

**MINUTES OF THE MONTHLY MEETING OF  
OUR LADY STAR OF THE SEA SCHOOL (“OLSOS”)  
BOARD OF TRUSTEES (“BOT”)  
HELD AT THE SCHOOL ON TUESDAY, 28 February 2017 at 6.40 p.m.**

**1. Prayer**

Stephen Mascarenhas

**2. Administration**

**2.1. Present**

Stephen Mascarenhas, Karen Noble-Campbell, Chay Andrews, Father John, Carmel Platt, Jacqueline White, Jacqui Carston, Graham Bottom, John Kuok.

**2.2. Apologies**

Stephen McKenzie, Ian Olan

**2.3. Declaration of conflict interest**

No conflicts of interest were declared.

**2.4. Correspondence – see attached list and correspondence, card thanking the Board and the School for their support from Jane McKay.**

**2.5. Minutes of previous meeting – for approval only**

**Proposal:**

That the Minutes of the December 2016 Board of Trustees Meeting are approved.

**(S.Mascarenhas/K.Noble-Campbell)**

**2.6. BOT – processes –**

**2.6.1. Election of chair**

The Board was asked to put forward nominations for the position of Board Chair. Only one nomination for S.Mascarenhas was received.

The Board voted unanimously to appoint S.Mascarenhas as Chair, and C.Platt appointed S.Mascarenhas as Board Chair for the 2017 academic year.

**2.6.2. Trustee register update**

Father Benedict was farewelled and Father John was welcomed by the Board as the Proprietor's Appointee. Father John then proceeded to introduce himself to the Board,

**3. Strategic Review**

**3.1. Charter – The 2017 Charter was tabled to the meeting.**

**3.1.1. Analysis of Variance (AOV) – C.Platt discussed that at the end of the academic year there is a review of the data of how schools are achieving nationally and targets are chosen in reading, writing and maths- the AOV formed the basis of this report and progress is reported against targets.**

- 3.1.2. Annual Plan – the 2017 Annual Plan was tabled at the meeting. C.Platt explained that the school goals are different. Pages 6-7 of the Annual Plan were discussed – 2017 is a consolidations year. It was discussed that a review of the long term development plan be included in strategic goal 5. The Annual Plan is to be finalised next month (March).

**Proposal:**

C.Platt moved that the Charter 2017- strategic plan 2017-2019 be accepted by the Board.

**(C.Platt/G.Bottom)**

**4. Regular Review**

**4.1. Policy**

- 4.1.1. BOT code of conduct 2017 signed – the BOT Trustees Code of Behaviour was tabled and signed by the Trustees.

**Action Point:** S.McKenzie and I.Olan to sign after meeting when available.

**Proposal:** It was unanimously approved that the BOT Trustees Code of Behaviour be accepted and signed.

- 4.1.2. OLSOS delegations list approved – the delegation lists were tabled and updated. It was noted that Father John should be listed as “Proprietor’s Appointee”.

**Proposal:** It was moved that the delegations list be accepted and adopted.

**(S.Mascarenhas/J.Carston).**

**Action Point:** C.Platt to circulate updated delegations list.

**4.2. Learner progress and achievement – AOV as above**

- 4.3. Principal’s Update – Principal’s Report taken as read with the following information tabled at the meeting in an updated report:

School Roll – 501

Personnel – update tabled at meeting –

- The School is in the process of employing a new teacher- fixed term for the new entrant class for term 2
- Leadership appraisals with Maggie Ogram will be taking place in the near future. Maggie Ogram meeting with Stephen Mascarenhas and feedback will be given at the beginning of term 2.
- H&S report was tabled – it was noted that there was one incident at school camp. It was further agreed that for future camps, the presence of qualified medical staff is very important.

**Proposal:** It was proposed that the Principal’s Report including the update on the school roll, personnel and H&S be approved and accepted.

**(C.Platt/J.White)**

- 4.4. Curriculum – Connected Learning 2017 – C.Platt then presented the Connected Learning 2017 display (as displayed in the staff room) based on Enquiry Based Learning. C.Platt discussed the interwoven curriculum which encourages students to ask questions, and empowers them to find out more.

Term One –Gifts focus

Term Two – Challenge

Term Three – Explore

Term Four –Serve

**Action Point:** C.Platt to share a 2010 MOE document on Enquiry Based Learning

5. **Special Character** – the Special Character Report took the form of the minutes from the SC committee meeting and was tabled by J.Kuok. J.Kuok and C.Platt discussed the pastoral care dimension. Detta will feedback and next sub committee meeting.

5.1. Catholic Character Review- recommendations

6. **Finance** – 2017 Budget approved – see attached Finance Report

**6.1. Consideration of Fraud and Error document from Crowe Horwath-** this report was tabled at the meeting.

**Proposal:** That on 28 February 2017, the Board approve the Consideration of Fraud and Error document from Crowe Horwath as prepared by the finance sub committee and that the document be signed by the Chair of the Board.

**(J.White/C.Andrews)**

**6.2. Letter to Parents re School Fees** was tabled. J.White explained to the Board that the fees had already been approved, the structure of the letter was the same, only figures had changed.

**Proposal:** That the Board approve the Letter to Parents re School Fees 2017 and that the letter be signed by the Chair of the Board.

**(J.White/C.Andrews)**

**Proposal:** That the Board approve and accept the 2017 Budget.

**(J.White/J.Carston)**

**Proposal:** That the Board approve and accept the February Finance Report.

**(J.White/C.Andrews)**

7. **Future Focused Education**

Brief update from C.Platt- meeting with FFE architect next Monday (6 March).

8. **Property**

No formal Property Report and no further issues to report to the Board.

9. **PTA**

The Board agreed that whomever reads the prayer at the BoT meeting, attends the PTA meeting for that month (therefore for February/March, this is S.Mascarenhas- next PTA meeting Monday 6 March). A message will be going from the Chair to the PTA about the shift away from the performing arts centre to FFE. It was also discussed what else the Board wanted to be discussed at the PTA meeting i.e. What should the gala funds be used for if the PTA brings this up? A discussion was then had about what funds the PTA can hold and how they can hold them.

10. **Parish**

It was noted at the strategic meeting last Friday, there was a need to strength ties with the Parish. Ideas included links on our website, and the Parish website to the school, photos on the Parish Board, Parish picnic in school newsletter, blurb on Parish family group in school newsletter.F.John noted that the mass was lovely yesterday (Mon 26 Feb) and that he would be here for tomorrow's Ash Wednesday Liturgy.

It as agreed that the Board needs to build on the relationship.

S.Mascarenhas is the liaison for the Parish Council.

**11. AOB**

S.Mascarenhas announced that C.Platt has been chosen to go to China (Xiang Dao) as part of the Council of International School's to review schools and develop a peer evaluation along with a team from around the world.

Proposal: That the Board approve C.Platt attending the peer evaluation study in China as part of the Council of International Schools and that leave of one week is also approved (first week of April).

**S.Mascarenhas proposed, unanimously approved.**

**SE Learning Community:**

It is noted that the Board of Our Lady Star of the Sea School decided at its meeting on 28 February 2017 to request that the Minister approves it joining the *South Eastern Learning Community - Forward in Faith Together* Community of Schools.

**(S.Mascarenhas/F.John)**

**Other areas of business:**

K.Noble-Campbell attending a Staff Trustees course (NZSTA) this coming Thursday night at Sancta Maria College. NZSTA training is available on the website.

**12. Meeting conclusion**

The meeting concluded at 7.59 p.m. **The next meeting will be held on Tuesday 28 March 2017 at 6.30pm.**

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Signed as a True and Correct Record

Date