

# CONFIRMED MINUTES

## NOVEMBER 2018 OLSOS BOT MEETING



At the **December 2018 OLSOS BOT Meeting on Tuesday, December 11, 2018** these minutes were **confirmed as presented**.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, November 27, 2018  
**Time:** 6:30 PM to 8:32 PM  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Stephen McKenzie (Chair), Alina Hooper, Fr John Fitzmaurice, Ian Olan, Jacqueline White, John Kuok, Karen Noble-Campbell, Stephanie Chamberlin, Yohann Cuer, Louise Campbell  
**Attendees:** Taniya Bassi  
**Guests/Notes:** Detta Fairweather, Sue Kubala

### 1. Opening Meeting

#### 1.1 Prayer

#### 1.2 Apologies / Leave

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**October 2018 OLSOS BOT Meeting Tuesday, October 30, 2018**, the minutes were confirmed as presented.



#### Minutes of meeting October 2018

Moved from the Chair that "the minutes of the meeting held 30 October 2018 be confirmed and accepted as a true and correct record".

**Decision Date:** 27 Nov 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Karen Noble-Campbell  
**Outcome:** Approved



#### October meeting Minutes to be added to website

Minutes of the October meeting to be added to school website.

**Due Date:** 03 Dec 2018  
**Owner:** Taniya Bassi

## 1.5 Correspondence

### CORRESPONDENCE

NOVEMBER 2018

- Tututuku Korero New Zealand Education Gazette Volume 97, Number 19, 30 October 2018
- Tututuku Korero New Zealand Education Gazette Volume 97, Number 20, 12 November 2018
- Tututuku Korero New Zealand Education Gazette Volume 97, Number 21, 26 November 2018
- NZSTA October 2018, Issue 287 - 21<sup>st</sup> Century Schools
- The Catholic Caring Foundation Newsletter - Spring 2018



#### Correspondence noted

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

**Decision Date:** 27 Nov 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

## 1.6 BOT Leave with Prior Approval



#### Father John's request for leave.

Moved from the Chair that "Father John be granted formal leave from the BOT meeting to be held on 11 December 2018".

**Decision Date:** 27 Nov 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

## 2. Strategic Review

## 3. Regular review

### 3.1 Policy Review : Policy 9 - Chair Role Description



#### Policy Review - Chair role description

Moved from the Chair that the "Board adopt the proposed changes to Policy 9 (Chair Role Description Policy) as highlighted in red in the extract from the policy document presented to the Board".

**Decision Date:** 27 Nov 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved



### **Update policy document**

Taniya to update the policies on the school website and on BoardPro governance documents.

**Due Date:** 02 Dec 2018

**Owner:** Taniya Bassi

## **3.2 Learner Progress and Achievement**

Detta reported on End of year Data for Writing, Maths and Reading across the school.

- Overall really positive progress across the school.
- Year 1/2 should be at Level 1. Year 3/4 should be at Level 2. Year 5/6 should be at Level 3.
- Writing data is generally the lowest performing area nationwide.
- Hubs are focusing on writing.
- Year 2 writing data is lower than expected. Teachers comment that it is not reflective of the actual progress made by that year level. 29 of the 62 students in the cohort are ESOL students who need to be performing at 1A level. Although their oral skills have shown great improvement, it is the surface features of punctuation and grammar where they do not score as well. Greater focus next year on how to address this in the ESOL programme.
- Concern that the assessment tools used to measure progress is an awkward fit to the curriculum particularly at sublevels, which has an impact on the data.
- Year 4 writing has shown good progress, which is due teacher confidence and moderation.
- Prediction that next year maths will prove challenging to the current year 2 cohort especially for ESOL students as the school move to problem based maths teaching.
- Detta and the school were thanked for the thorough detail and data in the report and the pleasing results.



### **Move to accept the End of Year Learner Progress and Achievement Report**

Moved from the Chair that the "Learner Progress and Achievement Report be approved and accepted".

**Decision Date:** 27 Nov 2018

**Mover:** Stephen McKenzie

**Seconder:** Alina Hooper

**Outcome:** Approved

## **3.3 Actions from Previous Meeting**

## **4. Major Decisions and Discussions**

### **4.1 Proprietor's Report to Diocese**

Report taken as read.

- Part A - Perspectives.
- Part B - Data.
- Part C - Religious Education Curriculum and the impact on teaching and learning.
- Father John reported that as at the end of this year we will meet the legal requirement for non-preference students as 30 children will be baptised on Sunday.

- Maria and Detta have set up a spreadsheet to 2021 monitoring sibling enrolments.
- To be added to the report - the Board has been incorporating special character into the school policies as they came up for review.



#### **Proposal to accept the Proprietors Report for submission to the Diocese**

Moved from the Chair to "approve the Proprietors report, with the addition of the Special Character consideration in the policies reviewed, and submit to the Diocese".

**Decision Date:** 27 Nov 2018  
**Mover:** Stephen McKenzie  
**Seconders:** John Kuok  
**Outcome:** Approved

## **5. Principal and Management Reports**

### **5.1 Principal's Report**

Taken as read with the following noted:

- There is a possibility of a water leak. Recommended a follow up on the meter reading. If the work is over \$5,000 the Diocese will pay for the repair. If below, the the school is responsible for payment.
- Cyclical maintenance of the school regarding the Painting
  - Discussions with the colour consultant regarding the colour selection has been prolonged.
  - The cedar could be stained or painted
  - Consideration is given to the best possible use of funds.
  - The COLA poles are now another aspect to consider so that all the painting and the COLA colour choices work well aesthetically.
  - Range of colours and pictures were presented to the Board. Test pots of colours can be arranged from Resene at a later date when the colour selection has been narrowed down.
  - The job will need to be done in stages. The decision has been deferred until a process can be established.



