



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

MINUTES OF THE BOARD OF TRUSTEES MEETING

Held on 31 March 2025 at 6.37pm

1. **Board Members in Attendance:** Sarah Fountain, Peter Chew, Megan Teusse, Mary-Angela Tombs (Principal), Jo White, Ameha Wondirad, Aaron Withers
2. **Also, in attendance:** Fran Peters (Minutes taker)
3. **Apologies:** Fr Doug Shepherd, Haley Hakaria, Deanna Mallon
4. **Karakia (Prayer):** Megan
5. **Welcome**
6. **No declaration of Interests** (Mary-Angela Tombs, Item 8b)
7. **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: 7a, 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)

8. Strategic Decisions

- a. Presentation of 2025 Budget for approval (in committee)
- b. Family Harm incident Reporting
 - i. Programme initiated by the NZ Police and the Ministry of Education
 - ii. If police attend an incident where a child at the school is impacted, the contact the MOE
 - iii. The MOE notifies a nominated person at the school (in our case, the Principal) to keep us in the loop in case the child needs additional support
 - iv. This requires Board endorsement, and full disclosure to the school community.
 - v. MAT asked whether the Board wanted to know more about this.

- vi. MAT offered to provide a background report at the next meeting.

Action: MAT to provide a background report about Family Harm incident Reporting at the next Board meeting

9. Reporting

- a. The Status Report against the annual plan was taken as read, and MAT invited questions.

MAT shared some recent highlights:

- Mini dance and wheels day set up by Anita at school kids had a great time
- Garden to table has started up again, which has been great!
- Positive feedback has been received about art and PE classes!
- Wonderful outcome of the PSL AGM last week- 7 new people and it's a vibrant new tone.

- b. Catholic Character

- i. Fr Doug has been invited to work with the teachers in preparation for the Term 2 Religious Education theme.
- ii. MAT has advertised for a tagged teacher, given that we have two teaching positions to fill, and this is a good opportunity to recruit. MAT Met with Gerald Tully (ADW) today he has said he doesn't know of any school with fully allocated tagged teacher positions.
- iii. MAT has concurrently advertised for a Director of Religious Studies, in case any of the applicants are suitable for this role.
- iv. MAT attended the Wellington Catholic Primary Principals' Association conference in Taranaki.
 - 1. The purpose of the conference was to strengthen understanding about the origins of the Te Atiawa and Ngāti Toa and other iwi holding mana in Te Whanganui A Tara.
 - 2. Taranaki and Parihaka Mana Whenua presented to the principals, and this was humbling and very interesting.
 - 3. The principals spent time in central New Plymouth, in Parikaha, and at a local catholic School – St Pius the 10th.

- c. The Statement of Variance for 2024 was taken as read, and MAT invited questions.

- i. This analysis related to the schoolwide targets and achievement measured in 2024.
 - 1. The statement will sit within the 2024 Annual Report, alongside the audited accounts.
 - 2. There was a discussion about comparison between reading and writing achievement, trends across years, ethnicity proportions and the challenges of picking up a new language.

- d. Staff / Student Updates (in committee)

- e. Risk and community voice: (tabled in committee)

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

- i. Grant Applications: Playground funding update
 - Successful in one of our grants (One Foundation)
 - One grant application to Pelorus Trust was turned
- g. Finance:
 - i. 2024 Financial Statements (submitted to auditor 5 March)
 - ii. MAT explained that the statement is just a very broad statement.
 - iii. Our financial position has improved from recent years
 - iv. There was a discussion about acknowledging grants received, grants we have received. Extracurricular activities costs higher than budgeted for.

10. Strategic Discussion

- a. Board Elections
 - i. Suzanne has made arrangements for online returning officer service for parent elections
 - ii. There was a discussion about having a succession plan, and tBoard members present indicated their intentions for the upcoming elections:
 - 1. Megan – Standing Down
 - 2. Aaron – Unsure
 - 3. Jo – Standing Down
 - 4. Ameha – Standing Down
 - 5. Peter – Unsure
 - 6. Sarah – Unsure

11. Policy review

- a. Megan explained that the online review process has changed on Schooldocs, and the system didn't show Megan's review. Megan reviewed both policies below and believed they looked robust
 - i. Health, Safety, and Welfare Policy
 - ii. Safety Management System

12. Previous Action points

Responsibility	Action Point	Status
AW	AW to email out a series of dates for Proprietor's Appointees to meet, along with the form.	Completed
AW, PC, DS	Group to meet to finalise the Attestation and the Proprietor's Appointees report.	Completed
MAT	To update our EOTC processes to match those recommended by Education Outdoors NZ	Ongoing

13. Administration

- a. Board Code of Conduct:
 - i. Commitment to ongoing development - updated record
- b. Confirmation of minutes from previous meeting on 24 February 2025 draft minutes

Motion: *The Board agrees that the minutes are a true and accurate record of the in-committee meeting held 24 February 2025.*

Moved: Ameha

Seconded: Jo White

Carried

- c. Confirmation of In-Committee Minutes:
 - i. 24 February 2025 draft in-committee minutes (*tabled in committee*)
- d. Correspondence

14. Agenda items for next hui

15. Meeting dates for 2025:

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

16. Meeting Closed: 9.04pm

These minutes are a true and correct record of the Board of Trustees meeting held on **31 March 2025**

Chairperson

Date

The Board went into committee at 7.24pm
In committee section of meeting ended at 8.59pm

New Action points from this meeting:

Responsibility	Action Point	Status
MAT	Provide a background report about Family Harm incident Reporting to the Board	