



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

MINUTES OF THE
BOARD OF TRUSTEES MEETING
Held on 08 December at 06.06pm

- 1. Board Members in Attendance:** Peter Chew, Sarah Fountain, Mary-Angela Tombs (Principal), Deanna Mallon, Aaron Withers, Lydia Wadsworth, Mary Direen, Raulle Paolo Sol Cruz, Fr Doug Shepherd,
- 2. Also, in attendance:** Fran Peters (Minutes taker), Nikolai Solia
- 3. Apologies:** Andrew McPhee, Megan Teusse
- 4. Karakia (Prayer):** Mary-Angela
- 5. Declaration of Interests**

Conflicts of Interest Register	
None	None

6. 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: **11b, 11c, 14c**

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)

7. Strategic Decisions

- MAT shared the [Draft Annual plan for 2026](#), and sought feedback from the board.
No questions asked
- There was a discussion about the board's ongoing commitment to Te Tiriti o Waitangi

- PC shared a letter from a concerned parent requesting formal confirmation of the school's ongoing commitment.
- Board discussion considered alignment with Te Tiriti o Waitangi and whether any change in wording would alter existing commitments.
- It was noted that the Archdiocese and NZCEO reaffirm their commitment, and that the school's position is already reflected in the Strategic Plan. The Board agreed that a clear public statement would be appropriate.

Action: PC to include this commitment in the BOT speech and confirm the school's ongoing commitment in the next newsletter.

- c. MAT explained that amendments made recently to the Education and Training Act 2020, removed the legal duty of school boards to "give effect to" Te Tiriti o Waitangi.
- i. A school is a crown entity.
 - ii. "Give effect to" is the strongest obligation for crown entities. Entities operating under legislation with this clause must actively ensure their actions align with Treaty principles.
 - iii. The justification was that it is not reasonable to expect parents and volunteers to carry the Crown's constitutional duties.
 - iv. The government wants boards to focus on delivering better educational outcomes for all students, while the Crown remains accountable for Treaty commitments.
- d. MAT shared specific aspects of the plan with the Board:
- i. minor updates to the strategic plan, on a separate tab - to take into account the recommendations from the Catholic Character external evaluation, and the new teachers' council requirements.
 - ii. that the actions in the annual plan related to the plans already in place.
 - iii. The colour coding relates to the person who would take responsibility for ensuring that each action is carried out.
 - iv. There are several people leading various actions, including the DP, the cultural leader, the Literacy & Numeracy Leader, the team leaders, the inclusion team, the PSL co-chairs, the Presiding member of the Board, and the principal.
 - v. That the Principal takes overall responsibility for the annual plan and determines whether an action is 'on track' or has potential issues getting in the way. The principal also decides how to report on the progress of the different planned actions to the board and the community.
 - vi. The school requirements tab has been set up with some required content, including the 'Board Assurances' checklist that the principal goes through each year to assure the board that legislative requirements are met.
 - vii. In 2026 there are strengthened requirements for the principal to report on specific aspects of attendance, so more detail has been added to this section. The Term 4 attendance report has been added as a template to follow to meet the requirements.

Motion The Board Adopt the 2026 Annual Plan

Moved MAT

Seconded Father Doug

Carried

- e. Draft Budget for 2026 (*in committee*)

8. Reporting

- a. The [Status Report against the annual plan](#) was taken as read, and MAT invited questions.
 - i. Catholic Character - We have come to the end of the first year of reporting to parents against specific objectives from To Tātou Whakapono, the refreshed religious education curriculum using Hero.
 - ii. The objectives reported on are chosen by the teaching teams when they plan Religious Education each term.
 - iii. The Year 7 & 8 students have been following the new content this term, as this was still under development by Te Kupenga previously.
- b. A permanent teacher and a permanent Office Manager has been appointed. Once each of the contracts has been finalised, announcements will be made to the community.
- c. The Year 7&8 Camp preparations are underway for their camp at Kaitoke, Upper Hutt, in May 2026.
 - i. The team leader is working with MAT to collate all the safety requirements.
 - ii. Kaitoke is a camp facility that is externally audited for safety, with trained instructors running the high-risk activities, so this makes the camp planning easier.
 - iii. There has been a call for any parents interested in fund-raising for the camp.
 - iv. The bulk of the camp information will come out to parents at the very start of 2026, including the call for any volunteers that are needed.

