



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

## MINUTES OF THE BOARD OF TRUSTEES MEETING

Held on 26 May 2025 at 6.36pm

### 1. Board Members in Attendance:

- a. In person: Sarah Fountain, Peter Chew, Mary-Angela Tombs (Principal), Jo White, Fr Doug Shepherd, Deanna Mallon
- b. Via Zoom: Megan Teusse, Haley Hakaria

### 2. Also, in attendance: Fran Peters (Minutes taker), Celia Jochem (observer)

### 3. Apologies: Aaron Withers, Ameha Wondirad

### 4. Karakia (Prayer): Father Doug

### 5. Welcome: Celia Jochem

### 6. Declaration of Interests (Mary-Angela Tombs, Item 9c)

### 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:*

<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)

### 8. Reporting

- a. The Status Report against the annual plan was taken as read, and MAT invited questions.
  - i. Catholic Character:
    - 1. The children started the term praying for, and learning about, Pope Francis and the Conclave. Father Doug noted he was ordained during Pope Francis' papacy.
    - 2. We have now appointed a DRS. Teacher Chris Wratt has now taken up this role. Chris and MAT have started working together through the RE plan and

Catholic Character actions for the remainder of this year. Chris will also have training in this role through the Archdiocese. It would be helpful for the Proprietor's appointees to also meet Chris once a term, and MAT recommended that this should start soon. Support was expressed for the appointment, and a commitment to supporting him.

3. Father Doug shared that St. Bernard's will be closing.
4. We are hoping to run a Seasons for Growth course for children who have gone through significant change next term. Fran has trained to facilitate this course in our school.
5. We have a group of students who are now preparing for the Sacrament of Confirmation, with Fran's support within the Parish.
6. Soul captains have been appointed. These Year 7&8 students support the DRS to organise Masses. MAT will soon train them to take new families on their welcome tour of the school.
7. Recent Catholic Character PLD arranged by the Archdiocese was postponed due to the storm a few weeks ago. This has not yet been rescheduled.
8. During staff prayers this morning we shared understanding about the Feast of the Ascension, which is this week.
9. Father Doug commented on how great our Buddy Masses are.

**Action:** MAT to arrange for Proprietor's appointees to meet with Chris Wratt

**b.** A curriculum implementation update was shared:

- i. Teachers have their second professional learning session related to the new Maths curriculum content along with St Bernard's and St Anne's on Friday 30th.
- ii. Teachers have continued to implement the 'Maths No Problem' maths programme to teach the new content. Mostly this has been going pretty smoothly, but there are challenges.
- iii. The curriculum is designed to be implemented in year groups - to avoid streaming. This is effective practice but is new to teachers who are used to teaching in maths groups across a class.
- iv. Teachers are managing Year group teaching by allowing more time for maths each week - so that year group content can be taught separately.
- v. Some of the curriculum content is not explicitly included in the programme, so teachers will need to plan additional teaching - the challenge with this is the time frame, as Maths No Problem is a step by step programme and doesn't allow for much time for additional teaching.
- vi. MAT has been working on aligning Hero to the new curriculum content. Teachers have begun exploring new math objectives through this platform.
- vii. It is likely to take 12 months to fully implement the new content and report to parents in a seamless way. Given that there are more goals at each phase, initially there will be some gaps on the Hero reporting page until the teaching has caught up with the content.
- viii. The MOE has let us know that there will be an early maths assessment for us to administer for all students in Year 2. We have not yet been given any more information about this, or the Tier two support that has been spoken about in the media.

c. Staff / Students (*in committee*)

d. Risk and Community Voice: (*tabled in committee*)

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

- i. Our new cleaning company, Deluxe Cleaning, has been cleaning now for the past few weeks and this is going well. As the Deluxe team becomes more familiar with the school and our routines, their work will become more streamlined.
- ii. Deluxe Cleaning has also agreed to 5 hours average per week to do caretaking tasks, such as repairs and grounds maintenance.
- iii. It has been wonderful to see the rejuvenated team in the PSL injecting energy into the parent volunteer space. This parent team is working hard on their various projects. We have a sausage sizzle booked in for each term, planning is well under way for the Term 2 disco and the team has begun for term 3's quiz night.
- iv. The school roll is slowly increasing. 204 students as at 20 May 2025 (196 for the same date in 2024). There was a discussion about the country of origin of new enrolments, and the religious connections of families to the Catholic Church.
- v. In Term One this year there was a reduction in medical and behaviour incidents in comparison to Term 1 2024.
  1. 215 behaviour posts in term 1 (*comparison - 350 for Term One 2024*)
  2. 108 medical posts in term 1 (*comparison - 131 for Term One 2024*)

vi. Grants: Three motions were put forward for the Board to approve:

- vii. Motion: That an application be made to **New Zealand Community Trust** (NZCT) for a grant to remove the ground cover of our playground and replace it with new ground cover. The amount requested is up to \$30,000.

**Carried Peter Chew**

- viii. Motion: That an application be made to **Pelorus Trust** for a grant to supply play equipment to our playground. The amount requested is \$29,356.00.

**Carried Peter Chew**

- ix. Motion: That an application be made to **Grassroots Trust Central** for a grant to remove the ground cover of our playground and replace it with new ground cover. The amount requested is \$18,522.82.

