

**MINUTES OF THE MONTHLY MEETING OF  
OUR LADY STAR OF THE SEA SCHOOL ("OLSOS")  
BOARD OF TRUSTEES ("BOT")  
HELD AT THE SCHOOL ON TUESDAY, 27 March 2018 at 6.30 p.m.**

**Chair:** J. White

**1. Prayer**

Father John Fitzmaurice

**2. Administration**

**2.1. Present**

Carmel Platt, Karen Noble-Campbell, Stephen McKenzie, John Kuok, Stephanie Chamberlin,  
Jacq White, Grace Wong, Ian Olan, Father John Fitzmaurice

**In attendance** – Nicky Zieleman

**2.2. Apologies** Alina Hooper

**Apologies accepted**

**(J.White/I.Olan)**

**2.3. Declaration of conflict of interest** – no conflicts were declared. If any come up during the meeting, trustees are to declare them there and then.

**2.4. BOT member requests for prior leave of the Board** – None

**2.5. Correspondence**

- Tututuku Korero New Zealand Education Gazette Volume 97, Number 4, 12 March 2018
- NZEI circular- Correction for employment relation Leave
- Circular from Catholic Diocese of Auckland - Information on the "go-to" person at the Diocese
- Circular from Catholic Diocese of Auckland to Board Chairs on Principal well being
- Thank you card from Shelley Main
- NZSTA 2018 resource manual- Providing benefits to board members
- Resignation Letter from Chay Andrews 26<sup>th</sup> March 2018

Chay Andrews has resigned from his position on the Board of Trustees as of 26 March 2018.

**Proposal** :That a letter of appreciation be sent to Chay Andrews for his contribution to the board.

**(Fr.J.Fitzmaurice/J.White)**

**Proposal accepted**

The Board has 8 weeks to decide how to fill the casual vacancy, by-election or by selection.

## 2.6. Minutes of Previous Meeting

**Proposal:** It was proposed that the minutes of the OLSOS Board Meeting on 20th February 2018 are a true and accurate record of the meeting and that the minutes should be approved and that a copy of the Minutes be posted on the School website. (J.White/C.Platt)

**C.Platt)**

**Proposal accepted**

## Matters arising from Previous Minutes

**Proposal:** That the wording for the policy 19. Our Lady Star of the Sea School Delegations List; DP include the word "nominated" as follows: "That the Board directs that, except where the Board, at its discretion, otherwise determines, a nominated Deputy Principal shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal."

**Proposal accepted**

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

For succession planning, the finance committee suggested S. McKenzie come off the finance committee to allow another person to step in to learn the role. A. Hooper has previously advised she was willing to come onto the finance committee.

**Proposal:** That S. McKenzie's name be removed from the Finance Committee listed on policy 19. Our Lady Star of the Sea School Delegations List and be replaced with A. Hooper

**Proposal accepted**

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

## 2.7. BOT – processes

### 2.7.1. Accounts to the auditor

The Auditors will be on site 11<sup>th</sup> to 13th April with the final 2017 year end accounts to be forwarded to the Auditors by the end of April for signing off.

### 2.7.2. Trustee register update

Trustee register will need to be amended to change S.Chamberlin to 2018 start date and add C. Andrew's leaving date 26.03.18.

**Action Point: T Bassi to update trustee register**

## 3. Strategic Review

3.1. **Review of Charter** – Carmel presented final version of the 2018 Charter to the board.

3.2. **Strategic Goals** – Carmel presented final version of the 2018 Annual Plan to the board.

**Proposal:** That the OLSOS Charter 2018 and the OLSOS Annual plan 2018 be accepted.

**Proposal accepted**

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

## 4. Regular Review

4.1. (7) Noted that the document needs an edit of the letter "s" in "meetings".

**Proposal:** That policies 7,8,9B,10,12 & 20 have been reviewed and are approved.

**Proposal accepted**

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

#### 4.2. **Learner Progress and Achievement –**

##### **Analysis of Variance Reporting**

Report presented to the Board on last year's targets (2017) against National Standards (NS), using the MoE suggested format.

School Achievement Targets set for 2017 were

Writing - Year 3

Maths - identified Year 4 students achieving below NS to progress to at NS

Reading - identified Year 6 students achieving at NS to progress to above NS

**Proposal:** That the Analysis of Variance Reporting for 2017 be accepted and submitted to the MoE.

**(C.Platt/S. Chamberlin)**

**Proposal accepted**

School Achievement Targets set for 2018 will be:

Writing - Year 4

Maths - Year 5

RE Programmes – Year 4-6

Inquiry questions around RE will link also into the authentic learning challenges that are being promoted through the Kahui-Ako

#### **Government Priority reporting**

##### **Maori/Pasifika**

- Data from 2017 collated via Student management system
- It considered where we are as a school compared to others schools in the Howick area and nationally (pleasingly above both)
- Identified a group of students that K.Noble-Campbell will continue to track.
- There is a variance in writing as compared to results in reading and maths. Reasons for this is that there are specific tests for both reading and maths where as writing assessment is a lot more subjective. Some writers find encoding difficult and transferring ideas to print can be difficult.
- Many hubs are using writing as their inquiry to focus in on lifting student achievement for all and that will also hopefully complement our Maori and Pasifika achievement data.
- Impact of Oral Language programme with year 1 in 2017 has shown more ideas coming through Orally in year 2.
- Data indicates our Maori /Pasifika students are identified and supported.
- J.Kuok commented that the results reflect that the school is doing well and the staff and students are to be congratulated on their achievement. It is a good reflection of where the school is at and this data supports that.
- Suggested that some information be added to the board report/website to demonstrate how we compare locally and nationally.

