

**MINUTES OF THE MONTHLY MEETING OF
OUR LADY STAR OF THE SEA SCHOOL ("OLSOS")
BOARD OF TRUSTEES ("BOT")**

HELD AT THE SCHOOL ON TUESDAY, 20 February 2018 at 6.30 p.m.

Chair: C.Platt -until appointment of new Chair

1. Prayer

J.White

2. Administration

2.1. Present

Carmel Platt, Karen Noble-Campbell, Stephen McKenzie, John Kuok, Stephanie Chamberlin, Jacq White, Alina Hooper, Grace Wong, Ian Olan, Chay Andrews

In attendance – None

2.2. Apologies

Father John Fitzmaurice

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

- Various thank you cards from staff for Xmas Gifts
- CDA - letter informing BOT of Stephanie Chamberlin and Grace Wong's appointments as Proprietors appointees.
- NZSTA 2018 Resource Annual.
- Notice of Paid Union Meeting (21st March 2018) at Pakuranga Intermediate.
- Education Gazette (featuring our advertisement for a Principal)
- Lighting Fires Newsletter

2.6. Minutes of Previous Meeting

Proposal: It was proposed that the minutes of the OLSOS Board Meeting on 12th December 2017 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.
(C.Platt/I.Olan)

2.7. BOT – processes

2.7.1. Election of chair

The Board was asked to put forward nominations for the position of Board Chair. K.Nobel-Campbell nominated S.McKenzie, seconded by C.Andrews. No other nominations were received.

The Board voted unanimously to appoint S.McKenzie as Chair, and C.Platt appointed S.McKenzie as Board Chair for the 2018 academic year. C.Platt vacated chair and S.McKenzie recommenced the meeting as Chair.

2.7.2. Election of deputy Chair

The Board was asked to put forward nominations for the position of Board Deputy Chair. K.Nobel-Campbell nominated J.White, seconded by C.Andrews. No other nominations were received.

The Board voted unanimously to appoint J.White as Deputy Chair and C.Platt appointed J.White as Board Deputy Chair for the 2018 academic year.

2.7.3. Trustee register update

Proposal:

That Ian Olan be opted back onto the board as a parent representative. **(S.McKenzie/C.Andrews)**

Grace Wong and Stephanie Chamberlain were welcomed by the Board as the new Proprietor's Appointees and each Board member introduced themselves.

The Trustee Register has been updated as at 20th February 2018.

3. Strategic Review

3.1. **Review of Charter** – Carmel still completing based on discussions at the 9th Feb BOT strategy day. Final version will be presented at the next meeting.

3.2. **Strategic Goals** – Carmel still completing based on discussions at the 9th Feb BOT strategy day. Final version will be presented at the next meeting.

4. Regular Review

4.1. **(6) Trustee Code of Behaviour** - It was noted that the policy has been reviewed and it was resolved that no change was required. **(C.Platt/J.White)**

All trustees present signed and dated the policy. Fr.John still to sign.

(19) Delegations – Noted we need some clarification on DP delegation in the absence of Principal given we have two DPs and a flat organizational structure. We have one DP and one DPS/DRS. Convention would have the DP delegated, due to the extra responsibility of DRS to the other DP. S.McKenzie will initiate a discussion with both DPs before the next meeting. Review of this policy will therefore be deferred till the next meeting.

Policy Framework 2018

Proposal:

That the OLSOS Policy Framework for 2018 be updated to reflect the changes to the Education Act in July 2017. **(S.McKenzie/C.Platt)**

Once updated it will be uploaded to our Website – under Board of Trustees.

4.2. Learner progress and Achievement – Analysis of Variance

Will be updated at next months meeting.

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

4.3.1. Roll

- As at 19.02.18 roll is 462 (including 4 international students)
- Anticipated final roll for 2018 is around 540-550
- Planning to open new room (9) at start of term 2 and another new entrant room later in year.

4.3.2. Personnel

- Staff list for 2018 supplied.

4.3.3. Property

- Field drainage work not completed but progressing well. Monitoring of lower field show drainage working well with all the recent rain. Off limits while grass grows. Due to open for PTA welcome picnic evening on 1st March. Upper field work delayed due to heavy rain but soon to recommence. Cricket wicket artificial turf expected to be laid next week.
- Damaged junior playground slide cordoned off and awaiting removal or replacement.
- Autex wall board completed in R10-12. R9 still needs small part to be completed.
- The CDA has approved window replacement for R6 & R13 to allow air flow and they will cover the cost.

4.3.4. Health & Safety

- One Health & Safety incident noted. Report taken as read.

4.3.5. Southern Eastern Kahui Ako-Forward in Faith together

- There is a combined BOT meeting on 5th March 2018, 7.30pm at Elim Golflands Campus. Carmel, S.McKenzie and J.White will attend.
- Prior to this meeting the Board needs to pass a motion to give delegation to the Selection and Appointments panel to select an appropriate candidate (s) that will take on Kahui Ako Leadership.

Proposed:

That the Our Lady Star of the Sea Board of Trustees delegates authority to the Community of Learning Selection and Appointments panel and delegates to the Selection and Appointments Panel authority to; select their preferred candidate (s) for the Community of Learning Leader and Across School Teacher positions under the direction of the New Appointment National Panel member, and make recommendations to the employing Boards.

(C.Platt/S.McKenzie)

- In addition a Special Character phrase needs to be included in advertisement and role description.

Proposed:

That the following phrase be included in advertisement and role description; "Willingness and ability to uphold the special character of the Kahui Ako 'Forward in Faith Together' shall be a condition of appointment."

