



# ST FRANCIS DE SALES SCHOOL TE KURA O HATO WERAHIKO TE HĒRA

## MINUTES OF THE BOARD OF TRUSTEES MEETING

Held on 9 December 2024 at 6.37pm

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) Pearl Carty, Carola Orz (PSL)

2. **Also Present:** PSL committee members - Pearl Carty, Carola Ortiz

3. **Apologies:** None

4. **Absent:** Haley Hakaria

5. **Karakia (Prayer):** Father Doug

6. **Welcome:** PSL committee members, and acknowledgement of Fran within the pastoral care role.

7. **No declaration of Interests**

8. **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:*

<b>General subject of each matter considered at meeting</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Staff matters. Student matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

9. **Guest Speakers: Pearl Carty and PSL committee members**

- PSL's Constitution was provided to all Board members prior to the meeting
- PSL committee members were welcomed and invited to speak about committee structure, members, meetings, constitution, financial processes, future events, etc.

- c. Pearl shared that PSL is a group of parents fundraising for the school working towards the wish list from the board. The Group consists of four parents: Pearl – Chair; Carola – Treasurer; Fran - Pastoral care; Lydia – Grants
- d. There is also a pit crew with a few people helping – more people are needed, to fill roles like co-chair, social media person, secretary, coms.
- e. PSL is working towards a new name.
- f. They need a meeting – their communications have been lacking. They also need an AGM, and this will be on the agenda for next year.
- g. Upcoming fundraising events for 2025:
  - i. Easter raffle instead of eggs, sausage sizzle to sell tickets in community, as well as our school,
  - ii. November Fair? A Fair coordinator is needed for this.
  - iii. Quiz Night,
  - iv. Disco
- h. Current financial position: \$32,000 in our account. Have allocated \$20,000 but anything more we will need to fundraise.
- i. Processes around commitment to fundraising / donating funds were described
- j. MAT is the decision maker about the use of the funds, and the link between the PSL and the School
- k. There were questions about any support needed from the board
- l. PSL is autonomous from the Board. Board members can support the organisation of psl events.
- m. PSL will put out another invite to teachers for next year

## 10. Strategic Decisions

- a. Approval of draft annual plan for 2025:
- b. The actions are still being finalised from an in-school perspective, with scaling back likely to ensure staff are not overloaded
- c. Colour coding reflects the individual(s) leading each action.
- d. Emphasis on building staff capacity to lead, and be reflective in their practice
- e. Financial sustainability actions need to be determined - PSL could be incorporated into the plan but this hasn't been discussed with the committee
- f. There was a discussion about how to plan actions for the 4th goal: 'Financially Sustainable Learning'. It was decided that this is where PSL comes in, and that each of the actions towards this goal can relate to the specific fundraisers by PSL. These were included in the plan: T1: Easter Raffle; T2: Quiz night; T3: Disco
- g. MAT asked everyone if there were any red flags before the plan is finalised
- h. **The Board unanimously agreed with the draft annual plan**

## 11. Approval of draft Budget for 2025 (In committee)

## 12. Reporting

- a. **Status Report against annual plan** was taken as read. There were no questions.
- b. **Catholic Character**
  - i. The three-yearly ADW Catholic Special Character Evaluation is booked for August 2025 - a team from the archdiocese will be visiting the school to carry out this evaluation with us.

- ii. The 2024 Attestation of Special Character Compliances required of the Board has been drafted by MAT. This is a requirement for the Proprietor's appointees to complete annually.
- iii. The Proprietor's Appointees' Annual Report for 2024 - AW has received an email about this. Planning on meeting PC and Fr D in December to complete this and the attestation.
- iv. MAT is completing the annual Catholic Character internal self-review for 2024, and this will be shared with the Board at the beginning of 2025.

**Actions:**

*MAT will include the 2024 internal Catholic Character Review in the first meeting of 2025.*

*AW, PC, DS to meet to finalise the Attestation and the Proprietor's Appointees report. AW will email out a series of dates to meet along with the form.*

- c. **Draft Staff PLD plan for 2025** was taken as read, with a discussion about Teacher Aide PLD. Some details are still being added to the plan as it develops, and individual needs are considered.
- d. **Timetable Changes in 2025** - This was taken as read, with a discussion about workload, pressure on teachers, breaks, new staff induction.
- e. **Staffing Updates** The SFDS News 20 November was taken as read, with no questions asked.

