequests, and that we could advertise this in the newsletter. Long term thinking.
- c. Next steps for the working group are ...
- i. good business as usual
 - ii. suggestion to have another meeting to discuss this – anyone is welcome.
 - iii. Working group to confirm a date in September

Action: Financial Sustainability group to meet

9. Policy review

- a. Concerns and Complaints (Megan) School docs are changing this - the requirements to have a register of concerns and complaints - this has been added to the risk register
- b. Performance Management (Dee & Aaron)
- c. Protected Disclosure (Dee & Aaron) looked at both – quite a bit to read though

10. Action points

Responsibility	Action Point	Status
JW	To come in and make some time with MAT to go over the Home of Compassion statement for the Strategic Plan	hold over
PC	To craft a paragraph to share the Strategic Plan in the newsletter	complete
AW, PC, MT, MA	To meet as a working group to review financial position	complete
MAT	To send Auditor's report to the Board	complete
JW / DM	To send any suggested changes re the Documentation and Self Review - Board level policy to MAT.	
JW	To send policy review link to MAT	

No suggestions for the 2nd to last one

11. Administration

- a. Board Code of Conduct