(C.Platt/S.McKenzie)

• Criteria for Selection and Appointments Panel

The Kāhui Ako Principals discussed the distribution and makeup of the Selection and Appointments Panel during a meeting on 28.11.2017. At this meeting consideration was given to a fair representation of all key stakeholders within the Kāhui Ako. The ethnicity, gender and suggestion of the makeup of the panel is aimed at ensuring that all schools, Boards and community are fully illustrated within group. The following is a tentative breakdown and the Principals are more than happy to reconsider any of the breakdown provided.

Ethnicities - Filipino, Chinese, Indian, Maori, European
Principals - Primary and Secondary (completed)
Classroom teachers
Students (college) representation
Gender
Proprietor representation

Note two Principals are already on the panel, Carmel and Lousie Moore from Sancta Maria. The Board advised Carmel that a representative from each school could be added to this list. At the 5th March combined meeting the criteria will be decided.

4.4 Curriculum

4.4.1. Meeting held with Chic Foote on 20th February to discuss connected curriculum and the way forward for this after the departure of Carmel. Karen is working with Chic on a one on one basis to design some strategic vision for the school curriculum and ensure what we have begun and worked so hard on is not lost. Karen will continue to work with Chic to develop and work with the strategic goals

Two goals emerged that are to be included in the Strategic goals and to be shared with the staff.

- Continue to further develop an aligned and connected curriculum that has robust, rich and authentic learning challenges.
- Investigate and develop the initial framework of the graduate Star of the Sea learner.

4.4.2. Karen expressed a concern the new Principal may not want to progress with our current Rubicon Atlas Programme after talking with staff as it is "clunky" to use. She is putting out a review to staff on the use of the tool to get their feedback and intends using this to work with Chic and the Atlas providers to put some PD in place. This tool makes life a lot easier for staff when doing whole school connected curriculum planning however we are in the early stages of using it and there is a strong desire to progress with it to streamline the use and knowledge of this. When appointing our new principal it would be pertinent to keep in mind that we use UbD as a planning process and Rubicon Atlas as our tool and ask our applicants whether they have experience with either the process or connected planning and experience or knowledge of the Rubicon Atlas.

Proposal:

It was proposed that the Principal's Report and Health& Safety Report be approved and accepted.

(C.Platt/A.Hooper)

At 7.12 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 /C.Andrews)

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 7.37 p.m. and the meeting continued as follows:

5. Special Character

5.1 The annual attestation document has been reviewed and discussed and now complete.

Proposal:

That the completed Attestation report be submitted to the Special Character Review. **(C.Platt /J.Kuok)**

5.2 Nothing new to report on the upcoming 2018 Catholic Character review.

6. Finance

Finance Report - taken as read with the following noted:

- 2017 unaudited accounts have been prepared for the auditors with a planned deficit of \$21,500.
- The Local Capital Works Accounts balance is \$415,863.03 as at 20th February 2018. Term deposits mature on 12th March 2018.

Proposal:

That upon maturity of the existing term deposits, \$65,000 be placed on a 3 month term at 2.45% and \$350,00 be placed on a 6 month term at 2.92% **(J.White /A.Hooper)**

- The school has been approached about starting an afterschool and holiday care service/programme for our special needs students and their families using the school's existing "Club House" facilities. A trial has been proposed to gauge interest and viability. The Board were positive about the proposal as long as our insurance policy covers this activity. S.McKenzie and J.White with seek clarification from the insurance brokers that all our after school activities are adequately covered.

Proposal:

That the Board approve a trial programme for an afterschool and holiday care service for Special Needs Children – pending confirmation of adequate insurance cover. **(J.White /C.Platt)**

- 2018 Budget was discussed noting the budgeted income is based on 500 students, depreciation has increased to \$95,000 and there is an additional allowance of \$15,000 for field maintenance expenses.

Proposal:

That the 2018 Budget with a surplus of \$393.00 be approved. **(J.White /I.Olan)**

Proposal:

That the Finance Report be approved and accepted. **(J.White/S.McKenzie)**

7. Future Focused Education (FFE)

To defer to next meeting.

8. Property

- A.Hooper and J.White to look into future development around fields and will report back to the Board.

9. Emergent Review

- A discussion was held on the viability of a dedicated school van. What it would be used for, how would it be used and costing options. A trial period was suggested in order to gauge how a van might be used, managed and whether it would be viable. A.Hooper reported on some cost options such as purchasing and hiring and will further investigate lease costing and report back to the board. C.Andrews will investigate some alternative purchase options.

10. PTA

C.Platt reported back from PTA meeting. It was noted that:

- Chocolate fundraising commenced
- Welcome Family Picnic on 1st March 5.00pm
- They are looking forward to discussions with the Board on our new ideas and initiatives.
- Their next meeting (A.G.M) is 5th March.

11. Parish

- Father John is attending Parish meeting tonight
- Planning is underway for Easter
- Father John is regularly visiting the school
- Father John and Father Terry attended Ash Wednesday Mass at School
- Father Terry has recommenced the school Chess Club

12. AOB

- The 2018 Board Meeting schedule discussed.
- Due to additional meetings required for the Special Character review and New Principal appointment, the regular Board meetings will reduce to a total of 9 regular Board meetings this year. Finance meetings will be held the week before regular Board meetings. Special Character Meetings will be 2 a term as well as extra meetings for Special Character Review. A new meeting schedule will be distributed once amended.
- The Catholic Convention is being held 13th to 15th June in Wellington. Board members are invited to put their name forward to attend, to advise Stephen.

13. Meeting conclusion

The meeting ended 8.28 p.m. and concluded. The next scheduled Board meeting will be held on 27th March 2018 at 6.30 p.m.



Signed as a True and Correct Record



Date