**Proposal:** That the Maori/Pasifika report be accepted  
**Proposal accepted**

**(K.Noble-Campbell/I. Olan)**

**4.3. Principal's Update** – Principal's Report taken as read with the following noted:

**4.3.1. Roll**

- Anticipated final roll for 2018 is around 550 students
- Planning to open new room (9) at start of Term 2 and another new entrant room later in the year.
- Noted that the demographics in the area are changing with a greater number of second language English speakers
- Student numbers impact on staffing so the Annual plan should include a focus on marketing of the school.

**4.3.2. Personnel**

- Ongoing Professional development is continuing covering a variety of areas such as elearning, connected learning, student agency and active learning, change management and workshops in maths, reading, inclusion.
- Our leadership team attend regular sessions with other schools in our area (Eastern Learning Network)
- Our Provisionally registered teachers are attending support and guidance programmes.

**4.3.3. Property**

- Field work is almost complete. The lower field has strong grass growth, with some classroom activities now allowed on parts of the field. Top field drainage now complete, grass seed planted.
- Cricket wicket – some finishing on the surface still ongoing.
- Fire alarm sensors have been replaced after a number of false alarm activations.
- Window replacements to allow better air flow in rooms 13 & 6 will occur over holiday period.
- All the new furniture has now been delivered and the students enjoying the new classroom layouts. The information centre has also had replacement stools.

**4.3.4. Health & Safety**

- None reported

**4.3.5. Southern Eastern Kahui Ako-Forward in Faith together**

- A combined BOT meeting was held on the 5<sup>th</sup> March attended by S. McKenzie, J. White and C. Platt.
- The process to appoint the Kahui Ako Leader and across school teachers was reviewed, time frame and a selection panel agreed on.
- With the new allowed time frame, an appointment is expected by end of May/beginning June.
- Achievement Challenge group have met to progress our student data and to set the achievement challenge.

**Proposal:** It was proposed that the Principal's Report be approved and accepted

**Proposal accepted**

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

**4.4 Curriculum N/A**

## 5. Special Character

- Draft report of the Catholic Character review 2018 will be available at the end of Term 1 .
- Two significant positives that were mentioned to Senior Leadership were that OLSOS was an authentic Catholic school and that only good teaching and learning was observed in all classes which was affirming to all staff.
- Staff were encouraged to pursue more personal development although the school currently meets the requirement of 12 hours per year.
- Very enthusiastic about students especially on the student council. Positive, genuine and spontaneous responses from the students exudes confidence.
- C.Platt acknowledged all the work that Detta Fairweather and the Special Character subcommittee has done as well as Jacqui Carson's earlier input and effort.
- The Board congratulated C. Platt and the team for the positive feedback.
- The Draft Review will be sent through to check for factual accuracy or any challenges and then confirmed. This will be available to the Board at the next meeting
- Catholic Principals AGM mentioned the connection and strength between the Parish and the school. Father John acknowledged that while the Church and School buildings are geographically separate, the Parish is the school.

## 6. Finance

Finance Report - taken as read with the following noted:

- The Local Capital Works Accounts balance is \$421,826.21.
- K.Noble-Campbell raised a question on school's liability of incidents during PTA disco, for instance if DJ's equipment caused a fire.

**Action point: J white to clarify with Insurer on school's public liability for school run activities and contractors.**

- The school is scheduled for an exterior paint this year. A small team made up of Board and management will be involved in the painting and colour design.
- The existing school accounting package is no longer sustainable so over the last year, alternative packages have been investigated. Management believes Xero is suitable for our school needs and is supported by our school accountants.

**Proposal:** That the Board adopt Xero as the accounting support system for OLSOS.

**Proposal accepted**

**(J.White /I.Olan)**

- Due to the S. McKenzie stepping down from the finance committee and A.Hooper coming on, the ASB signatories status requires adjusting.

**Proposal:** That the S.McKenzie be removed as an ASB signatory for OLSOS **(J.White /S.Chamberlin)**

**Proposal accepted**

**Proposal:** That the A.Hooper be added as an ASB signatory for OLSOS.

**(J.White /G. Wong)**

### **Proposal accepted**

- With C. Platt's pending departure and Sue Kubala coming on as Acting Principal the ASB signatories and Novopay access requires adjusting.

