

Minutes of the Meeting for the Board of Trustees of Our Lady Star of the Sea School Held on 11th February 2020

Meeting Opened: 6.20pm

Opening Prayer: Vanessa Shearer

Present: Henry Glubb (Chairperson), Charlotte Morgan, Lucy Glengarry-Jones, Adele Greig, Colin Thiele, Amy Symington, Vanessa Shearer, Pat Quinlan, Fr Benito.

Observer: Sarah Hook

Apologies: Michael Toomey

Elect Chairperson: Petrina called for nominations for a new Chairperson. Lucy nominated Henry Glubb and Amy Symington second it. Petrina asked for a show of hands. All approved.

Amy approved, Vanessa 2nd

Action Points outstanding:

Colin to liaise with AJ regarding watering the lawn/sprinklers. - **see Property Report - Completed**

Petrina - To find out about the Garage Door Opener which was apparently left at the SOS office by the electrician - **Completed**

Charlotte to email the board the dates of when she will be away during the holidays so that the board members can help to respond to the alarm if it goes off. - **Completed**

Organising people to help out for the maintenance – **Colin will look into this. Ongoing.**

Petrina - Ring Linc Ed to get them to come and do an info time. – **On Hold. Ongoing.**

Charlotte & Pat – Working on the website - **Ongoing.**

Charlotte - Action points list for the BOT regarding staff technology/devices requirements – **Ongoing**

Charlotte/BOT - Letter out to Parent Community regarding payments to the parish. - **Completed**

(This is a matter of urgency, Michael asked to be sent the information regarding how much the Parish charges are to parents). Petrina has sent info to Michael.

Serenity Garden – **Ongoing**

Tag Test expired electrical tags in the school - Urgent - Colin/Pat/Charlotte - **Ongoing**

Talk to Fr Dan/Parish regarding the fencing to Parish carpark - Vanessa - **Completed Opus deal with this.**

Draft up a letter for Lucy & Charlotte regarding the change in School Fees - Michael - **Completed**

Charlotte to organise change to WIFI password as soon as possible - Charlotte - **Completed**

Charlotte to contact Steve Savage to discuss improvements to cyber security - Charlotte - **Ongoing**

REPORTS:

Pat arrived at 6.30pm

Principals Report

Charlotte summarised her report (emailed to trustees in advance of meeting). Report **attached**.

Currently 45 on the roll.

Key Points of the Report:

- Staff Retreat - went well.
- Religious Education Professional Learning - Staff joined other Catholic school teachers at Our Lady of the Assumption School on Monday the 27th of January for the day. Teachers began work on the Old Testament paper. The session was led by the RE Advisers from the Catholic Education Office. A second session will be completed later in the term.
- Catholic Character Strategic Plan Goals – 2020 Charter - A meeting with the proprietor's reps myself and the board chair will be required to review this section of our Charter.
- Lent 2020 - This year's Caritas focus is 'Renewed by the Spirit'. Students will be raising money for this cause once Lent has begun on Ash Wednesday. School Leaders will be asked to take the lead in this initiative and run some mufti days & a raffle. Social justice is the promotion of just societies and treatment of individuals and communities based on the belief that we each possess an innate human dignity. The Catholic agency, **Caritas**, works for a world free of poverty and injustice through community development, advocacy, education and emergency relief. As advocates for social justice, Caritas works to ensure the poorest and most marginalised in society have a voice.

Curriculum

- Curriculum Areas Responsibility 2020
 - The Arts - Adele (Sarah H- Music)
 - PE/Sports & Health - Sarah Q
 - Māori and Languages - Charlotte
 - Maths - Collaborative
 - English - Collaborative
 - Religious Education -Charlotte
 - Science & Technology-Sarah H
 - Social Sciences- Sarah H
 - Library - Collaborative
 - ICT - Charlotte
- Professional Development
 - Student Achievement / Wellbeing - Sarah H
 - Coaching & Mentoring - Charlotte
 - Aupaki Within School Lead - Sarah H
 - SENCO, Special Needs & Mana Ake - Adele

Staff Trustee - Adele

PCA Rep - Sarah Q

NZEI Rep - ?

Rosters - Adele

Health & Safety - Charlotte & AJ

First Aid/Staff Room - Charlotte

Social Club - Sarah Q

- Curriculum Self Review

- Set Targets and Strategic Plan for the year.
- ERO Report Findings
- Special Needs/Gate
- Written and Oral Language
- ICT

A meeting with Jude Callaghan, Emma Royal, Sarah Hook and Myself was held a few weeks ago to start planning for the 2020 Analysis of Variance of Data. Jude had requested for St Paul's data so that we could begin looking at school-wide data.

