

CONFIRMED MINUTES

SEPTEMBER 2018 OLSOS BOT MEETING



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

Name: Our Lady Star of the Sea School
Date: Tuesday, September 25, 2018
Time: 6:30 PM to 9:15 PM
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Jacqueline White, Fr John Fitzmaurice, Stephen McKenzie (Chair), Alina Hooper, Ian Olan, John Kuok, Karen Noble-Campbell, Sue Kubala, Yohann Cuer
Attendees: Taniya Bassi
Apologies: Stephanie Chamberlin
Guests/Notes: Michael Jacobs

1. Opening Meeting

1.1 Prayer



Prepare a prayer for the next BOT meeting

Stephanie to lead prayer at next BOT meeting

Due Date: 30 Oct 2018

Owner: Stephanie Chamberlin

1.2 Learner Progress and Achievement

Michael Jacobs from the Ministry of Education provided an overview of the Learning Support Framework and the funding support system for special education (see attached document).

- One of the challenges is the upskilling of ECE teachers to identify children that require support. They plan to work more closely with the ECE teachers for early identification to set those children up for success.
- It is also a challenge to educate the families and the community on learning support. There are a number of ethnicities in NZ that are not always open to receiving the support due to the stigma associated with these learning needs in their cultures.
- Funding has been a concern as schools mainly fund support from the Special Education grant, which is not sufficient.
- Establishing Kahui Ako has been a positive move as it brings together and engages communities to keep them informed. Schools can work collaboratively to share their resources.



Correspondence Noted

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

Decision Date: 25 Sep 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved

1.8 BOT Leave with Prior Approval



Ian Olan's request for leave

Moved from the Chair that "Ian Olan be granted formal leave from the BOT meeting to be held on 30 October 2018".

Decision Date: 25 Sep 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved

2. Regular review

2.1 Curriculum

Karen provided an overview of connected learning at the school.

- Connected learning brings together the nine curriculum areas in the school.
- There is an overarching concept of "Journey".
- Each term has a particular focus:
 - Term 1 Discovery.
 - Term 2 Cause and Effect (investigated through a sustainable outcome).
 - Term 3 Innovation. Some classes have pursued the following ideas - soft plastic recycling, gardening, house badges, vege pods.
 - Term 4 Growth. Children will consider how far they have come (self reflection) and where to next.
- Connected learning considers the whole curriculum and it has enhanced numeracy and literacy as well as an increased use of technology.
- The challenge is to ensure that the school covers all the achievement objectives set out in the Curriculum and to consider any gaps and restructuring if necessary.

2.2 Policy Review



Policy review

Moved from the Chair that "the Board adopt the proposed changes to policies 11 (relationship between the Board and the Principal policy) and 13 (relationship between the Chair and the Principal policy) as highlighted in the extract from the policy document presented to the Board".

Decision Date: 25 Sep 2018
Mover: Stephen McKenzie
Seconder: Ian Olan
Outcome: Approved

Father John clarified that "Gospel virtues" refer to the Gospel virtues as grounded in scripture with the school values being derived from these.

Policy changes will be updated on the school website.



Update policies

Taniya to update policies on school website

Due Date: 05 Oct 2018

Owner: Taniya Bassi

3. Major Decisions and Discussions

3.1 Actions from Previous Meeting - Shade Cover Quotes

Karen met with 4 companies for quotations and narrowed the selection down to two companies which was presented to the Board.

Additional information is required from both companies and a re quote will be submitted by each supplier before the Board can approve which quote to accept.

Karen will get in touch with both companies to request the schools specific requirements by close of business on Friday.



Confirming shade quote package

Karen to confirm the total cost and package for the Schools shade cover requirements.

Due Date: 28 Sep 2018

Owner: Karen Noble-Campbell

4. Principal and Management Reports

4.1 Principal's Report

Principal's Report from Sue Kubala taken as read.



Proposal to accept the Principal's report

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

Decision Date: 25 Sep 2018

Mover: Sue Kubala

Second: Jacqueline White

Outcome: Approved

4.2 Special Character

Special Character Report from Stephanie Chamberlin taken as read.



