

MINUTES

AUGUST 2018 OLSOS BOT MEETING



Name: Our Lady Star of the Sea School
Date: Tuesday, August 28, 2018
Time: 6:30 PM to 9:00 PM
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Jacqueline White, Stephen McKenzie (Chair), Grace Wong, John Kuok, Karen Noble-Campbell, Stephanie Chamberlin, Sue Kubala, Yohann Cuer
Attendees: Taniya Bassi
Apologies: Fr John Fitzmaurice, Alina Hooper, Ian Olan
Guests/Notes: Kate Smeath, Detta Fairweather, Jo Smal

1. Opening Meeting

1.1 Prayer



Prayer for next meeting

Alina Hooper to prepare a prayer for the next meeting

Due Date: 25 Sep 2018

Owner: Alina Hooper

1.2 BOT survey report

Kate Smeath presented the findings of the Community Survey to get feedback on enhancing our school community.

The objective was to provide an opportunity for community voice on how our local capital works funds could be used for capital development within the school in a way that would best enhance the school environment.

270 people completed the survey that was sent through school links.

Overall a good representation across the Junior, Middle and Senior School.

Some themes that were evident were:

- Rain or shine - wet weather / all year sport option
- Benefit the entire school not just one area
- Eliminating risk (e.g. sun protection)
- Faith (a dedicated space in the school)
- Multitpurpose
- Natural
- Future focussed

Results showed an overwhelming support for an Archgola (see PowerPoint attached).

Next steps

Provide feedback to the community of some themes and a rough estimate of when a solution might be delivered (time frame).



Information for Newsletter

Stephen to provide feedback on the Survey through the school newsletter.

Due Date: 30 Aug 2018

Owner: Stephen McKenzie



Archgola

Karen to arrange quotes and suggestions for the Archgola.

Due Date: 30 Oct 2018

Owner: Karen Noble-Campbell

1.3 Apologies / Leave

Father John Fitzmaurice was granted leave with prior approval at June BOT meeting

Alina Hooper apologies (prior commitment)

Ian Olan apologies (ill)



Accepting apologies and leave

Moved from the chair that the "Apologies/Leave as noted be received and accepted".

Decision Date: 28 Aug 2018

Mover: Stephen McKenzie

Seconder: Jacqueline White

Outcome: Approved

1.4 Interests Register

1.5 Confirm Minutes

JUNE 2018 OLSOS BoT Meeting Tuesday, June 26, 2018, the minutes were confirmed as presented.



Approve minutes of Previous meeting

Moved from the Chair that the "minutes of the meeting held 26th June 2018 meeting be confirmed and accepted as a true and correct record".

Decision Date: 28 Aug 2018

Mover: Stephen McKenzie

Seconder: Jacqueline White

Outcome: Approved



Uploading meeting minutes to Website

Meeting minutes to be uploaded to School Website.

Due Date: 30 Aug 2018

Owner: Taniya Bassi

1.6 Correspondence

- Tukutuku Korero New Zealand Education Gazette Volume 97, Number 11, 25 June 2018
- Tukutuku Korero New Zealand Education Gazette Volume 97, Number 12, 16 July 2018
- Tututuku Korero New Zealand Education Gazette Volume 97, Number 13, 30 July 2018
- Tukutuku Korero New Zealand Education Gazette Volume 97, Number 14, 13 August 2018
- Letter from Michele Elsmore , Property Manager from the Diocese
- Caritas Update Issue 77 Winter 2018
- NZSTA June 2018, Issue 283 - Education Conversation
- NZSTA July 2018, Issue 284 - Community Involvement
- The Catholic Caring Foundation Newsletter– Winter 2018
- Thank you card from Sandra Taylor
- Catholic Schools Office- Board of Trustees Training
- E-mail from parent Damian Cooper regarding the teacher strike



Correspondence Noted

Moved from the Chair that the "Correspondence be received and noted ".

Decision Date:	28 Aug 2018
Mover:	Stephen McKenzie
Seconder:	Jacqueline White
Outcome:	Approved

1.7 BOT Leave with Prior Approval

No applications for BOT leave with prior approval.

