

MINUTES

MAY 2018 OLSOS BOT MEETING



Name: Our Lady Star of the Sea School
Date: Tuesday, May 29, 2018
Time: 6:30 PM to 9:10 PM
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Stephen McKenzie (Chair), Jacqueline White, Stephanie Chamberlin, Karen Noble-Campbell, Grace Wong, Alina Hooper, Sue Kubala, John Kuok, Fr John Fitzmaurice
Apologies: Ian Olan, Taniya Bassi
Guests/Notes: Lynne Thomas- Cyclone-MOE funded PLD

1. Opening Meeting

1.1 Prayer

1.2 Digital technologies presentation

Presentation by guest, Lynne Thomas, a Digital Fluency Facilitator, on Cyclone, a MoE funded professional development programme on digital technologies.

Lynne finished her presentation, thanked by the Board and left the meeting at 6.55pm.

1.3 Apologies / Leave

Present

Stephen McKenzie (Chair), Jacqueline White, Stephanie Chamberlin, Karen Noble-Campbell, Grace Wong, Alina Hooper, Sue Kubala, John Kuok, Father John Fitzmaurice

In attendance

Lynne Thomas: Cyclone-MOE funded PLD

Detta Fairweather (DP)

Apologies

Ian Olan

Taniya Bassi

1.4 Interests Register

1.5 Correspondence



Correspondence accepted

Correspondence accepted

Decision Date: 29 May 2018
Mover: Stephen McKenzie
Seconded: Jacqueline White
Outcome: Approved

See attached file for detailed correspondence

1.6 Minutes of previous meeting



Minutes of previous meeting

To defer the approval of the minutes of the OLSOS Board Meeting on 27th March 2018 until the next meeting to enable the minutes to be corrected.

Decision Date: 29 May 2018
Mover: Stephen McKenzie
Seconded: Karen Noble-Campbell
Outcome: Approved



Stephen McKenzie to amend minutes

Stephen McKenzie to amend minutes

Due Date: 26 Jun 2018
Owner: Stephen McKenzie

2. Strategic review

2.1 Charter review

Review of Charter

Final version forwarded to BOT members

2.1.a. Progress against Annual Plan Objectives 2018

Reviewed

2.2 Strategic goals review - 2018 Annual plan

Review of Strategic Goals

Final version forwarded to BOT members

2.2.a Board Annual Work Plan

Curriculum and Digital Technologies as presented by Lynne Thomas.

3. Regular review

3.1 Policies review

Policy 11: The relationship between the Board and the Principal

Policy 13: The relationship between the Board Chair and the Principal

OLSOS Policy Framework Document 2018

Latest Version forwarded to BOT



Review of Policies

S.McKenzie and S. Kubala will review policies 11 and 13 in consultation with Fr J. Fitzmaurice and D. Fairweather to present at next meeting for approval.

Decision Date: 29 May 2018

Outcome: Not Approved



Presentation of policies 11 and 13

S.McKenzie and S. Kubala will review the above two policies in consultation with Fr J. Fitzmaurice and D. Fairweather to present at next meeting for approval.

Due Date: 26 Jun 2018

Owner: Stephen McKenzie

3.2 Learners progress and achievement

K. Noble-Campbell made a presentation on Learning Support programmes that are currently occurring within our school to support students learning and progress. All areas reported on rely on Board funds to be successful whether it be through fiscal, human or material resources. The school currently has nine Board funded support programmes in place that support students in the area of oral language, reading, physical motor movements and writing. The Board were informed that a total of 139 students were involved in these programmes, some students receive support from more than one of the programmes. All of the programmes are reviewed annually based on the effect of each programme.

4. Major Decisions and Discussions

4.1 Appointing new BOT member

Resolution via e-mail to appoint casual vacancy by selection. Public notice has been placed in newspaper and new member to be actively sought once the timeframe for requesting an election has expired in mid-June.

4.2 Utilisation of e-Governance tools

Trial of Board Pro has been positive however S. McKenzie and J. White will seek clarification on the management of confidential documents.



