

**OUR LADY OF THE ASSUMPTION SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 10th SEPTEMBER 2019 at 7pm,
AT 89a SPARKS ROAD, CHRISTCHURCH**

<p><u>Opening Prayer:</u></p> <p>Clodagh Ward</p>	
<p><u>Record of Attendance:</u></p> <p>Siobhan Bergin (Chair), Janet Cummings (Principal), Bridget Grant, Mike Evans, Peter Hooker, Clodagh Ward, Kathryn Fallon, Kimberley Swinburn and Nigel Urquhart (left at 6:20pm).</p> <p>Apologies: Fr Chris Orr</p> <p>In Attendance: Kim Williams (Minutes Secretary)</p>	
<p><u>Batten Team Presentation</u></p> <ul style="list-style-type: none"> ● Several students from the Batten Team presented Power Point presentations on Te Tuna Taone Urban Eel - a topic the Batten Team has been studying. ● Vicky Welsh advised that the presentations are examples of the inquiry learning process. ● The CCC was very helpful and had a large number of resources that the school was able to access. ● The children were able to make a difference in their community while studying this topic. ● Other students did pamphlet drops, posters, Google Forms, wrote to MP's, wrote to Meridian Energy, made video clips and entered them in a competition. ● Parents commented on the passion of the teachers for this project. ● Siobhan will organise coffee vouchers to thank the Batten Team for their presentation tonight. 	<p>Siobhan Bergin</p>
<p><u>Welcome to Andrew Hanning</u></p> <ul style="list-style-type: none"> ● Siobhan welcomed Andrew Hanning to his first BOT meeting. ● Each board member introduced themselves. 	
<p><u>Principals Report Against Charter (Strategic Goals & Aims)</u></p> <p>Principal's Report circulated.</p> <ul style="list-style-type: none"> ● Jenny Down's induction has been done on an as required basis. ● Janet Cummings answered BOT members questions regarding ESOL students and their funding. An ESOL group has been set up on Linc=Ed so that we can clearly identify these children and their progress. ● Groups have also been set up for reading recovery students on Linc-Ed. ● Looking at ways to be able to print off reports for our year eight students, who require a copy for high school. 	

<ul style="list-style-type: none"> ● Documents relating to particular students will be scanned and loaded on to each Linc-Ed file so that teachers have easy access to the information. ● Cans for Christmas campaign was very successful and 228 cans were collected. BOT members commented that this number could be greater with more communication to families. General discussion on how the school can better get messages across to parents. ● Hoatu Fund needs to be reported on each year and this has been done. The funds were used for a variety of purposes to support children. If Janet is unsure she contacts the Foundation to check. We have received a new lot of funding. ● Discussion around second hand Chromebooks. ● All reading reports will be done at the end of the year. ● A safety plan is being put together for the production. Health and Safety Sub-Committee to meet before the production to review the safety plan. ● Review of Lockdown Procedure to be done. The Policy Sub-Committee needs to look at the National Lockdown Procedure and compare it to our own policy and review accordingly. <p style="text-align: right;">Move that the Principal's Report be accepted: Moved: Janet Cummings/ Second: Clodagh Ward Carried</p>	<p style="text-align: center;">Health & Safety Committee</p> <p style="text-align: center;">Policy Committee</p>
<p><u>Confirmation of Minutes:</u></p> <p>The minutes of the previous meeting held on 6th August 2019, having been previously circulated, are confirmed as a true and accurate record.</p> <p style="text-align: right;">Move that the Minutes be accepted: Moved: Siobhan Bergin/ Second: Mike Evans Carried</p>	
<p><u>Actions from Last Minutes:</u></p> <ul style="list-style-type: none"> ● 2019 Terms of Reference documents have been scanned and put on the BOT site. The original documents have been filed in the Trustee Register. ● Uniform Sub-Committee have bought some samples and will put them out to the community to comment on. Feedback will be given at the next BOT meeting. ● Performance Management & Health, Safety and Welfare policies have been read by all BOT members. ● Self-Review to be done at this meeting. <i>Done – see BOT Self Review section below.</i> ● Fr Chris Orr was looking to see if there was anything that the school could do to help Pat Maloney. <i>Fr Chris advised Siobhan that she did not require any help.</i> <p><u>Actions Carried Over from Previous Meetings</u></p> <ul style="list-style-type: none"> ● Staff Professional Development Survey - Janet has decided to survey all teaching staff on Professional Development. <i>End of 2019.</i> 	<p style="text-align: center;">Uniform Sub- Committee</p>
<p><u>Meeting of Sub-Committees - Required Minimum</u></p> <p>At the next Sub-Committee meetings, each sub-committee is to appoint a person who reminds each member that a meeting is coming up. Siobhan will send out a schedule and they can enter in the dates of their sub-committee meetings.</p>	<p style="text-align: center;">Siobhan Bergin</p>