Question asked – Accountability lays with the Camp? The BOT does not need to sign off on rams for this- and the leadership of the school reviews the policy and procedures BOT does not need to check the risk assessments etc

- d. Staff / Students (*in committee*)

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

- f. The [Report on school requirements incl Health & Safety, Property, Roll, Kāhui Ako, Grants](#) was taken as read, and MAT invited questions. Still waiting to hear back from the grant application.

- i. We are still waiting to hear back from the most recent grant applications approved last meeting.

- g. Finance:

- i. The October Accounts were taken as read, and MAT invited questions.

9. Policy review

MAT reminded the Board to follow the guidance for reporting back to the Board: [Policy Review reporting to Board process](#)

- a. Term 4:
- i. Bullying and Harassment AW BOT Needs to take all reasonable steps, Highlights kiva school
 - ii. Behaviour Management AW culture and care of students
 - iii. Minimising Physical Restraint AW advise not to use Physical restraint training- MAT jumped in to advise the Tas have had training – can't officially give any letters until the complete training- MAT to write letters.
- b. Policy Review Plan DRAFT: [Review Schedule](#)
- i. Term 1:
 1. Alcohol, Drugs, and Other Harmful Substances Policy - **LW to review**
 2. Sun Protection - **AW to review**
 3. Digital Technology and Online Safety - **MD to review**
 - ii. Term 2:
 1. Education Outside the Classroom (EOTC) - **AMP to review**
 - iii. Term 3:
 1. School Community Engagement Policy - **DM to review**
 2. Inclusive School Culture - **DM to review**
 3. Student Attendance - **AW to review**
 4. Concerns and Complaints Policy - **LW to review**
 - iv. Term 4:
 1. Curriculum and Student Achievement Policy - **MD to review**
 2. Reporting about Student Progress and Achievement - **MD to review**
 3. Learning Support - **PSC to review**
 4. Health Education - **PSC to review**

10. Previous Action Points

Responsibility	Action Point	Status
PC/AW	Arrange for Proprietor's appointees to meet with Chris Wratt	Deferred till 2026
MD/AMP	Look into options of policy wording to support a decision-making framework on who we approach for grants, based on ethics.	Deferred till 2026
DM	Talk about MATs leaving get together with Michael – to be done at the school EOY liturgy	done
DM / AM	Arrange staff thank you	done

MAT	Send Nik the invite to the Fish and Chip night	done
FP	Book Sprig and Fern for Board end of year social time	done

11. Administration

- a. Board Code of Conduct:
 - i. [Commitment to ongoing development](#) - update 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 10 November 2025 Draft Minutes

**Moved: MAT Seconded: Sarah Fountain
Carried**

- c. Confirmation of In-Committee Minutes:
 - i. 10 November 2025 draft in-committee minutes (**tabled in committee**)
- d. End of Year Events:
 - i. Staff thank you lunch 16 December
 - ii. End of Year Liturgy 17 December
- e. Correspondence:
 - i. An email was received from Anne Bell, MOE, informing the board of the Minister of Education's decision not to approve Island Bay School's application to take on Year 7 & 8 classes.

12. Agenda items for next hui

- a. Draft framework for grant funding for Board review
- b. Attendance Report - using new expectation of MOE

13. Meeting dates & times for 2026:

- a. MAT asked the board to confirm the dates and times for the Board meetings in 2026.
- b. a. Monday Term 1 Week 3 - 23 February
- c. b. Monday Term 1 Week 8 - 30 March
- d. c. Monday Term 2 Week 3 - 4 May
- e. d. Monday Term 2 Week 8 - 8 June
- f. e. Monday Term 3 Week 3 - 3 August
- g. f. Monday Term 3 Week 8 - 7 September

- h. g. Monday Term 4 Week 4 - 2 November
- i. h. Monday Term 4 Week 9 - 7 December

14. Meeting Closed: 7.23pm

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

Chairperson 


Date 10/iii/26

The Board went into committee at 6.24pm
In committee section of meeting ended at 6.50pm
The Board went into committee again at 7.14pm
In committee section of meeting ended at 7.22pm

New Action points from this meeting:

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