2. Strategic Review

2.1 Infrastructure/Property

Discussion of infrastructure/Property deferred to future focussed education review.

3. Regular review

3.1 Policy Review : Pt 3 Operations Policy 4-6

Board is working with Phil Mahoney in reviewing the policies to incorporate Special Character.
The review will be conducted over a three year cycle.

3.2 Learner Progress and Achievement

The presenter from the Ministry of Education was unable to attend so item deferred to next meeting.

3.3 Actions from Previous Meeting

Sue reported on the actions from 'Parent suggestions' from the previous meeting.

1. Parent Query on using Apps for paying:

- School does have an easy online system of payment directly to the bank account.
- The Administration team and teachers would require professional development if the school was to use Apps.

2. Tuckshop - Healthy Options

- Tuckshop is a commercial operation.
- Tuckshop have improved the menu with some healthier options.
- Tuckshop at school is not very busy so we need to be aware of this or they might decide to close down.

3.4 Curriculum - Maths

Detta presented the Year 1-3 statistical data on Maths and Karen presented the year 4-6 data (attached).

- Overall pleasing results. Interventions are in place to support students who require support to reach where they should be.
- Some difficulty with ascertaining a definite success rate as students in year 2 and 3 have been at school for differing lengths of time.
- There are more students with complex learning needs.
- Year 6 requires maths students to be more independent and understand more complex concepts hence the results are not too concerning as it is expected that students will take more time to reach where they should be at this level.
- Maths language changes as students progress through, which might pose some difficulties for ESOL students.
- The school has applied for PLD in Maths E-learning for staff. This should help teacher understanding of the progression of learning in Maths.



Maths Curriculum report

Moved from the Chair that "the Maths report be approved and accepted".

Decision Date:	28 Aug 2018
Mover:	Stephen McKenzie
Seconder:	Sue Kubala
Outcome:	Approved

4. Major Decisions and Discussions

5. Principal and Management Reports

5.1 Principal's Report

Report taken as read with the following noted:

1. Curriculum

- PLD application for Maths E learning has been submitted. Staff are engaged and involved in E learning.

2. Property

- Resene sent through colour swatches. The Board expected a better range of colours and for the presentation to be in 3D to get a good idea of exactly what the buildings would look

like. Resene will be contacted to see if they are able to do this. Sue to find another quote / consultant if Resene is not able to provide the information required.

- During the Watershed visit, new water fountains were discussed. Student Council to propose a plan of where they could go.
- School has a good relationship with Michele Elsmore, Property Manager from the Diocese. Any communication to parents regarding the property should also be sent to Michele to ensure she is kept informed.

3. South Eastern Kahui Ako

- Across school leaders have been decided. They are to start on 10th September.
- The next step is to select the Within school leaders. Sue to share the information with the leadership team after which staff will be given the opportunity to apply.
- 17th -19th September OLSOS will host the Kahui Ako Leadership Forum.
- Sue put to the Board that the AP and/or DP need to remain part of the Kahui Ako in order to ensure that knowledge remains in the school if a member of the leadership team moves on. This will support the achievement challenges.

4. Father's Day liturgy will be held on Friday 31 August followed by the opening and blessing of the cricket pitch by Father Terry.



Proposal to approve the Principal's report

Sue Kubala moved that the "Principals Report be approved".

Decision Date: 28 Aug 2018
Mover: Sue Kubala
Seconder: Jacqueline White
Outcome: Approved

5.2 Special Character

Detta provided feedback on the meeting with Phil Mahoney on the Special Character Review Report.

- Phil suggested a proforma on how to record actions over the next 4 years.
- There is an emphasis on deconstructing the idea on what an "encounter with Christ" means for the student.
- On Monday 3 September (Retreat day) the afternoon session will focus on unpacking the document and recommendations.
- Detta will send out an invitation to the Board members to attend if they are available.

5.3 Special Character Review Report

The Board agreed to publishing the final report to the School website.

Suggestion that parts of the document or comments be highlighted in the newsletter with a link to the full report if required.



Adding parts of the Special Character Review Report to the Newsletter

Select sections/comments of the Special Character review report to add to the newsletter.

