

MINUTES

JUNE 2018 OLSOS BOT MEETING



Name: Our Lady Star of the Sea School
Date: Tuesday, June 26, 2018
Time: 6:30 PM to 9:20 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, Alina Hooper, Sue Kubala, John Kuok, Ian Olan, Fr John Fitzmaurice
Attendees: Taniya Bassi
Apologies: Grace Wong
Guests/Notes: Jane McKay, Jan Botherway, Shanley Gamble (Ministry of Education), Barry Vernon, Detta Fairweather

1. Opening Meeting

1.1 Prayer

Prayer: Ian Olan.



Preparation of Prayer for next BoT meeting

Alina to prepare a prayer for the next BoT meeting on the 28 August 2018

Due Date: 28 Aug 2018

Owner: Alina Hooper

1.2 NZEI Union Meeting Feedback

Barry Vernon NZEI Union representative at OLSOS provided information to raise awareness on the concerns of teachers - specifically pay and workload.

- Teacher supply has dropped across all teaching sectors. Teacher trainees have dropped by 40%.
- In 2004 15% primary teachers were 55+ age group and in 2017 28% primary teachers were 55+ age group.
- Only 15 % primary school teachers are male.
- In 1975 a parliamentary backbencher and a primary teacher at the top of Scale A were the same in pay now the backbencher earns double compared to a teacher.
- 5-7 years is the teaching life expectancy of graduating teachers.
- Number of available relievers 8000 last year dropped to 6000 this year.

Some solutions discussed at the Union meeting were:

- Pay jolt to attract the brightest and best teachers will be recognized and paid as professionals.

- Teacher voice and input to advise a realistic workload with teachers not pushed into burnout.

The Board acknowledged the concerns.

Barry left the meeting at 6:45 and the meeting continued as follows

1.3 Apologies / Leave



Apologies- Grace Wong

Moved from the Chair "that the apologies be received and accepted".

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved

1.4 Interests Register

1.5 BOT Leave with Prior Approval



Father John Fitzmaurice's request for leave

Moved from the Chair " that Father John be granted formal leave from the BoT meeting 28 August 2018".

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie
Seconder: Ian Olan
Outcome: Approved

1.6 Correspondence

Inwards Correspondence

- Tututuku Korero New Zealand Education Gazette Volume 97, Number 9, 28 May 2018
- Tututuku Korero New Zealand Education Gazette Volume 97, Number 10, 28 May 2018
- Confirmed Catholic Special Character External Review Report
- Caritas Annual Report 2017
- NZSTA May 2018, Issue 281 - Partnership



Correspondence - Noted

Moved from the Chair that the "inwards correspondence be received".

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White

1.7 Minutes of previous meeting



Minutes of meeting March 2018

Moved from the Chair that the "minutes of the meeting held 27 March 2018 be confirmed and accepted as a true and correct record"

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie

Seconded: Jacqueline White
Outcome: Approved



Minutes of meeting May 2018

Moved from the Chair that the "minutes of the meeting held 29 May 2018 be confirmed and accepted as a true and correct record"

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie
Seconded: Jacqueline White
Outcome: Approved



Meeting minutes to be added to website

Minutes of previous meeting to be added to website.

Due Date: 06 Jul 2018
Owner: Taniya Bassi

2. Strategic Review

3. Regular review

3.1 Learners progress and achievement

Jane McKay, Jan Botherway and Shanley Gamble attended the Board meeting to discuss and review the ESOL programme structure and funding.

- Shanley spoke to the **attached** document on statistics of ESOL funding and trends in Auckland and nationwide.
- Schools are given the allocated funding to determine how the programme will run at their respective schools, depending on the needs of the staff and students.
- Jane presented a powerpoint (attached) on an overview of the ESOL programme at OLSOS and the opportunities and support for the ESOL students.
- This term there is a total of 114 ESOL students which will rise to 120 next term.
- Classes are held in Room 10 in 35-45 minute blocks to develop oracy and students are assessed twice a year, as required for funding.
- The 4 components are reading, listening, speaking and writing with a greater focus on oral skills.
- The programme incorporates events that are happening in school and aligns with the classroom programmes.
- It also includes teaching students about NZ way of life - culture, traditions and rituals.
- Parents are reported to via SeeSaw and there has been a greater number of parents at the ESOL information evening.
- At OLSOS Jane McKay is a trained ESOL teacher and Jan is an English language assistant who provide a quality ESOL programme.
- They work with withdrawal groups which range from 6-8 students which proves more effective than larger groups.
- Some students receive in class support and they are also assessed.
- The programmes are beneficial for class teaching as well as providing the ESOL students with a sense of confidence and wellbeing.
- The ESOL verifier is due to assess the programme next year.