<p>Special Character Report:</p> <p>No Meeting</p>	
<p>Sick Bay Report</p> <ul style="list-style-type: none"> ● Sick Bay Report was presented. ● Question regarding staff immunisation - Janet advised that staff checked on their own immunity status when the ChCh measles epidemic happened. <p>NZCEO Quick Report on Governance</p> <ul style="list-style-type: none"> ● This report is sitting under the “Special Character “section on the board isite. <p>Mana Ake Christchurch Data Report</p> <ul style="list-style-type: none"> ● We have had two groups running with Mana Ake and they have now finished. ● They are also working with some individual students. ● Mana Ake act quickly when the school contacts them. ● Mana Ake is run by the Ministry of Health and Ministry of Education. <p>Student Wellbeing at School Information</p> <ul style="list-style-type: none"> ● To be read with the data that Danielle Marston will give the BOT soon. ● The student survey replaces the Pastoral Survey that we used to do. ● Staff Well Being Survey has not been done yet. ● Discussion around the questions in the information sheet. <p>Maori Student Consultation</p> <ul style="list-style-type: none"> ● We have an obligation to consult with our Maori and Pasifika families every year. ● This year we consulted with the students rather than the families, as we had done in the past. ● Janet met with all our Maori students at one group meeting. ● Janet is to meet with the Pasifika children next week. ● Notes from the group meeting were presented to the BOT. ● Findings from the group meeting will be shared with the leadership team. ● Janet to report back to parents of the children involved in the group meeting. <p>Me & My Schools Report</p> <ul style="list-style-type: none"> ● Information already collated and shared with staff. ● The CoL wide information has just come in and this is why it is only now being shared with the BOT. ● The report shows that our year 5/6 students are slightly less engaged than in 2018 and less engaged than some other year 5/6 students in the CoL. This is under discussion with the staff and may be due to the fact that some other schools finish at year 6 and have other leadership opportunities. ● Teaching teams had the data earlier in the year and have looked at areas of concern with their children. ● As a result the Batten Team will be doing another internal survey this term to see if there are any changes or progress. <p>Parent Survey re Linc-Ed & School</p> <ul style="list-style-type: none"> ● Survey sent out to parents after the first digital school reports were released. ● There was only a 13% response rate. <p style="text-align: center;">Move that the above reports, attached to the Principal’s Report, be accepted: Moved: Janet Cummings / Second: Kathryn Fallon Carried</p>	<p style="text-align: center; color: red;">Janet Cummings</p> <p style="text-align: center; color: red;">Janet Cummings</p>

<p><u>PTA Report (August & September)</u></p> <ul style="list-style-type: none"> ● PTA funds on hold due to Bishop’s plan. ● Andrew Hanning nominated as the BOT representative to attend the next PTA meeting on 4th November. ● BOT congratulated the PTA on the Spellathon. They liked the fact that it was student driven. Janet will pass these comments on the PTA. 	<p>Andrew Hanning. Janet Cummings</p>
<p><u>Policy Sub-Committee Report</u></p> <ul style="list-style-type: none"> ● Minutes of the Policy Sub-Committee were circulated. ● The following recommendations were proposed: <p style="text-align: center;"><i>No change to the Performance Management policy.</i></p> <p style="text-align: center;"><i>Recommend that the words “where required” are added to the following bullet point – “The school provides health and safety induction, training and supervision for all workers”</i></p> <p style="text-align: center;"><i>The changes recommended by management to our Behaviour Management policy-procedure be accepted.</i></p> <p style="text-align: center;">Move that The Policy Sub-Committee Report and the recommendations be accepted: Moved: Janet Cummings / Second: Mike Evans Carried</p>	<p>Janet Cummings</p>
<p><u>Finance Report:</u></p> <ul style="list-style-type: none"> ● Finance Report circulated. ● More teachers choosing Mac’s over PC’s. As Mac’s are more expensive we have gone over 5660 budget. ● Janet to add “\$15,960” to the Actions Completed section (point 2) of the Finance Report. ● Ratify payment of accounts. <p style="text-align: center;">Move that the Finance Report be accepted and ratify the payment of accounts: Moved: Janet Cummings / Second: Peter Hooker Carried</p>	<p>Janet Cummings</p>
<p><u>BOT Self Review</u></p> <ul style="list-style-type: none"> ● Each board member took five minutes to complete a Self Review checklist. ● Kim Williams will collate and present at the next BOT meeting. ● Clodagh asked if there were any courses that new board members should attend. ● Janet may look at bringing in someone to talk to the BOT after she looks at the results of the self review survey. <p><u>Staff Well Being</u></p> <ul style="list-style-type: none"> ● Board to do Subway lunch for staff at the end of the term. 	<p>Kim Williams</p>

<p><u>In Committee at 8:40p.m. – Public Excluded Section</u></p> <p>Move: That the public be excluded from the following parts of the proceedings of this meeting to protect the privacy of individual persons or person and maintaining legal professional privilege under Section 48(i) of the Local Government Official Information and Meetings Acts 1987.</p> <p style="text-align: right;">Moved: Siobhan Bergin Carried</p> <p><u>Out of Committee 8:45p.m.</u></p> <p>Move: That the meeting resume in public session and confirm that the business discussed in the public excluded sessions remains confidential to the Board.</p> <p style="text-align: right;">Moved: Siobhan Bergin Carried</p>	
<p><u>Next Meeting:</u></p> <ul style="list-style-type: none"> ● Tuesday 29th October at 7p.m. 	

There being no further business the meeting was declared closed at 8:50p.m.

Signed as a true and correct record:

Board Chairperson (Siobhan Bergin)

Date