



ST FRANCIS DE SALES SCHOOL

TE KURA O HATO WERAHIKO TE HĒRA

MINUTES OF THE BOARD OF TRUSTEES MEETING Held on 8 September at 6.37pm

1. **Board Members in Attendance:** Peter Chew (Chair), Mary-Angela Tombs (Principal), Jo White, Deanna Mallon, Aaron Withers, Ameha Wondirad, Haley Hakaria, Sarah Fountain, Father Doug Shepherd

Also, in attendance: Fran Peters (Minutes taker)

2. **Apologies:** Megan Teusse
3. **Karakia (Prayer):** Aaron Withers
4. **Declaration of Interests**

Conflicts of Interest Register	
Item 10a	Mary-Angela Tombs

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: **8b, 8c and 12c**

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

- a. Principal Appointment (*in committee*)

7. Reporting

- a. The Status Report against the annual plan was taken as read, and questions were invited.
- i. MAT summarised Additional Staffing opportunities for 2026

1. MAT has applied for additional staffing to provide Tier 2 teaching in Maths
2. We have been allocated 0.42FTE for a Learning Support Coordinator from 2026. This staffing will help us to continue and potentially extend the learning support teaching we already have in place which has been Board-funded to date. This is likely to include learning support leadership and specialist teaching for tier 2 and tier 3 learners
3. This is something for Leadership to discuss further.

ii. Catholic Character:

1. 18 children from SFDS celebrated their first Holy Communion. Fran Peters was a great leader through the programme, and was supported by past teacher, Denise Phillips. Two final students are to make their first communion at a school Buddy Mass.
2. The Catholic Character External Evaluation was a great success, with the team visiting classes, speaking with leaders, parents, students and the proprietor's appointees. The draft report was emailed to Board members and staff last week, for review - with some minor revisions made. The final report is expected to arrive from the Archdiocese within the next couple of weeks.
3. Planning has begun for the RE programme for Term 4, focussed on the theme: Te Rongopai Good News. This theme focuses on the Bible, including Jesus' birth and life, and the history of the Bible.
4. This is the 'B' Year in our RE programme, so the end of year Liturgy, which takes place on **Wednesday 17th December**, will focus on the Nativity of Christ, which alternates with the Creation Story and local Purakau - which was celebrated at the 2024 end of Year Liturgy. Planning for this liturgy has begun for our Kapahaka rōpū.

b. Staff / Students (*in committee*)

i. Student/Staff updates

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

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

- i. Board assurance items - MAT has requested MOE provide additional training in restraint for staff - to add to that already completed.
- ii. Grant Applications - there are no grant applications for the board to approve this time, as we have two live applications that we are waiting to hear back from.

e. Finance:

- i. The July 2025 Finance report was taken as read and questions were invited.

8. Strategic Discussion

- a. The Board Election closes on Wednesday.

- i. We have so far had a 42% return on elections, not including hard copies—so the result should be improved.
 - ii. The cut-off is September 10th, with results on the following Tuesday.
- b. This Friday is the quiz, and BOT drinks are on the 19th—we should invite the new board members.
- c. PC raised the need for poroporoaki and an organising committee for MAT's departure. MAT feels the end-of-year liturgy on December 17th is a good fit and can be adjusted if needed.
- d. Father Doug proposed a whole-school Thanksgiving Mass before the Feast of All Saints to thank those moving on. Chris is planning this.
- e. Two letters were discussed:
 - i. Sacred Heart Cathedral School – The letter was taken as read. This was a blanket request for all schools for a temporary maximum roll increase. MAT explained that this letter is a formality to accommodate students who are moving from St Bernard's School in the first year after its closure. St Francis de Sales school also has a few enrolments from St Bernard's, but we are not at our maximum roll, so such a request is not required.

Action: MAT to reply to MOE saying the Board agrees.

- ii. Island Bay school Re-capitation Request: The Letter from MOE was discussed. Board members noted the challenges the request would pose, with implications for Island Bay and surrounding schools.
 - 1. MAT explained that if Re-capitation were approved by the Ministry of Education, Island Bay School would be granted permission to enrol Year 7 & 8 classes.
 - 2. We are invited to respond to describe the impact of this on our school. Re-capitation is likely to have an ongoing impact on St Francis de Sales, which we can only estimate.
 - 3. On average, we enrol 5-6 students per year who transfer from Island Bay School for their Year 7&8 years. This year we had 9 enrolments. We receive very positive feedback from these families, and we ensure a smooth transition for all the students who join us.
 - 4. While most of our students enrol through the preference scheme, we also have families that enrol at our school from Year 0 because they prefer a full primary school, where their child can remain until secondary school, as opposed to a contributing school. It is hard to quantify the impact of this as it is merely something that is shared anecdotally during the meetings that MAT has with new families.
 - 5. A draft letter of response was tabled for Board members to consider and give feedback before finalising and sending to MOE. The Board approved this letter, with minor changes.

9. Policy review

To review policies, go to SchoolDocs and click on the Current Review tab. (Login details: User: sfds Password: sfds). Please follow this guidance for reporting back to the Board: Policy Review reporting to Board process

- a. Policy Review Plan: [Review Schedule](#) . 2025 Reviews related to Health, Safety, and Welfare are assigned to Board members:
 - i. Reminder for Term 4
 - a. Bullying and Harassment AW
 - b. Behaviour Management (**We need a BOT member to review this**)
 - c. Minimising Physical Restraint (**We need a BOT member to review this**)
 2. The Board agreed to wait for the new bot to start before the final reviews were reassigned following the election.

10. Previous Action Points

Responsibility	Action Point	Status
MAT	Arrange for Proprietor's appointees to meet with Chris Wratt	Ongoing next year
Appointments sub-committee	Meet Neal to finalise Principal application pack	completed
	Advertise Principal position in the Gazette	completed
	Bring drafted interview questions back to the Board for approval	completed
	Shortlist applicants for interview	completed
MAT	See if parents are able to self-fund programmes such as Spring into Maths if they want to help their children catch up in areas they may not have picked up	deferred
MAT/PC	Before the next meeting work through an induction process including current board members staying on to hand over.	completed

11. Administration

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

Motion: The Board agrees that the minutes are a true and accurate record of the minutes meeting held 11 August 2025: can we change the red to Read

Carried: PC

c. Confirmation of In-Committee Minutes:

- i. 11 August 2025 draft in-committee minutes (*tabled in committee*)

d. Correspondence:

- i. Letter from MOE re Island Bay School
- ii. Email from MOE re Sacred Heart Cathedral School
- iii. Letter re cell tower . Conexa has applied to install a cell tower near the school. The MOE has stated they don't allow towers on school grounds. MAT raised the issue, noting that many neighbors aren't aware of this. The letter implies it's a done deal and isn't asking for permission, just informing us.

Action: Megan to draft a response letter.

12. Agenda items for next hui

13. Meeting dates for 2025:

- a. Monday 10 Nov (week 6)
- b. Monday 8 Dec (week 10)

14. Meeting Closed: 08.12pm

These minutes are a true and correct record of the Board of Trustees meeting held on **8 September 2025**

Chairperson



Date

10/xi/25

The Board went into committee at 7.14pm

In committee section of meeting ended at 8.12

New Action points from this meeting:

MAT	MAT to revise letter to Island Bay school Re-capitation	
MT	To draft a response to Conexa	

