



# ST FRANCIS DE SALES SCHOOL

## TE KURA O HATO WERAHIKO TE HĒRA

### MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 4 November 2024 at 6.37pm

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

**Also, in attendance:** Fran Peters (Minutes taker)

- 2. Apologies:** Deanna Mallon, Hayley Hakaria

- 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 1982 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

- a. Board approval for Year 7&8 Camp Makahika 2025
  - i. Acknowledgement by BOT of RAMS for Makahika OPC - needs to be signed and sent back
  - ii. We have received a range of risk management documents, including:
    - 1. Adventure Mark Safety Audit Certification - valid until Nov 2026
    - 2. detailed risk management plans for each activity
    - 3. Child protection policy
    - 4. Civil Emergency and Natural Hazards Plan
    - 5. Detailed gear list - which we will send out in 2025

6. *Site specific details, including layout of sleeping areas, and details about meals, and prep*
- iii. *Volunteer parents have been invited to apply to be a camp helper. We've received a large number of applications so far. We will only be taking the number recommended by the Makahika camp manager to meet the needs of the camp context. This is likely to cause some dissatisfaction from some parents who are expecting to go to camp.*
- iv. *Board members asked questions about duration, transport, the age, accommodation, waterways, site staff, alcohol, activities.*
- v. *A discussion was held about aspects related to Board liability in approving the camp. A request was made for more time to read through the documentation before the next Board meeting.*
- vi. *Several Board members are planning to attend the EOTC Board training webinar being led by NZSTA.*

**Action:**

**PC is to allow further discussion about the camp in the December Board meeting.**

## **7. Reporting**

- a. Status Report against annual plan the report is taken as read and questions invited.
  - i. Catholic Character
    - a. Fr Doug ran a session with teachers about the theology behind the Religious Education theme for term 4
    - b. The New RE curriculum is now being implemented across the school
    - c. A number of children have now been trained as Altar servers, and they are now supporting school and buddy class masses.
    - d. Lauren is to be congratulated for doing a great job as "drs"
    - e. The teachers attended a professional development session related to social justice facilitated by the Archdiocese
  - ii. Update on 2025 changes to the NZ curriculum
    - a. We have now received the final version of the refreshed Year 1-8 Maths curriculum, and the Year 1-6 English curriculum.
    - b. BSLA is being extended to year 6 and eventually to year 8
    - c. We are planning ahead for Professional Development for teachers in these two areas next year.
    - d. MAT is going through these in detail to plan ahead for updates to Hero goals for reporting to parents.
    - e. It is likely that we will close off the reporting function of Hero to carry out maintenance in this area for most of terms 1&2 next year.
    - f. At our teacher only day on Friday 15 November - teachers will begin unpacking the refreshed maths curriculum.
    - g. We are doing a stock-take of resources to make sure we have what we need, particularly for teaching maths in 2025.





- iii. There was a discussion about the difficulty in ensuring financial sustainability when staffing was needed to meet the needs of the learners.
- iv. Buddy seat- we didn't get enough donations from the community at the end of 2023 for a buddy seat, so MAT has sought some funding through a small grant opportunity..

e. Risk: *(tabled in committee)*

## 8. Strategic Discussion

- a. Noho Marae - MAT shared the background that:
  - i. Recently the Year 6 Noho Marae was cancelled due to the Marae objecting to the building safety checks being requested.
  - ii. The marae has suggested that the Board "are more familiar with what is required with a Marae visit."
  - iii. This raises a question about how we approach authentic Noho Marae experiences for students in future.
  - iv. A discussion was held about the need to defer the discussion about future Noho Marae until the rōpū, including Haley and Dee, can be part of the discussion.
  - v. The Board thanked MAT for the work that had gone into the planning.
- b. MAT suggested that the need for the Board's Staff Code of Conduct be reviewed, in consideration of some duplication with other requirements:
  - i. Teachers' Code and Standards
  - ii. SFDS Staff Conduct Policy
  - iii. Code of Ethics for Staff and Boards of NZ Catholic Schools

The consensus was that there is no longer a need to use the Code of Conduct document.

**Action : MAT to make sure the Staff Handbook covers relevant details from the Code of Conduct**

## 9. Policy review

- a. Finance and Asset Management Policy - Board level policy (Peter) - Carried over
- b. Managing Income and Expenditure (Peter) Carried over
- c. Financial Conflicts of Interest (Peter) Carried over
- d. Asset Management and Protection (Ameha)
  - i. There was a question about.
    - 1. Our inventory of assets. Currently we do not label specific items on the inventory.
    - 2. Whether we have technology and intellectual property protections, trade marks and logs etc? This is not currently in place, and a discussion was held about whether it should be. No decision was made.

## 10. Previous Action points

Responsibility	Action Point	Status
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JW	To come in and make some time with MAT to go over the Home of Compassion statement for the Strategic Plan	Carry over
JW / DM	To send any suggested changes re the Documentation and Self Review - Board level policy to MAT.	Complete
JW	To send policy review link to MAT	Complete
PC	Finance - Strategy working group to meet to plan next steps	Peter to set this up

## 11. Administration

### a. Board Code of Conduct:

- i. Commitment to ongoing development - the Board PLD record was updated
- ii. A Board thank you for staff was discussed, and plans made.

### iii. Actions:

1. Staff Bot Lunch to be held 12.45pm – 1.15pm on Tuesday 3<sup>rd</sup> December PC, MT, AW, JW
2. Sarah to buy the gifts for staff
3. Megan to write the cards

- iv. Father Doug is to do a blessing and final prayer at the end of year Liturgy.

### b. Confirmation of minutes from previous meetings:

- i. 9 September 2024 draft minutes

**Motion: *The Board agrees that the minutes are a true and accurate record of the meeting held on 9 September***

**Moved: MAT**

**Seconded AW**

**Carried**

### c. Confirmation of In-Committee Minutes:

- i. 9 September 2024 draft in-committee minutes (***tabled in committee***)

### d. Correspondence - No correspondence received or sent

### e. Review Board Work plan 2021 - 2024

## 12. Upcoming meeting dates for 2024

- a. Monday 9 December 2024

### 13. Meeting Closed: 8.43pm

These minutes are a true and correct record of the Board of Trustees meeting held on **4 November**

Chairperson ..... 

Date ..... 20/xii/24

The Board went into committee at 7.23pm

In committee section of meeting ended at 7.42pm

#### New Action points from this meeting:

Responsibility	Action Point	Status
PC	Allow further discussion about the camp in the December Board meeting.	
MAT	Make sure the Staff Handbook covers relevant details from the Code of Conduct	
Board	<ol style="list-style-type: none"><li>1. Staff Bot Lunch to be held 12.45pm – 1.15pm on Tuesday 3<sup>rd</sup> December PC, MT, AW, JW</li><li>2. Sarah to buy the gifts for staff</li><li>3. Megan to write the cards</li></ol>	