**Proposal:** That as at 13<sup>th</sup> April 2018, C.Platt be removed as an ASB signatory for OLSOS and permission to access to Novopay removed. **(J.White /K. Noble-Cambell)**

### **Proposal accepted**

**Proposal:** That as at 14<sup>th</sup> April 2018, Sue Kubala be added as an ASB signatory for OLSOS and given permission to access Novopay . **(J.White /Fr. J Fitzmaurice)**

### **Proposal accepted**

**Proposal:** That the Finance Report be approved and accepted.

**(J.White/S.McKenzie)**

### **Proposal accepted**

## **7. Future Focused Education (FFE)**

- Board to seek community voice on prioritising capital development projects around the school and how best to use funds available.
- A project team to include PTA members, Board and teachers. K Noble-Campbell and S. Chamberlin to attend the next PTA meeting to discuss and seek volunteers to join the team.
- Options and plans will then be presented to community for feedback.
- Parish community could be invited to offer ideas and suggestions once a direction has been accepted

## **8. Property**

- Discussion on A.Hooper's previously emailed field development concept plan, including waterpark idea, vegetable gardens, sensory gardens, shade trees. Feeding into exciting educational opportunities as well as enhancing student wellbeing. These ideas to be incorporated into the capital development project team.
- Cyclical maintenance – exterior painting is due this year with an opportunity to looking at a new colour scheme. School will be painted in sections and JR Webb painters are scheduled to plan out the project and provide costings. Once this is outlined a small team is ready to consider colours and designs. This is a planned and budgeted cost to the school.
- Some roof repairs are required. Cost will be paid by the Diocese.

## **9. Emergent Review -N/A**

## **10. PTA**

- K Noble-Campbell, S.Chamberlin, Sue Kubala and C. Platt to attend next PTA meeting on 9<sup>th</sup> April

## **11. Parish**

- Catholic Character review reflects positively on the school.

- Sacrament programme in full flight. Increased interest in children wanting to be altar servers.
- First Holy Communion (about 15-16 servers ) at morning Mass on 10th June.
- Father John is signing a lot of preference forms. There is a steady stream of prospective OLSOS students needing forms signed.
- Many families struggling to get their school of preference. When families leave a school it impacts on staffing.
- Advertisements at the Catholic Korean Parish have made the Korean community aware of OLSOS.
- Many parents disappointed when they are not able to get the high school of their choice.

## 12. AOB

### 12.1 Secure Information Sharing Technology (I.Olan)

- Investigation of digitally sharing Board information in the most secure and effective way with the ability to exclude some parts of the Board as required.
- Of the options available Boardpro is one of the cheapest but also appears to have all the features required, and in particular strong confidentiality features.
- Board-Pro is NZ company based on Northshore -\$600 per year
  - They offer chat service or training - cost \$400
  - It can create minutes and allows for documents to be attached
  - Ability to lock confidential aspects eg "in- committee" information
  - Produce information for specific board members
- Ian to work with Taniya Bassi to see how it could work

**Proposal :** That the Board approve a 30 day trial period of Board-Pro

(I.Olan/J.White)

**Proposal accepted**

### 12.2 NZ Catholic School's Convention 2018

S.McKenzie, I.Olan and G.Wong have volunteered to attend the 2018 NZ Catholic School's Convention in Wellington (13<sup>th</sup> to 15<sup>th</sup> June). Travel insurance is arranged in case of any changes.

**Proposal:** That the Board approves the cost of up to 3 board members to attend the 2018 Catholic School's Convention.

(J.White /K. Noble-Cambell)

**Proposal accepted**

### 12.3 Update of Board "Blue" Folders

Board of Trustees Blue folders will need to be updated and supplied to all Board members. Ongoing updates will be actioned by J.White, S.McKenzie and T Bassi

### 12.4 Farewell acknowledgements

Thank you cards and small gifts need to be sent to Jacqui Carson, Emma Hunter and Chay Andrews to acknowledge their work and support.

**Action point: J. White to organise gifts and cards.**

## 13. Agenda items for next meeting

Marketing

Report of Future Focussed groups

Painting update



Roofing update  
Special Character Review Draft

#### 14. Notes for newsletter

- Special Character review
- Change in Board
- Maori/ Pasifika and overall student achievement reporting

The Board expressed their gratitude to C.Platt for her wisdom and steering us in the right direction with her role as principal.

C.Platt expressed confidence in the direction of the school and has positive expectations for the school.

**At 8.19 p.m. it was moved that the meeting go “into committee” and the public be excluded from the following parts of the proceedings of this meeting, namely,—Personnel Report (S.McKenzie /J.White)**

Nicky Zieleman left at 8.19 p.m. and the meeting continued.

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 8:40 p.m. and the meeting continued as follows:

#### 15. Meeting conclusion

The meeting ended 8.41 p.m. and concluded. The next scheduled Board meeting will be held on 29<sup>th</sup> May 2018 at 6.30 p.m.



Signed as a True and Correct Record

26 JUNE 2018

Date