Jane, Jan and Shanley left the meeting at 7:25m and the meeting continued as follows.

3.2 Curriculum

Delta presented the year 1-3 statistical data on writing and reading and Karen presented the year 4-6 data (attached) with the following additional comments.

- Enquiries are being made into writing for the Y3 cohort as to how to move the group to the next level of success.
- School confident that the success rate for Y3 cohort will improve through different approaches.
- Concerns expressed about year 4 cohort with less than half the cohort achieving at or above the standard. A more concentrated approach to writing will be taken to improve the success rate. There are lots of learning support needs and ESOL students this year level
- Some difficulty comparing the years as the students were measured against National Standards last year.
- School finds it helpful to do milestone reporting/assessing twice a year as this helps with planning and programmes.
- School will consider breaking down the results according to ethnicities to get a fairer indication of how the school is tracking.
- Reading data follows the reading colour wheels chart.
- Y2 cohort reading success rate is lower than usual. This is an question for investigation.
- There was a increased turnout at parent conferences - 93% as compared to 89% last year.
- Parents should be reminded to discuss the reports on the portal with their children.

4. Major Decisions and Discussions

4.1 Appointing new BOT member

New member to be actively sought with particular strengths in Property and/or Finance (if possible).

4.2 NZSTA AGM Voting

Documents from NZSTA taken as read and Chair discussed voting options with Board members.



NZSTA voting by Proxy

Moved that the Chair will return voting form on behalf on BoT in support of the motion of an "increase in board remuneration to \$200 per meeting for Chairpersons and \$120 per meeting for Trustees".

Decision Date: 26 Jun 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved



Return NZSTA Voting Forms

Stephen to return NZSTA voting forms on behalf of the Board

Due Date: 06 Jul 2018
Owner: Stephen McKenzie

5. Principal and Management Reports

5.1 Principal's Report

Principals report taken as read with the following information noted:

Roll:

Current Student Roll 502 (498 MOE funded and 4 international students).

Professional Development and Learning:

Catholic conference went very well.

School book week was a great success.

Property:

Michelle Elsmore from CDA will visit the school to discuss the painting of the buildings and will include some discussion about Looseparts.

The Diocese has reimbursed the school for the window replacement.

Health and Safety:

Injury report tabled.

South Eastern Kahui Ako -" *Forward in faith together*":

Sue presented the actions required for the next stage of the Selection and appointments process.

Memorandum of agreement discussed and signed by Chair.

Any feedback on the Draft learning framework document is welcome as it is still a work in progress.

If there is any member on the Board who is keen to be on the panel please send a request to Sue.



Motion to give delegation to Selection and Appointments Panel to select an appropriate candidate

That the Our Lady Star of the Sea School Board of Trustees delegates authority to the Community of Learning Selection and Appointments Panel and delegates to the Selection and Appointments Panel the authority to:

- a) select their preferred candidate(s) for the across schools teacher's positions under the direction of the NANP panel member, and***
- b) make recommendations to the employing Boards***

Decision Date: 26 Jun 2018
Mover: Sue Kubala
Seconder: Stephen McKenzie
Outcome: Approved



Proposal to accept the Principal's report

Moved that the "Principal's report be approved and accepted"

Decision Date: 26 Jun 2018
Mover: Sue Kubala
Seconder: Jacqueline White
Outcome: Approved

5.2 Special character

Special Character Review Report taken as read with the following noted:

- Special Character Review Final Report had been received.

- Board acknowledges the efforts of Detta and her team and congratulates them on achieving a pleasing review report.
- This information will be shared with the staff.
- Board to consider adding parts of the report to the website and/or newsletters in consultation with Phil, Sue and Detta.
- The Diocese will provide support in unpacking the recommendations outlined in the Report



Proposal to accept the Special Character Review Report

Moved that the "Special Character Review Report be approved and accepted".

Decision Date: 26 Jun 2018
Mover: Stephanie Chamberlin
Second: Ian Olan
Outcome: Approved



Post Special Character Review Report on website.

Post Special Character Review Report on website.

Due Date: 28 Aug 2018
Owner: Stephen McKenzie

Special Character Report taken as read.

Reference to the supporting resource - "*Children's Spirituality*"

Article draws specific attention to:

1. the Role of the family and what families do to nurture spirituality in our children
2. the Role of the BoT in nurturing spirituality in schools with the three guiding questions



Proposal that the Special Character Report be approved and accepted

Moved that the "Special Character Report be approved and accepted".