**f. Staff / Students (in committee)**

g. **Risk:** There were no new risks identified for this meeting

**h. Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants:**

- i. Grant Applications - Playground grant application will be held off until 2025 now
- ii. While the Board had previously approved a motion to apply for grants, MAT is still to submit an application. This will be done next year now.

**i. Finance:**

- i. October 2024 Accounts were taken as read, with no questions asked.

**13. Strategic Discussion**

- a. Aaron, MAT, Dee attended recent NZSTA Education Outside of the Classroom (EOTC) governance training with a presentation by Education Outdoors NZ.
  - i. We are now a member of Education Outdoors NZ and have access to all of their guidance
  - ii. Recommendation is that schools have robust standard operating procedures for EOTC processes that the Board approves - rather than individual camps or EOTC events.
  - iii. Our Policy framework is very comprehensive through school docs
  - iv. Previously, we have followed guidance from the Ministry of Education. MAT has begun updating our EOTC processes to match those recommended by Education Outdoors NZ

- v. We don't have an EOTC Coordinator. As a smaller school, MAT will hold onto that position for now, while processes are being updated.
- b. Year 7&8 Camp Makahika 2025

**Action:** MAT to updating our EOTC processes to match those recommended by Education Outdoors NZ

#### 14. Policy review

To review policies go to [SchoolDocs](#) and click on the **Current Review** tab. (Login details: User: sfd Password: sfd)

- a. Term 4 Policy Reviews:
  - i. Finance and Asset Management Policy - Board level policy (Peter) - Completed
  - ii. Managing Income and Expenditure (Peter) - Completed
  - iii. Financial Conflicts of Interest (Peter) - Completed

#### 15. Previous 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	Completed
PC	Allow further discussion about the camp in the December Board meeting.	Completed
MAT	Make sure the Staff Handbook covers relevant details from the Code of Conduct	Carried over

#### 16. Administration

- a. Board Code of Conduct:
  - i. [Commitment to ongoing development](#) - record was updated
- b. Confirmation of minutes from previous meetings:
  - i. 4 November 2024 draft minutes

**Motion:** *The Board agrees that the minutes are a true and accurate record of the meeting held on 4 November*

**Moved:** Amaha W  
**Carried**

**Seconded** Peter Chew

- c. Confirmation of In-Committee Minutes:

- i. 4 November 2024 draft in-committee minutes (***tabled in committee***)
- d. Correspondence
  - i. Consultation letter from MOE re closure of St Bernard's School
  - ii. CC Attestation
  - iii. ADW External evaluation
- e. Review [Board Work Plan 2025-2028](#)
  - i. MAT asked whether the School Docs 2025 version: '[Review Schedule and Board Assurances](#)' be more helpful. This will be used next year.

## 17. Agenda items for next hui

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

- a. Monday 24 Feb
- b. Monday 31 Mar
- c. Monday 19 May
- d. Monday 23 Jun
- e. Monday 4 Aug
- f. Monday 8 Sep
- g. Monday 10 Nov (week 6)
- h. Monday 8 Dec (week 10)

## 19. Meeting Closed: 8.48

These minutes are a true and correct record of the Board of Trustees meeting held on **9 December 2024**

Chairperson .....

Date .....

The Board went into committee at 7.40

In committee section of meeting ended at 8.10

## New Action points from this meeting:

Responsibility	Action Point	Status
MAT	Include the 2024 internal Catholic Character Review in the first meeting of 2025.	
AW	<ul style="list-style-type: none"> <li>● To email out a series of dates for Proprietor's Appointees to meet, along with the form.</li> </ul>	

AW, PC, DS	<ul style="list-style-type: none"> <li>Meet to finalise the Attestation and the Proprietor's Appointees report.</li> </ul>	
MAT	To update our EOTC processes to match those recommended by Education Outdoors NZ	