Due Date: 30 Aug 2018
Owner: Stephen McKenzie

5.4 Finance

Report taken as read with the following comments:

- Sue Yandell has moved the system to Xero.
- The finance committee is awaiting the first Xero report from EDTech.
- This should be distributed for consideration at the next Board meeting



Proposal to accept the Finance Report

Moved that the "Finance Report" be approved and accepted" .

Decision Date: 28 Aug 2018
Mover: Jacqueline White
Seconder: Grace Wong
Outcome: Approved

5.5 Future Focused Education

Report taken as read with the following comments noted:

- The teams have been busy, as can be seen around the grounds, with the container on site.
- The loose parts team will be meeting on Thursday to discuss the next step.
- The container needs to be lined and shelved for storage.
- When setup, the teachers will be asked to take their classes through so that students learn how to use the space properly.
- Some funding will be taken from of the Local Capital Works Account (concrete pad) and the remainder from the operating grant.
- PTA have offered to contribute to the costs of the loose parts container from Gala funds.
- FONO group suggested incorporating cultural aspects into play spaces.
- The play spaces wishlist has some cheap ideas but these might not be good long term options. The project will be completed in stages over years.
- Container will be painted Graffiti style - suggested that school invites students from Elim and Sancta Maria college to work with year 6 students.



Proposal to accept the Future Focussed Report

Karen moved that "the Future Focussed Report be approved and accepted".

Decision Date: 28 Aug 2018
Mover: Karen Noble-Campbell
Seconder: Sue Kubala
Outcome: Approved

5.6 PTA report

Report taken as read.



Proposal to approve the PTA report

Karen moved that "the PTA report be approved and accepted".

Decision Date: 28 Aug 2018
Mover: Karen Noble-Campbell
Seconder: Sue Kubala
Outcome: Approved

6. Other Business

6.1 Christmas

Last years' Christmas gifts were well received and appreciated by Staff. Suggested that the Board does the same this year.

The Board Christmas dinner will be held in November. Jacq to provide possible dates and venues. Suggestions to be forwarded to Jacq.

6.2 Board morning tea

Board morning tea for the Staff will be held on Thursday 20 September from 10:40 - 11a.m..

John will supply morning tea. Sue to e-mail John the approximate numbers.

Request for all Board members to attend.



Board Staff morning tea

Sue to confirm staff numbers with John for the Morning tea.

Due Date: 14 Sep 2018

Owner: Sue Kubala

6.3 Any Other Business

No other business.

6.4 Newsletter

As noted in Actions.

Detta Fairweather and Jo Smal left the meeting at 8:23pm

7. In committee meeting

7.1 Staff & Personnel report

Detta Fairweather and Jo Smal left the meeting at 8:23p.m. and the meeting continued.



Moved into Committee

At 8:23pm it was moved that the meeting go "into committee" and the public excluded from the following parts of the proceedings, namely- Personnel Report.

Decision Date: 28 Aug 2018

Mover: Stephen McKenzie

Seconder: Sue Kubala

Outcome: Approved

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: this matter concerns personnel information and there are

reasonable grounds of passing this resolution to protect the identity of the personnel to be discussed.

The meeting came out of committee at 9:00p.m. and continued as follows:

8. Close Meeting

8.1 Close the meeting

Next meeting: September 2018 OLSOS BOT Meeting - Tuesday, 25 September 2018, 6:30 PM

New Actions raised in this meeting

Item	Action Title	Owner
1.1	Prayer for next meeting Due Date: 25 Sep 2018	Alina Hooper
1.2	Information for Newsletter Due Date: 30 Aug 2018	Stephen McKenzie
1.2	Archgola Due Date: 30 Oct 2018	Karen Noble- Campbell
1.5	Uploading meeting minutes to Website Due Date: 30 Aug 2018	Taniya Bassi
5.3	Adding parts of the Special Character Review Report to the Newsletter Due Date: 30 Aug 2018	Stephen McKenzie
6.2	Board Staff morning tea Due Date: 14 Sep 2018	Sue Kubala

With there being no other business the meeting concluded at 9:00pm

Signed as a true and correct record

Signature: 

Date: 25 SEPTEMBER 2018