

# CONFIRMED MINUTES

## OCTOBER 2018 OLSOS BOT MEETING



At the November 2018 OLSOS BOT Meeting on Tuesday, November 27, 2018 these minutes were confirmed as presented.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, October 30, 2018  
**Time:** 6:30 PM to 9:31 PM  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Stephen McKenzie (Chair), Alina Hooper, Jacqueline White, John Kuok, Karen Noble-Campbell, Stephanie Chamberlin, Yohann Cuer, Louise Campbell  
**Attendees:** Taniya Bassi  
**Apologies:** Ian Olan, Fr John Fitzmaurice  
**Guests/Notes:** Karen Eaton(RTLB), Delta Fairweather, Sue Kubala

### 1. Opening Meeting

#### 1.1 Prayer



##### Prayer for the next BOT meeting 27 Nov 18

Yohann to prepare a prayer for the next BOT meeting.

**Due Date:** 27 Nov 2018  
**Owner:** Yohann Cuer

#### 1.2 Apologies / Leave



##### Apologies from Father John Fitzmaurice

Moved from the Chair that "the apology from Father John be approved and accepted".

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**September 2018 OLSOS BOT Meeting Tuesday, September 25, 2018, the minutes were confirmed as presented.**



#### **Minutes of Meeting September 2018**

Moved from the Chair that the "minutes of the meeting held 25 September 2018 be confirmed and accepted as a true and correct record".

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Karen Noble-Campbell  
**Outcome:** Approved



#### **September Meeting Minutes to be added to the school website**

Minutes of the September BOT meeting to be added to school website.

**Due Date:** 02 Nov 2018  
**Owner:** Taniya Bassi

### **1.5 Correspondence**

- Tututuku Korero New Zealand Education Gazette Volume 97, Number 17, 25 September 2018
- Tututuku Korero New Zealand Education Gazette Volume 97, Number 18, 15 October 2018
- NZSTA Sept 2018, Issue 286- 21<sup>st</sup> Century Schools
- Thank you card from Rooms 12 and 19 to the Board
- E-mails and correspondence from ERO as in item 1.6



#### **Correspondence noted**

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

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

### **1.6 NZEI Strike Action**

Proposed NZEI industrial action date is Monday the 12th November.

If the NZEI strike goes ahead as planned then the school will be closed for the day as the principal and all teaching staff are NZEI members and will be on strike.

Parents will need to be informed of this possibility in advance in order to make necessary arrangements for childcare.



#### **Close of the school for day of the Teacher Strike.**

Moved from the Chair that "if the proposed NZEI Teacher strike action goes ahead as planned for the 12th November 2018, then the school will be closed for the day".

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

## 1.7 ERO Notification of an External Evaluation

Attached E mails and correspondence sent from Education Review Office to bring to attention and provide advanced notification of the upcoming review of the school.

The school's evaluation is scheduled to take place during Term 1 or 2, 2019.

## 1.8 Camp 2019 - Sue Kubala

Sue Kubala presented an Initial proposal to the Board for Camp 2019

- Camp will be held at Camp Benson, Kawau Island.
- Dates in February 2019 are:
  - Camp 1: 4th - 8th (including Waitangi Day - which will mean that the staff attending will be compensated with day's holiday in lieu)
  - Camp 2: 11th -15th
- Karen and Sue will lead camps with staff of Year 5/6.
- Procedures and activities will remain the same as the previous camp.
- Team will consider another walk at the back of Camp Benson and determine if it is practical.
- Costs and figures are yet to be confirmed.
- Parents will need to be informed about the upcoming camp.
- The school usually receives a number of parent volunteers. Team will use the selection criteria to determine which parents will be able to come along, to ensure that the selection process is fair.



### Proposal to hold a Camp for Year 5/6 in 2019

Proposed that the School Camps be held for 165 Year 5/6 students from the 4th to the 15th February 2019.

**Decision Date:** 30 Oct 2018

**Mover:** Yohann Cuer

**Seconder:** Stephen McKenzie

**Outcome:** Approved

## 1.9 BOT Leave with Prior Approval

## 2. Strategic Review

### 2.1 Infrastructure/Property

The strategic plan that has been worked through for Terms 2 and 3 have been updated and added to the governance documents on Boardpro and taken as read.

## 3. Regular review

### 3.1 Policy Review : Pt 3 Operations Policy 4-7

Review of Operations Policy 4-7 and discussion as follows.

- The wording regarding "purchases" under 5. Financial Conditions Policy number 10 needs to be clarified. Jacq to review this with the Finance Committee and discuss at the next meeting.
- The figures under 5. Financial Conditions Policy, number 10, to be doubled.
- Operational aspects will be considered in more detail at a future meeting.