Purchase of Board Pro

That the Board approve the purchase of Board Pro to manage Board meetings dependent on the assurance of the satisfactory management of confidential documents to the satisfaction of S. McKenzie and J. White.

Decision Date: 29 May 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved

5. Actions from Previous Meetings

5.1 Blue Board books

6. Principal and Management Reports

6.1 Health & Safety Review

Health and Safety Review

6.1.a Two injuries reported around playground due to children doing flips and jumping over benches.

6.1.b Annual emergency audit, undertaken by Harrison Tew, took place on Thursday 24 May. Leadership team, staff and students went through training, then the lockdown exercise was carried out with the whole school. Highlighted an issue about the easy unsupervised access into the school at back entrance by hall.



Back entrance to school gate to be locked

The back entrance gate to the school will be locked on school days during the hours of 9:30am -2:30pm

Decision Date: 29 May 2018
Mover: Sue Kubala
Seconder: Karen Noble-Campbell
Outcome: Approved

6.2 Principal's Report

Property

- Holiday maintenance during April included: annual hedge cut by contractor, building wash by caretaker
- Completion of field drainage - inclusive of re-sowing seed and continual watering. The cricket pitch corners have been reglued now ready for use once the surrounding field is suitable.

- JR Webb (painters) have been to the site and we are awaiting a full report on the condition of the buildings and quote on repainting. Reported issue with nailing of cladding and state of cedar wood frontage.
- The faulty slide in the junior playground has been taped off and not used. A replacement has been ordered and we are awaiting manufacturers delivery.
- New smaller rubbish bins been purchased as bins are now emptied daily and allows for ease emptying.
- PE shed storage has been remodeled, new shelving built to allow for greater and tidier storage and ease of use.
- Toilet cistern replaced in one toilet block.
- Rooms 13 and 6 had fixed windows replaced by opening windows to allow for air flow. Catholic Diocese will reimburse the cost - \$6k.
- Budgeted garden shed - quote received for \$1459.77 (Bunnings - Kiwi MK2) - includes wooden frame walls and floor, excludes timber for shelving and leveling of base. Caretaker will install. To be located beside existing caretaker shed. A concrete pad already exists.
- Required equipment inspections continue to be made and recorded electronically and repairs attended to.



S. Kubala to approach the Diocese

Sue Kubala to approach the Diocese on seeking remedial work on these areas- nailing of the exterior and cladding and the state of cedar wood frontage

Due Date: 26 Jun 2018

Owner: Sue Kubala



Principals report accepted

Principals report taken as read and accepted

Decision Date: 29 May 2018

Mover: Sue Kubala

Seconder: Jacqueline White

Outcome: Approved

6.3 Students roll

- Roll at 29.05.2018 total of 496 students (includes 4 International Students)

6.4 Staff & Personnel report

Staff and Personnel

- Staff Only Day (first day term two) PD workshop on "Understanding Behaviour-Responding Safely". Focused on prevention and de-escalation strategies that covered understanding behaviour, encouraging ready to learn behaviour, responding safely and time.
- Staff meeting (in small groups) around student learning and lifting outcomes.
- E-Learning
 - Lynne Thomas our facilitator from Cyclone. (MOE funded PLD)

- Continued implementation of seesaw and sharing children's learning in class with parents.
- The 'permission to play' sessions round the use of Google docs and KAMAR.
- Team Curriculum Day – (leadership team, team leaders and hub leaders)
 - Religious Education - Review of how things are going in this curriculum area
 - UBD (Understanding by Design)
 - Conversation about the strategic direction of the curriculum as per the annual plan.
 - Conversation about reporting and the use of Seesaw to track the skills
 - Reviewed our Intervention programmes
 - Enrichment programme possibilities
 - Mathematics professional learning development
 - Writing moderation across the school
- Mentor Teachers – Four staff members attended session two of this course
- RTLIT (resource teachers of literacy) ran a professional development session around helping students who are struggling with writing. Five staff attended.
- ELN (Eastern Learning network) continues this term.