Jude will be returning to support our writing of the new report shortly.

- Review

Recognition of Cultural Diversity

Staff Leave

Separated Parents, Day-to-Day Care, and Guardianship

- Vacancy for St Patrick's Classroom

Gazette vacancy is being written & will be put in the gazette by the end of the week.

Appointment Procedures can be found on School Docs <https://ourladystar.schooldocs.co.nz/>

The school uses EEO (Good Employer principles) when dealing with Employees.

- School Sprinkler System

Water pressure - Backflow valve issues

The council came out to look at the water pressure to see if it was linked to our sprinkler system not working. This is what he had to say.

After carrying out a pressure test I am happy with the pressure the school is getting coming off the Council network, which is 600kpa.

Investigating a bit further I was able to get your sprinklers to operate, but while carrying this out I came across a RPZ backflow valve that was covered by dirt and untested on Dryden Street within the boundary.

I do have concerns about the state of this valve and would like to see it uncovered and put on the same test schedule as the other two valves you have on Colenso Street as its condition is unknown and poses a threat to our network if cross-contamination was to occur. (See Property Report for response)

- School Hall Toilets

Girls Toilets have black mould coming from the cracks. This toilet block will need to be closed for repairs. Students will have to access toilets by the library. - **The board agreed this is a Health & Safety issue. Colin will get a quote for repairs to the south side exterior wall, from behind these toilets to see the cost of fixing and the extent of the damage and the course of the issue is. He will report this back to the board.**

- Fencing to the car park

We have had notification that Opus will be visiting the site to take measurements and observational notes. They will notify me when they need access again.

- Legislation and Administration

Over the next three years, schools have up to 8 Teacher Only Days (TOD) that can be taken to address teacher workload.

This term started with one Aupaki TOD.

Decisions around next term TOD dates will be made with Aupaki Schools so that schools are in line. The BOT will be notified so that families will be notified as soon as possible.

- Acting Principal

When the principal is absent from school Sarah Hook will act on my behalf. When Sarah H and myself are both absent Sarah Q will step into the responsibility with the support of Adele Greig.

- Compliance

Each board of trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year. - Review of School Charter is underway.

- The board & Charlotte will ask for an extension for both the Charter and Analysis of Variance.

Lucy approved, Pat 2nd.

Finance

Henry explained the December Finance Report & Dashboard.

- Surplus for the year.

- January Finances will be in with February Finances Report from CES, this will be presented in the next meeting in March.

- The 2020 draft budget will be looked over by Henry & Charlotte next week when they meet with the MOE.

Amy approved, Pat 2nd.

Property

Colin has had a look at this with Gareth, Colin feels that this is possibly a CCC issue not SOS issue. The board will look further into this and respond to the Council.

Colin and Gareth have managed to get the sprinklers going on half of the field but cannot find any sprinklers on the football field near St Frances. The board agreed that a quote is to be obtained from Gareth for the inserting of three new sprinklers for that area as a plan cannot be located to find if any old sprinklers are already in that area. If the price is reasonable then we are to go ahead with getting this sorted.

GENERAL BUSINESS:

Carpet Cleaning:

Petrina tabled a quote for the carpet cleaning of the whole school from Jae's. The board will look into this.

Charter:

Covered in the Principals Report.

Meeting Dates for 2020:

Petrina to send out to the board.

ERO Report Response:

Lucy and Adele have been doing a lot of work on this. Not all data has been available to ERO. Petrina to see if she can locate some of the missing data (Principal's Reports) and send to Lucy and Henry. Henry to get the correction made for the ERO report regarding ORS funding and then to accept ERO report, by 14th Feb 2020, if no more data is found.

Correspondence: Petrina
NZ Post Fee increase letter.

Previous Minutes: Petrina Herring
10th December 2019 & 22nd January 2020 Minutes were, received and read by all.

Pat approved, Adele 2nd.

In-Committee: 7.20pm

Out-Committee: 8.35pm

Closing Prayer: Fr Benito

Meeting Closed: 8.35pm

Signed: _____

Date:

Chairperson – Henry Glubb

Action Points:

Charlotte to delete old website
Get quote for the exterior wall
Enquire to Redcliffs School regarding their Shade Sails for sale
ERO Report (including correction of ORS funding in report)
Send Meeting Dates
Review Charter & Analysis of Variance
Quote for sprinklers
Find 2018 Principal Reports - send to Lucy & Henry

Charlotte
Colin
Colin
Henry
Petrina
Board
Petrina
Petrina