**Carried Peter Chew**

- x. We received confirmation of a final grant from the WF Anderson Education Foundation for \$22,243.51. MAT has sent the foundation a letter of thanks on behalf of the community. This was circulated.

**f. Finance:**

- i. February 2025 Accounts were taken as read, and there were no questions.
- ii. March 2025 Accounts were taken as read, and there were no questions.
- iii. 2024 Audited Accounts were received on 26 May.

**9. Strategic Discussion**

**a. EOTC Safety Management Plan - was taken as read. MAT explained that:**

- i. The plan includes the process we always follow for all EOTC events, which follows the EOTC NZ guidelines. These processes still need further refinement to make them simpler for staff to follow.
- ii. Our SFDS policies on school docs now include everything that is covered in the Safety Management Plan. The plan is broken into several policies shared with the Board via email
- iii. Aaron also shared information about the Board's governance role EOTC via email prior to the meeting.
- iv. MAT's suggestion, going forward, is that the Board:
  - 1. Discusses EOTC policies and processes annually to remain fully informed
  - 2. Encourages Board members to actively seek to upskill themselves in relation to their role and responsibilities in relation to EOTC
  - 3. Review the EOTC safety management policies within the policy review cycle recommended by Schooldocs.
  - 4. All agreed this is the best way forward

**b. Board Elections: Parents have been invited to attend meetings to observe. Parent electees must reapply if they wish to serve another term on the Board of Trustees (5 parents). There is a need to approach potential candidates, with an emphasis on increasing representation from the Indian community. Dee will provide Mat with additional leads on prospective parents.**

**c. Principal Recruitment:**

- i. A subcommittee has been formed, consisting of Sarah, Peter, Father Doug, Megan, and Aaron. They have already held several sessions.
- ii. Community consultation has been carried out via a community survey. PC shared a summary of the feedback.
- iii. PC and MT met with two recruitment consultants. The scope and costs of each was discussed:
  - 1. Neal Swindells , as recommended by the Vicar of Education, hourly rate - likely to be \$5k - \$6. would include providing key advice, guidance, meeting with candidates, reviewing documents, and scouting for applications.
  - 2. EP Education, a recruitment firm. Estimate: \$18k
- iv. While the consultant can support the process, all decisions remain with the Board.
- v. There was a discussion about which of the two options would be chosen.
- vi. The Board supported the recommendation to appoint Neal Swindells.
- vii. It was recommended that a survey for teachers, the Board, and students be conducted. PC confirmed that Neil would assist in facilitating this process.

**Actions:**

PC to get in touch with EP Education to decline  
 PC to contact Neal Swindells to confirm his appointment to this role  
 PC to circulate a summary of the community survey responses to the Board

## 10. Policy review:

- a. Risk Management - deferred until next meeting
- b. Healthcare - deferred until next meeting
- c. Planning and Preparing for Emergencies, Disasters, and Crises:
  - i. JW presented this policy and pointed out that the principal is the focal point of responsibility, and that the Board takes MATs advice on what to do.
- d. Communication During an Emergency, Disaster, or Crisis:
  - i. Concerns were raised about what constitutes a crisis and when communication is necessary. There is difficulty finding clear guidelines on what defines a crisis.
  - ii. It was clarified that the primary point of communication, especially in media situations, lies with the principal and the BOT chair.
  - iii. There was discussion about the process for contacting parents when issues arise. It was noted that the current process involves assessing the impact on specific children, with phone calls, and emails sent to classrooms as needed.
  - iv. Whenever a serious incident occurs, the principal contacts the BOT chair, and they determine the next steps. An example of this was the recent storm, with other schools closing in some cases.
  - v. There was a question about the management plan for internal communication in case the principal or BOT chair is unavailable. It was confirmed that in such cases, MT (as Deputy Chair) and SF (as Acting Principal) would take over communication responsibilities.
- e. School Closure PC Peter is happy with this policy

## 11. Previous Action points

Responsibility	Action Point	Status
MAT	To update our EOTC processes to match those recommended by Education Outdoors NZ	<b>complete</b>
MAT	Provide a background report about Family Harm incident Reporting to the Board	<b>ongoing</b>

## 12. Administration

- a. Board Code of Conduct:
  - i. Commitment to ongoing development - updated record
- b. Confirmation of minutes from 31 March 2025

**Motion: *The Board agrees that the minutes are a true and accurate record of the minutes meeting held 31 March 2025***

**Moved: Sarah Fountain      Seconded Mary-Angela Tombs**

**Carried**

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

**13. Agenda items for next hui**

**14. Meeting dates for 2025:**

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

**15. Meeting Closed: 8.41pm**

These minutes are a true and correct record of the Board of Trustees meeting held on **26 May 2025**

**Chairperson .....**

**Date .....**

The Board went into committee at 7.55pm  
In committee section of meeting ended at 8.33pm

**New Action points from this meeting:**

<b>Responsibility</b>	<b>Action Point</b>	<b><i>Status</i></b>
MAT	Arrange for Proprietor's appointees to meet with Chris Wratt	
PC	Circulate summary of community survey responses re Principal recruitment	
PC	Get in touch with EP Education to decline	
PC	Get in touch with Neal Swindells	