



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HĒRA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 24 February 2025 at 6.37pm

- 1. Board Members in Attendance:** Sarah Fountain, Peter Chew, Megan Teusse (via zoom), Mary-Angela Tombs (Principal), Jo White, Haley Hakaria (via zoom), Ameha Wondirad, Deanna Mallon, Fr Doug Shepherd (Left at 7.48pm), Aaron Withers
- 2. Also, in attendance:** Fran Peters (Minutes taker)
- 3. Karakia (Prayer):** Father Doug
- 4. No declaration of Interests**
- 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 Decisions

- Approval of final annual plan for 2025
 - Updates since the draft plan presented in December 2025 were shared, including some actions being adjusted, and all actions being colour-coded to match the person who will lead each action. The three targets in the final column have been updated also.
 - There were questions about 'Dibels', the Maths Programme, updates on PSL, and the Miety Programme - these were all clarified.

Motion: The Board adopts the final annual plan for 2025.

iii. **Moved:**

Seconded:

Carried Peter Chew

- b. A date was set for Board Elections, and the approach was planned.

MAT explained:

- i. 2025 is a Board election year. Five places on the Board are up for parent election, three are to be appointed by the Proprietor, the principal's position rolls over, and there is a staff election for the staff representative.
- ii. The election period must be between 3 and 19 September 2025. The recommended election date was Wednesday 10 September 2025.
- iii. In the link sent out in the Board pack are guides and resources to use.
- iv. Suzanne has been the Returning Officer in recent elections. The Board discussed the option of online parent election, with the system accessing the school roll to set up the voting. All costs are covered by the Ministry of Education.

Motion: *The 2025 SFDS Board election date will be Wednesday 10 September. Suzanne will be asked to coordinate an online Returning Officer Platform for the parent elections.*

- v. **Moved: Peter Chew**

Carried:

- c. **2025 Budget:**

MAT explained:

- i. At this point it looks like we will have had a deficit of approximately \$40,000 for 2024. The 2024 accounts are not yet finalised. This was a huge improvement on the 2023 year.
- ii. Approval of the final 2025 budget was deferred until the next Board meeting. However, we know we need to generate more income in 2025 - and we are tightening up spending across all areas that we can.
- iii. We will need to increase the donation requests, and MAT suggested that this be by \$20 across each level of the SFdS Donation but keep the activities donation the same. This will generate approximately \$2000:
 1. \$270 for one child
 2. \$370 for two children
 3. \$420 for three or more children
- iv. Given that the donation request letter will go out before the 2025 Budget is presented to the Board for approval, MAT requested that the Board consider the increase at this meeting.
- v. There was a discussion about the impact on our families with an increased donation
- vi. It was questioned whether the Noho Marae would go ahead in 2025. We are planning to gather community input into this discussion.

Motion: *The Board approves the increase to the SFdS Donation requests as tabled.*

- vii. **Moved: Peter Chew**

Carried

7. Reporting

a. Status Report against annual plan

i. Catholic Character:

1. The 2024 Internal Catholic Character Self-Review was taken as read, and questions invited. There were questions about: the cognitive load on teachers mentioned in the report; giving feedback to ADW about the Catholic Character Professional learning opportunities.
2. Aaron, Fr Doug and Peter are to meet and complete The 2024 Proprietor's Appointees Annual Report is due to the Proprietor.
3. Aaron, Fr Doug and Peter are to meet and complete the 2024 Attestation of Special Character Compliances required of the Board is also due to the Proprietor.

ii. The updated **Staff Welcome Information** booklet was taken as read and questions invited. To be enhanced with the final things.

iii. Student Updates (*refer in committee*)

b. Risk: (*tabled in committee*)

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

- i. A new section called 'Governance Planning' has been added to this report for the various Board Assurances that come up each year. This will be updated each meeting, as we work through the assurances.
- ii. **Grant Applications:** We are almost ready to submit three grant applications for the playground Upgrade. This will include some replacement components in the existing playground, replacement of the soft fall beneath the playground, and the installation of several outdoor musical instruments as additional sensory items.

Motions:

1. *The Board approves an application to Pelorus Trust to remove and replace ground cover to our playground and supply new playground equipment. The amount requested is up to \$60,000*
2. *The Board approves an application to One Foundation Ltd to supply a musical instruments section to our playground. The amount requested is up to \$60,000.*

- 3. The Board approves an application to Grassroots Central Trust to supply a musical instruments section to our playground. The amount requested is up to \$40,000.**

**Moved: Mary-Angela Tombs
Carried**

Seconded: Aaron Withers

- d. Finance: The two Finance Reports were taken as read. There were no questions.
- i. November 2024 Accounts
 - ii. December 2024 Accounts

8. Policy review

- a. 2025 Reviews related to Health, Safety, and Welfare. Each of the following policy reviews was assigned to Board members at the meeting:
- i. Term 1:
 - 1. Health, Safety, and Welfare Policy MT**
 - 2. Safety Management System MT
 - 3. Risk Management AW
 - 4. Healthcare AW
 - ii. Term 2:
 - 1. Planning and Preparing for Emergencies, Disasters, and Crises JW
 - 2. Communication During an Emergency, Disaster, or Crisis JW
 - 3. School Closure PC
 - iii. Term 3:
 - 1. Child Protection DM
 - 2. Abuse Recognition and Reporting DM
 - 3. Safety Checking PC
 - iv. Term 4:
 - 1. Bullying and Harassment AW
 - 2. Behaviour Management HH
 - 3. Minimising Physical Restraint HH

9. Previous Action points

Responsibility	Action Point	Status
MAT	Make sure the Staff Handbook covers relevant details from the Code of Conduct	Completed

PC, MT, AW, JW, SF	<ol style="list-style-type: none"> 1. Staff Bot Lunch to be held 12.45pm – 1.15pm on Tuesday 3rd December 2. Sarah to buy the gifts for staff 3. Megan to write the cards 	Completed
MAT	Include the 2024 internal Catholic Character Review in the first meeting of 2025.	Completed AW and PC to follow up
AW AW, PC, DS	<ol style="list-style-type: none"> 1. AW to email out a series of dates for Proprietor's Appointees to meet, along with the form. 2. Group to meet to finalise the Attestation and the Proprietor's Appointees report. 	Ongoing
MAT	To update our EOTC processes to match those recommended by Education Outdoors NZ	Ongoing

10. Administration

- a. Board Code of Conduct:
 - i. There were no updates to record in relation to the Board's Commitment to ongoing development at this meeting
- b. Confirmation of minutes from previous meeting:
 - i. 9 December 2024 draft minutes

Motion: *The Board agrees that the minutes are a true and accurate record of the meeting held 09 December 2024*

Moved: Sarah Fountain Seconded: Dee Mallon

Carried

- c. Confirmation of In-Committee Minutes:
 - i. 9 December 2024 draft in-committee minutes ***(tabled in committee)***
- d. Correspondence ***(refer In Committee)***

11. Set meeting dates for 2025 - suggest week 4 and week 8 each term

- a. Monday 31 Mar
- b. Monday 19 May
- c. Monday 23 Jun
- d. Monday 4 Aug
- e. Monday 8 Sep
- f. Monday 10 Nov (week 6)

g. Monday 8 Dec (week 10)

12. Meeting Closed: 8.05pm

These minutes are a true and correct record of the Board of Trustees meeting held on **24 February 2025**

Chairperson 

Date 31/iii/25

The Board went into committee at 7.10pm

In committee section of meeting ended at 7.48pm

New Action points from this meeting: N/A