Decision Date: 26 Jun 2018
Mover: Stephanie Chamberlin
Second: Jacqueline White
Outcome: Approved

5.3 Finance

Finance report taken as read with the following noted:

- Edtech conducts reviews once a term and produces a report each time. They have completed the term 2 review.
- Grace Wong has been added as as a signatory to the ASB accounts.
- Capital expenditure has increased. This is due to the architect fees for the future focused learning plans and replacing the windows in Room 6 and 13. The Diocese has since reimbursed the school for the cost of replacing the windows.



Proposal that the Finance report be approved and accepted

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

Decision Date: 26 Jun 2018
Mover: Jacqueline White
Second: Ian Olan

Outcome: Approved

5.4 Future Focused Education

Future Focussed Education report taken as read with the following additional comments noted:

Survey

- A draft survey was presented to the Board which aims to get feedback from parents on the the big money spends.
- The survey will need to be approved by the Diocese before it is distributed to parents.
- Question 3 will need rewording to suit the brief.
- Question 4 to include the word "decking".

Landscaping

- Team met with 2 different landscapers for a long term beautification plan and play scenarios.
- Students are also offering their ideas for example a music wall.



Proposal to accept the survey and present to the Diocese

Moved that with the advised changes to the wording, the Board delegates the responsibility of completion of the Survey and presentation to the Board and the Diocese for approval, to the Future Focussed Education Team.

Decision Date: 26 Jun 2018
Mover: Karen Noble-Campbell
Seconder: Alina Hooper
Outcome: Approved

5.5 PTA report

Sue updated the board on the following

- PTA in the process of collecting money from the Knowledgeathon.
- It was a successful term with the Milo Fridays. The last Milo day is this Friday 29th June.
- Gala is scheduled for the 3rd November and PTA are pleased to be able to enhance the environment with the funds raised.
- PTA are researching the option of including Beanies and scarves for students during the Winter terms as part of the school uniform.



Board member at next PTA meeting

Ian to represent the Board at the next PTA meeting

Due Date: 02 Jul 2018
Owner: Ian Olan

5.6 Parish report

Father John updated the board on the following:

- The Parish has had a positive month.
- Confirmation certificates have been presented.
- Bishop Dunn is due to visit for the 170th Parish anniversary on Sunday the 9th December.

- The day is still in the planning stage which includes 9:30 Mass followed by a shared lunch or picnic with students.
- More information will be provided closer to the date.

6. In committee meeting

6.1 Staff & Personnel report

Detta Fairweather left at 9:00pm and the meeting continued.



Moved "into committee"

At 9:00pm 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:	26 Jun 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 9:18 p.m. and the meeting continued as follows:

7. Other Business

7.1 Parent request/suggestions

1. Online payment app request from parents for the management to consider an online payment system app which invoices parents. This will mean less loose cash being brought to school by the students.

- This will require school administration staff to check daily if payment has come through which would take considerable time.
- Alina to provide more information on the KINDO app.

2. Healthier food options at Cafeteria

- Parents suggest a review of the foods that are offered on the Cafeteria menu.
- Request healthier options at similar price range or healthy lunch packs.
- Consideration should be given to environmental impact from the amount of packaging that comes with some of the items on the menu.



Parent suggestions to be taken to Senior Administration

Sue Kubala to discuss Parent suggestions with Administration team.

Due Date:	28 Aug 2018
Owner:	Sue Kubala

7.2 Newsletter

Stephen and Jacq will discuss the content of the BOT notes for the next newsletter.

8. Close Meeting

8.1 Close the meeting

Next meeting: August 2018 OLSOS BoT MEETING - Tuesday, 28 August 2018, 6:30 PM

New Actions raised in this meeting

Item	Action Title	Owner
1.1	Preparation of Prayer for next BoT meeting Due Date: 28 Aug 2018	Alina Hooper
1.7	Meeting minutes to be added to website Due Date: 06 Jul 2018	Taniya Bassi
4.2	Return NZSTA Voting Forms Due Date: 06 Jul 2018	Stephen McKenzie
5.2	Post Special Character Review Report on website. Due Date: 28 Aug 2018	Stephen McKenzie
5.5	Board member at next PTA meeting Due Date: 02 Jul 2018	Ian Olan
7.1	Parent suggestions to be taken to Senior Administration Due Date: 28 Aug 2018	Sue Kubala

Meeting concluded at 9:20pm

Signed as a true and accurate record

Signature: 

Date: 28 AUGUST 2018