#### **Proposal to accept teh Principals Report**

Moved that the "Principal's Report be approved and accepted".

**Decision Date:** 27 Nov 2018  
**Mover:** Louise Campbell  
**Seconders:** Stephanie Chamberlin  
**Outcome:** Approved

### **5.2 Special Character**

Special character team worked towards preparing the Proprietor's Report (see Agenda item 4).

### **5.3 Finance**

Reports taken as read with the following noted :

Finance Reporting to the Board

- Updated YTD October financial reports received this morning.
- The move over to Xero in July created a gap in reporting to the Board between the May and October, however Xero accounting is now up to date.
- The Finance Committee is looking into how to improve the financial reporting to the Board with a new format being prepared for 2019. Initiatives to be considered include:
  - The timing of EdTech's review of our accounts so that it provides us with more consistent reporting to assist us with accurate tracking of our funding and expenses.
  - To provide additional reports such as a more detailed reports on CAPEX funds, BOT funded expenses and planned projects.
- These reports will help future Boards with understanding financial commitments, funding for planned projects etc. as well as the school's current financial position.
- Suggested that an agenda item be added at the Board strategic planning day to include Finance PD from NZSTA.

#### Budget 2019

- YTD October shows a deficit of \$57,000.00.
- Committed funds still to be received from PTA, gala money, operational grant and general purpose contributions.
- The draft 2019 budget is in final stages of preparation. The draft will be forwarded to the finance committee for consideration then a final draft will be forwarded to the Board for review.
- The predicted roll is down slightly for 2019.
- 2019 contributions will be discussed and approved at the next Board meeting.



#### **Proposal to accept the Finance report .**

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

<b>Decision Date:</b>	27 Nov 2018
<b>Mover:</b>	Jacqueline White
<b>Seconder:</b>	Ian Olan
<b>Outcome:</b>	Approved

## **5.4 Future Focused Education**

Future focussed Report taken as read with the following noted:

- Update on the progress of the playground.
- Louise has made contact with Dino, a landscaper, who can help with the building of each section. He has a good knowledge of play based areas and Health and Safety restrictions.
- Dino has been involved in creating many play based areas in quite a few schools. He has lots of ideas of practical design elements and the turfing requirements of the areas.
- Area in front of the play sheds will require lots of excavation so will prove quite costly. Dino has discussed some options.
- Will request support from the PTA who will also look into grants that school is eligible for.

The next stage is to develop a site plan which will be sent to the Diocese for approval.



#### **Proposal to accept the Future Focussed Report**

Moved that the "Future Focussed report be approved and accepted".

<b>Decision Date:</b>	27 Nov 2018
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**Mover:** Karen Noble-Campbell  
**Seconded:** Ian Olan  
**Outcome:** Approved

## 5.5 Shade Cover - COLA

- There have been lots of e-mails and updating of quotes up to 6pm today. The Board has not had enough time to consider each of the quotes carefully.
- It is agreed that the better option is to construct the COLA over the upper court.
- The Board defers a decision on the quotes until the next meeting so they can be carefully considered.

## 5.6 PTA Report

Sue reported on the PTA meeting.

- Suggestion that in future the PTA minutes will be sent to the Board.
- There was a Gala debrief.
- A treasures report was submitted.
- A staff lunch has been arranged for the 6 December.
- Chocolates fundraiser for Term 1 2019 will continue.
- Sue provided feedback about the progress on the play areas.
- Proposed dates for the welcome picnic - Thursday 28 February 2019.

## 5.7 Parish Report

- Father John reported that there is a sacramental programme this weekend for around 50 children, mostly from OLSOS.
- Students in the sacramental programme receive the sacrament of reconciliation at 7pm this Friday.
- 9:30 mass and 5:30 mass on Sunday will have about 15 baptisms at each mass with the bulk of the children from OLSOS (5-10 years).
- End of year thanksgiving mass will be held on the 14 December celebrating 170 years of the Parish.
- The events will be advertised in the school newsletter.



### Parish Upcoming Events

Father John to send through details of Parish events to be advertised in the school newsletter.

**Due Date:** 02 Dec 2018  
**Owner:** Fr John Fitzmaurice

## 6. Other Business

### 6.1 Board Strategic Planning Day February 2019

Proposed details for the Board strategic planning day:

**Date: Monday 4 March 2019**

**Venue: Howick Club**

**Time : 9am-3pm**



**Booking for Board Strategic planning Day**

Stephen to book the Howick Club as a venue for the Board strategic planning day on 4 March 2019 (9am-3pm).

**Due Date:** 08 Dec 2018

**Owner:** Stephen McKenzie

**6.2 Any Other Business**

**6.3 Newsletter**

**7. In committee meeting**

**7.1 Staff & Personnel Report**



**Moved into committee**

*At 8:05 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*

*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.*

**Decision Date:** 27 Nov 2018

**Mover:** Stephen McKenzie

**Seconder:** Ian Olan

**Outcome:** Approved

*The meeting came out of committee at 8:31 p.m. and the meeting continued as follows:*

**8. Close Meeting**

**8.1 Close the meeting**

**Next meeting:** December 2018 OLSOS BOT Meeting - Tuesday, 11 December 2018, 6:00 PM

With there being no other business the meeting concluded at 8:32pm

Signed as a true and correct record

**Signature:** 

**Date:** 11 DECEMBER 2018