6.5 Kahui Ako

6.5 Southern Eastern Kahui Ako-Forward in Faith together

Kahui Ako Principal Appointment - Gina Benade, Principal of Sancta Maria Catholic Primary School has been appointed

Vision: An authentic Christ-centred learning community of faith, collectively nurturing the whole child, towards a hope-filled future.

Mission: We are a community who are: Learning to Be Learning, to Live with Others, Learning to Know, Learning to Do

Structure of Kahui Ako – shared diagram

Data meeting was held at SMCP on Friday 11 May.

Writing group meeting held at OLSOS on Friday 25 May

Next Step Completion of the achievement challenges

Alina Hooper left at 8pm

6.6 Special character

7.1 Special Character

Special Character Report taken as read with the following noted:

- Tabled the draft report of the 2018 Catholic Special Character Review. S. McKenzie will collate suggested amendments/typo corrections by the the Board to be received by Wednesday 6 June 2018, to forward to the diocese for the final report.
- "Focus area" for 2018 to be Focus Area 1: Catholic School Community, taken from Dimension 3: Te Whakaatu Karaitiana / Christian Witness. This ties in well with several aspects of the Strategic Plan, enabling us to work "smarter not harder."
- Identified the following as possible developments on Catholic Community Criteria
 - a) looking into how we might explore the theological values of faith, hope and love as tangible parts of the school environment and in relationships
 - b) looking for ways to increase the school's visibility in the parish and the parish's visibility in the school.
 - c) Improve the "displays and symbols" of the Catholic identity of the school at the rear of the school on Stella Maris Way.
 - d) Raising the profile of Catholic traditions by including references to more important feast days in the school events bulletin or in newsletters, hopefully reminding and encouraging families to remember these feast days in their home life and rituals.
- Tabled an Overview Report on RE activities during 2018 Term one.



Special Character report accepted

Special Character report accepted

Decision Date: 29 May 2018
Mover: Stephanie Chamberlin
Seconded: Karen Noble-Campbell
Outcome: Approved

6.7 Finance

Finance Report taken as read with the following noted:

7.2.1 Financial Statement Audit for the year ended 31st December 2017

- Tabled Annual Financial Statement Audit for the year ended 31st December 2017 with final adjusted surplus of \$15,222.00.
- It was noted that the 2016 recommendation of reviewing the fixed asset register has been resolved.
- The auditors have made two recommendations from the 2017 audit:
 1. That the school retains supporting documentation for the disposal of fixed assets and evidence of approval.
 2. That the school budgets for all activities Income and Expenditure for the year
- It was noted that funds from some PTA activities such as the gala are not and cannot be regarded as guaranteed income as they are dependent on factors outside the Board's and management's control (being funds raised at the discretion of the PTA and other factors

such as weather). It is therefore deemed imprudent to include such funds into the annual budget. Stephen McKenzie will contact the auditors to discuss.

- The audited financial statements and the "Letter of Representation" to the auditors have been signed by the Board Chair and Acting Principal and financial statements will be submitted to the MoE to meet the 31st May deadline.

7.2.2 Bank Account Signatory

Alina Hooper is no longer able to commit to being a bank signatory or being a part of the finance committee therefore her bank signatory process was not completed.

7.2.3 Local Capital Works Account

The balance of the LCWA is \$421,827.19 with the term deposit of \$60,872.73 maturing 12th June 2018.

7.2.4 Board Financial Professional Development

S.Kubala to approach the Diocese for tailored Integrated school's financial professional development for the Board.



Audited Financial statements and surplus accepted

Proposal: That the Audited Financial Statements for the year ended 31st December 2017 with a surplus of \$15,222.00 be accepted.

Decision Date: 29 May 2018
Mover: Jacqueline White
Seconder: Karen Noble-Campbell
Outcome: Approved



Grace Wong to be included as a member of the finance committee

Proposal: That Grace Wong to be included as a member of the finance committee and become a bank signatory for the school.

Decision Date: 29 May 2018
Mover: Jacqueline White
Seconder: Stephen McKenzie
Outcome: Approved



Reinvestment of term deposit

Proposal: That \$48,000 be reinvested for 3 months on term deposit upon maturity.