Proposal to accept the Special Character Report

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

Decision Date: 25 Sep 2018

Mover: Stephen McKenzie

Second: Jacqueline White

Outcome: Approved

4.3 Finance

Finance Report from Jacq White taken as read with the following noted:

- Changes to the bank authorisations are required as a result of Louise Campbell starting as Principal in term 4 and Grace Wong's resignation from the Board. Louise to be added as a signatory in place of Sue Kubala and Yohann Cuer in place of Grace.
- Sue Yandell has requested that she is promptly provided with any Board decisions/resolutions that affect her role as Executive Officer particularly in relation to financial matters. Taniya and Jacq to liaise with Sue Yandell.
- Notification received from the NZCEO reminding schools of MoE requirements regarding donations and fees and requiring schools to comply with those requirements. The Board will need to give this careful consideration as we prepare the 2019 budget and set of the general purpose contribution for next year.



Grace Wong removed as Bank signatory

Moved that "Grace Wong be removed as bank signatory immediately".

Decision Date: 25 Sep 2018
Mover: Jacqueline White
Seconder: Stephen McKenzie
Outcome: Approved



Louise Campbell added as Bank signatory

Moved that "Louise Campbell be added as a bank signatory as from the start of Term 4 2018".

Decision Date: 25 Sep 2018
Mover: Jacqueline White
Seconder: Fr John Fitzmaurice
Outcome: Approved



Yohann Cuer added as Bank signatory

Moved that "Yohann Cuer be added as a bank signatory as from the start of Term 4 2018".

Decision Date: 25 Sep 2018
Mover: Jacqueline White
Seconder: Alina Hooper
Outcome: Approved



Louise Campbell be issued with a School Credit Card

Moved that "Louise Campbell be issued with a School credit card for school expenses from the start of Term 4 2018".

Decision Date: 25 Sep 2018
Mover: Jacqueline White
Seconder: Stephen McKenzie
Outcome: Approved



Proposal that the Finance report be approved and accepted

Moved that "the Finance report be approved and accepted"

Decision Date: 25 Sep 2018
Mover: Jacqueline White

Seconder: Stephen McKenzie
Outcome: Approved

4.4 Future Focused Education

Future Focussed Education Report from Karen Noble-Campbell be taken as read.



Proposal to accept the Future-Focused Report

Moved that the Future Focused report be approved and accepted.

Decision Date: 25 Sep 2018
Mover: Karen Noble-Campbell
Seconder: Jacqueline White
Outcome: Approved

4.5 Gala Truck Loan - Health and Safety

Agenda item deferred to next meeting.

4.6 PTA Report

The next PTA meeting will be held on the 15 October and will be a Gala only meeting.

4.7 Parish Report

No important news from the Parish.

5. Other Business

5.1 Any Other Business

No other business.

5.2 Newsletter

Stephen McKenzie to write newsletter notes for next newsletter.

6. In committee meeting

6.1 Staff & Personnel Report



Moved Into Committee

At 9:00 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 and Hall Hire Agreements:

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: (a) this matter concerns personnel information and there are reasonable grounds for passing this resolution to protect the identity and privacy of the personnel to

be discussed; (b) this matter concerns commercially sensitive information and there are reasonable grounds for passing this resolution to protect the commercially sensitive information.

Decision Date: 25 Sep 2018
Mover: Stephen McKenzie
Seconder: Sue Kubala
Outcome: Approved

6.2 Hall Hire Agreements

Agenda item deferred to next meeting.

6.3 Confirm In Committee Minutes



August In committee Minutes

Moved from the Chair that the "in committee meeting minutes for August be accepted and approved".

Decision Date: 25 Sep 2018
Mover: Stephen McKenzie
Seconder: Jacqueline White
Outcome: Approved


The meeting came out of committee at 9:15 p.m. and the meeting continued as follows:

7. Close Meeting

7.1 Close the meeting

Next meeting: October 2018 OLSOS BOT Meeting - Tuesday, 30 October 2018, 6:30 PM
With there being no other business the meeting concluded at 9:15pm

Signed as a true and correct record

Signature: 

Date: 30 OCTOBER 2018