### **Proposal to adopt the changes of doubling the figures in the Policy Document**

Moved from the Chair that "the proposed changes to the wording of Operational Policies 4 to 7 to reflect special character and doubling of the expenditure limits in policy 5, number 10 be accepted".

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



### **Amend Policy document and add to website**

Taniya to amend the Policy document as discussed and add the updated version to the website.

**Due Date:** 02 Nov 2018  
**Owner:** Taniya Bassi

## **3.2 Learner Progress and Achievement**

Karen Eaton RTLB from the Eastern Cluster provided an overview on the role and the services provided by the RTLB (Resource Teachers of Learning and Behaviour). She spoke to the attached Powerpoint presentation.

- Our Lady Star of the Sea School has shared a mutually supportive relationship with RTLB's in assisting students with moderate needs.
- There are 8 clusters in Auckland and each cluster operates uniquely according to their area.
- RTLB's can also put in applications for assistive technology to support students with specific needs.
- Only schools can access RTLB's through referrals but parents/whanau/ECE can send referrals through the Ministry of Education. Every referral needs consent.
- RTLB's are located on a host school site. The host and employer of the RTLB's that service our school is Pakuranga Intermediate school.
- RTLB's work with yer 0-10 following a 10 step programme. They work through a guided RTLB toolkit to develop a collaborative plan to meet the needs of the child.
- The school has the primary responsibility for implementing the plan.
- RTLB's make children more inclusive rather than make them stand out due to their differences and for this reason they envisage not as much withdrawal in the future but work within the classroom.
- They request feedback from the school which helps create evidence based programmes developed by skilled Educational Psychologists.

Karen Noble-Campbell further added to the report the support programmes that are available at the School, how they fit in place and the number of children that are involved in them. Support programmes data sheet attached.



### **Proposal to accept the Learner progress and Achievement report**

Moved that the Learner progress and achievement report be approved and accepted.

**Decision Date:** 30 Oct 2018  
**Mover:** Karen Noble-Campbell  
**Seconders:** Jacqueline White  
**Outcome:** Approved

## **3.3 Actions from Previous Meeting**

## **3.4 Curriculum - Religious Education**

Detta spoke to the attached powerpoint with the following noted:

- The Goal was to further develop a learning environment that supports students agency and sustained thoughtful engagement.
- There has been noticeable increased student agency (see student feedback comments).
- Through the RE programme a pilot group of students from Year 4-6 have been identified. The pilot group will help confirm an increase in student agency.
- Student attitude towards Religious Education has seen a positive change with them now asking to do RE.
- The next stage is to bring knowledge into tasks and using rubrics to self assess (connecting to SOLO taxonomy).



### **Proposal to accept the Religious Education report**

Moved from the Chair that the "Religious Education report be approved and accepted".

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconders:** Jacqueline White  
**Outcome:** Approved

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

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

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

Principal's report taken as read with the following discussed:

In reference to Health and Safety with regards to the high jump, the following options were discussed

- It was suggested that the school look into buying larger mats.
- Ken has also put the 9m line out so that the students are taught how to jump it better and safer.
- There have also been discussions at the staff meetings regarding the positioning of the mats for added safety.
- Ultimately as the parameters are determined by the high jump activity at an inter school standard we are limited with the changes that the school can make to the setup of this activity.



### **Proposal to accept the Principals report**

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

**Decision Date:** 30 Oct 2018  
**Mover:** Louise Campbell  
**Seconded:** Stephen McKenzie  
**Outcome:** Approved

## **5.2 Special Character**

Special character Report taken as read.

Note one amendment - to include John Kuok as an attendee.



### **Proposal to accept the Special character report**

Moved that the Special character report, with the addition of John Kuok as an attendee at the committee meeting, be approved and accepted.

**Decision Date:** 30 Oct 2018  
**Mover:** Stephanie Chamberlin  
**Seconded:** Karen Noble-Campbell  
**Outcome:** Approved

## **5.3 Finance**

Finance Report taken as read with the following discussed.