Decision Date: 29 May 2018
Mover: Jacqueline White
Seconder: Karen Noble-Campbell
Outcome: Approved



PD for Board members

Board Financial Professional Development

S.Kubala to approach the Diocese for tailored Integrated school's financial professional development for the Board.

Due Date: 26 Jun 2018

Owner: Sue Kubala



Finance report approved

Finance report taken as read and accepted

Decision Date: 29 May 2018

Mover: Jacqueline White

Seconder: Stephen McKenzie

Outcome: Approved

6.8 Future Focused Education

Future Focused Education

The Team have met both formally and informally since the previous Board meeting and has sought the support of three PTA members and one learning assistant. Their focus has been based around improving the play options to students and investigating options to best utilise the funds available in the Local Capital Works account. The Team has proposed putting in place a "Loose Parts" shed which will allow students opportunities for creative, imaginative play. Approval from the Catholic Diocese is required before proceeding.

The Team also sought approval from the Board to seek the community's voice on potential capital works projects:

- opening up the backs of Rooms 1-3 to allow more indoor/outdoor play to occur within the teaching day
- creating a sanctuary off the back of the Information Centre to be used as a quiet reflection place
- a sacred space to hold the altar and have reconciliation with (or chapel)
- covering a court with an "archgola" type structure to create all year round indoor/outdoor learning
- opening up the entries to Rooms 18-23 to create a more open indoor/outdoor flow.



Approval of purchases

Proposal: To purchase, up to the value of \$12,000 and dependent on CDA approval, a loose parts shed/container, prepare a concrete pad for the shed/container and modify the grass area by the sandpit to make it a more all weather option for play.

Decision Date: 29 May 2018

Mover: Karen Noble-Campbell

Seconder: Jacqueline White

Outcome: Approved



Community survey on Property development projects

Proposal: That the Board grants approval to create a community survey to seek community voice on potential property development projects.

Decision Date: 29 May 2018
Mover: Karen Noble-Campbell
Seconder: Stephen McKenzie
Outcome: Approved



Future Focused Education report accepted

Report accepted

Decision Date: 29 May 2018
Mover: Karen Noble-Campbell
Seconder: Sue Kubala
Outcome: Approved

6.9 PTA report

PTA Report

- Milo Mugs starting up for winter season
- Gala 2018, seeking ideas for what funds are to be raised for



Board Rep for next PTA meeting

Karen Noble-Campbell to attend PTA meeting on 11 June

Due Date: 11 Jun 2018
Owner: Karen Noble-Campbell

6.10 Parish report

Parish Report

Confirmations taking place Friday 8th June (Bishop Pat attending)

First Eucharists taking place Saturday 9th June 5.30pm at Beachlands and 9.30am and 5.30pm
Sunday 10th June in Howick

7. Other Business

7.1 Any Other Business

None

7.2 Confirming date and agenda items for next BOT meeting

Next Board meeting to be held on 26 June at 6:30 pm

7.3 Newsletter

S.McKenzie to prepare a report for the next newsletter

7.4 Moved into committee

Detta Fairweather left at 8.56p.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 9.08 p.m. and the meeting continued as follows



Decision to move into committee

Meeting moved into committee

Decision Date: 29 May 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved

8. Close Meeting

8.1 Close the meeting

Next meeting: JUNE 2018 OLSOS BoT Meeting - Tuesday, 26 June 2018, 6:30 PM

New Actions raised in this meeting

Item	Action Title	Owner
1.6	Stephen McKenzie to amend minutes Due Date: 26 Jun 2018	Stephen McKenzie
3.1	Presentation of policies 11 and 13 Due Date: 26 Jun 2018	Stephen McKenzie
6.2	S. Kubala to approach the Diocese Due Date: 26 Jun 2018	Sue Kubala
6.7	PD for Board members Due Date: 26 Jun 2018	Sue Kubala
6.9	Board Rep for next PTA meeting Due Date: 11 Jun 2018	Karen Noble-Campbell

Signed as a True and Correct record

Signature: 

Date: 26 JUNE 2018