Parent contributions for 2019:

- For 2018:
  - General purpose contributions were \$340.
  - Attendance dues were \$440 (compulsory school fees).
  - Special Character Levy was \$50 (a donation to the schools office for funding special character resources).
- The Ministry has sent out a circular reminding all schools that the general purpose funds are donations as will be any money received relating to the delivery of a programme
- They stipulate that this must be clearly communicated to the parents as this can be claimed as a rebate.
- Board needs to consider which of these options will be more feasible:
  - Either each time we ask for funds during the year we have to request it as a donation.
  - Or a one off charge for all students at the start of the year to add it to the general purposes contribution.
- The practicalities of asking for individual donations throughout the year are challenging.
- Consider asking for a one off donation at the start of the year with an explanation to parents that it is tax deductible. The board will have to consider the possibility of a shortfall when budgeting.
- There are however some activities in the senior school where additional money may be asked for as a Donation.
- Buses are a concern as they are already quite costly so budgeting will have to be done carefully.
- Camp is also a donation but will need to be considered separately.

- Current general consensus among the Board is for one larger payment at the start of the year.
- The figures and fees structure and costs can be considered at the next BOT meeting.



### **Proposal to accept the Finance Report**

Moved that the Finance Report be approved and accepted.

**Decision Date:** 30 Oct 2018  
**Mover:** Jacqueline White  
**Seconder:** Yohann Cuer  
**Outcome:** Approved

## **5.4 Future Focused Education**

1. Karen updated the Board on the progress with the shade cover:

- Questions have been received from the Diocese which has been responded to.
- Louise, Stephen and Karen met with the representatives of both companies seeking clarification.
- Discussions regarding the positioning of the cover on the top court instead. Some reasons being:
  - it is aesthetically more pleasing.
  - the light sound and Astroturf will be considerably cheaper.
  - sound and lighting can all be accessed from the cloak bays.
  - more light will be able to flow into the classrooms as opposed to the bottom court.
  - on a rainy day there will be shelter on three sides.
  - better access to the roof.
  - gala marquees for food stalls will not be required in the future.
- Some geotechnical concerns may arise if cover is on the top court. Foundations may need to be dug a lot deeper. Karen will liaise with Alina regarding the drainage.
- Better return of investment for hireage on the bottom court but there is still a possibility of doing this on the top court although access would need to be provided to the toilets.
- Other things to consider:
  - visually the shapes and archways need to be incorporated into the environment.
  - a shade analysis is requested from both companies.
  - invite teacher feedback from the possibly affected classrooms regarding a Cover on the top courts.
  - need to ensure that the top courts remain available for sports at lunchtimes.
- Revised quotes will be requested for the shade cover on the top court
- Due to these considerations the time line will need adjustment with completion expected at a later date.
- Stephen to report the status of the shade cover to the community.

2. Karen updated the Board on the play spaces and presented plans to the Board for discussion

- Karen and Stephanie met with Eliza who presented the proposed plans for the completed play spaces. (see attached photos) for the lower court and field.
- The ideas presented bring opportunity for developing children's practical skills.
- Karen pointed out the items and structures within the play spaces.

- Need to decide on a time frame for 2019 for completion of the spaces. Some can be done with working bee but other parts need professional construction.
- Michele Elsmore has been invited to visit and view the proposed plans.
- Karen will display these drawings at the Gala as "proposed ideas for the development of the play areas in the school - pending approval".
- Stephanie to meet with PTA to present the plans and to consider a timeline for the projects.
- The aim is to present the "initial project" of the timeline at the parent conferences evening.



#### **Report status of Shade Cover to the community**

Stephen to report the status of the Shade Cover to the community.

**Due Date:** 16 Nov 2018

**Owner:** Stephen McKenzie



#### **Karen to display proposed plans at the school Gala**

Karen to display the proposed Play spaces plans "pending approval" to the community at the school Gala to make community aware of how the Gala funds will be used to enhance the play spaces.

**Due Date:** 03 Nov 2018

**Owner:** Karen Noble-Campbell



#### **Stephanie to present Proposed plans for play spaces to PTA**

Stephanie to present the proposed plans for the Play spaces to the PTA and develop a time frame for the completion of the stages.

**Due Date:** 12 Nov 2018

**Owner:** Stephanie Chamberlin

### **5.5 PTA Report**

No PTA report.

### **5.6 Parish Report**

No parish report.

## **6. Other Business**

### **6.1 Any Other Business**

No other business.

### **6.2 Newsletter**

## **7. In committee meeting**

### **7.1 Staff & Personnel Report**





### Moved "Into Committee"

At 9:09 pm it was moved that the meeting go "into Committee" and the public be excluded from the following parts namely, Personnel Report.

**Decision Date:** 30 Oct 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**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 9:31 pm and continued as follows.

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** November 2018 OLSOS BOT Meeting - Tuesday, 27 November 2018, 6:30 PM  
With there being no other business the meeting concluded at 9:31pm

Signed as a true and correct record

Signature: 

Date: 27 NOVEMBER 2018