

**OUR LADY OF THE ASSUMPTION SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 28th October 2019 at 5:30pm,
AT 89a SPARKS ROAD, CHRISTCHURCH**

<p><u>Opening Prayer:</u></p> <p>Fr Chris Orr</p>	
<p><u>Record of Attendance:</u></p> <p>Siobhan Bergin (Chair), Janet Cummings (Principal), Bridget Grant, Mike Evans, Peter Hooker, Kathryn Fallon, Kimberley Swinburn, Nigel Urquhart and Fr Chris Orr.</p> <p><u>Apologies:</u> Clodagh Ward</p> <p><u>In Attendance:</u> Kim Williams (Minutes Secretary)</p>	
<p><u>Hillary Hub Presentation – The Arts</u></p> <ul style="list-style-type: none"> • Amanda Campbell explained how the children work in the Hillary Hub. She highlighted: <ul style="list-style-type: none"> ○ Student Engagement ○ Self-Regulation ○ Building the Skills ○ Electives • Several year 7/8 students presented some of the things they had learnt in their elective learning time. • Amanda Campbell answered questions from board members. • Siobhan Bergan thanked Amanda Campbell and the children for their excellent presentation. 	
<p><u>Confirmation of Minutes:</u></p> <p>The minutes of the previous meeting held on 10th September 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: Peter Hooker / Second: Mike Evans Carried</p>	
<p><u>Actions from Last Minutes:</u></p> <ul style="list-style-type: none"> • Siobhan to organise coffee vouchers to thank the Batten Team for their presentation at the last BOT meeting – <i>Will arrange.</i> • 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 - <i>Completed</i> • 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 - <i>Completed</i> • Uniform Sub-Committee have bought some samples and will put them out to the community to comment on. <i>See Uniform Sub Committee section below.</i> 	<p>Siobhan Bergin</p> <p>Health & Safety Committee</p> <p>Policy Committee</p> <p>Uniform Sub-Committee</p>

**Move that the Principal's Report be accepted:
Moved: Janet Cummings/ Second: Peter Hooker
Carried**

Pasifika Student Consultation

- Teachers to ensure that they can pronounce children's name correctly. Ideally this should happen at the beginning of each year.
- Good engagement due to talking directly with the children rather than just with parents.
- One BOT member suggested that having Kapa Haka in teaching time could increase participation. Janet said we currently start Kapa Haka at 12:15pm. This works well and we have good numbers attending.

Wellbeing @ School Student Survey

- There was a clear difference between year 5/6 responses (below) and year 7/8 responses (above).
- This data to be shared with the teaching teams and they will investigate further.
- Teachers will look at two areas to work on and report back on those in the next survey in 2020.
- Janet to see if there is any way of splitting the responses between boys and girls.
- BOT would like to see if the whole CoL data could be viewed.
- Health and Safety Committee to keep an eye on this area and will report back to the BOT.
- The BOT thanked Danielle Marston for all the work she did on putting this report together.

Janet Cummings

H & S Committee

Senco Report

- Questions around Steps Web (alternative spelling programme). BOT has requested a summary sheet of Steps Web progress.
- ESOL students making progress. Two that are not have been identified and other plans put in place.

Janet Cummings

Conceptual Curriculum

- Janet explained what concept-based learning was.
- "Change" will be the concept that the school works on next year.

PaT Reading

- Data looks positive.

**Move that the above reports (other than the Principal's Report) be accepted:
Moved: Janet Cummings / Second: Mike Evans
Carried**

PTA Report - October

- They will not have their final PTA meeting in December.
- Rebecca O'Donnell arranging for the children to make thank you cards for the PTA and Janet will arrange for coffee vouchers.

Janet Cummings

<p><u>Sub-Committee Reports</u></p> <p>Health & Safety</p> <ul style="list-style-type: none"> ● Health & Safety meeting minutes presented. <p style="text-align: right;">Move that Health & Safety Committee Report be accepted: Moved: Siobhan Bergin / Second: Janet Cummings Carried</p> <p>Uniform</p> <ul style="list-style-type: none"> ● Spoke to Mainland Uniforms last week. They will come back to us about the wool tartan they currently have in stock as we want to change to the polyester. ● A draft survey should be ready next week. ● Any uniform change will be made over a three-year period. ● Need to think about cost, what children want to wear and how the curriculum impacts on what children wear. ● Need to think about a non-gender option. ● For young children it takes a lot of classroom time to change from sports uniform to school uniform. <p style="text-align: right;">Move that Uniform Committee Report be accepted: Moved: Bridget Grant / Second: Mike Evans Carried</p> <p>Curriculum & Student Achievement</p> <ul style="list-style-type: none"> ● Janet to check in with teachers to see if they had noticed a change in the children who had attended the Mana Ake group sessions. <p style="text-align: right;">Move that Curriculum & Student Achievement Committee Report be accepted: Moved: Janet Cummings / Second: Kimberley Swinburn Carried</p> <p>Finance Report</p> <ul style="list-style-type: none"> ● Mike Evans to be added to attendance. ● 2020 Budget to be set on 11th November 2019 and will be ready for the December BOT meeting. ● We have been offered Cyber Insurance. Janet checked with Alistair from New Era and he advised to opt out of it. <p style="text-align: right;">Move that Finance Committee Report be accepted: Moved: Peter Hooker / Second: Bridget Grant Carried</p> <p>Policy</p> <ul style="list-style-type: none"> ● Policies to be reviewed in term four are Education Outside the Classroom and Sun Protection. <p style="text-align: right;">Move that Policy Committee Report be accepted: Moved: Siobhan Bergin / Second: Nigel Urquhart Carried</p>	<p style="text-align: center; color: red;">Janet Cummings</p>
<p><u>In Committee at 8:10p.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</p>	

<p>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 8:25p.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>BOT Self Review Results / Discussion</u></p> <ul style="list-style-type: none"> ● A summary of the BOT Self Review was presented. ● Need to look at a succession plan for board members. ● For Proprietors Reps, as one comes off a new one will be appointed. ● Are stakeholders well informed - need to think about this from a governance perspective and not a management perspective. Siobhan Bergin asked board members to think about this and it will be discussed at the next meeting. ● All policies are on School Docs and any board member or parent can view these. ● Our budget reflects our primary objectives and priorities - all board members to consider and discuss at next meeting. ● The Principal appraisal process was explained. 	<p style="text-align: right; color: red;">All BOT Members</p> <p style="text-align: right; color: red;">All BOT Members</p>
<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ● Role increase confirmation letter. This will be advertised to the school community when the Bishop has made his announcement. ● Teacher Only day memo. Teacher only days for 2020 to be decided by the end of this year. ● Letter from MOE regarding charges/donations. 	
<p><u>ERO Visit</u></p> <ul style="list-style-type: none"> ● ERO coming on 25th November. ● They will want to talk to the whole board on Monday 25th November at 5:30pm and Thursday 28th November at 5:30pm. ● Need to meet before the ERO meeting. Date set for Monday 4th November at 6:30pm. ● There are important documents on the BOT site that all board members should make themselves familiar with before the ERO meeting. 	<p style="text-align: right; color: red;">All BOT Members</p> <p style="text-align: right; color: red;">All BOT Members</p> <p style="text-align: right; color: red;">All BOT Members</p>
<p><u>Next Meeting:</u></p> <ul style="list-style-type: none"> ● Pre ERO Meeting -Monday 4th November at 6:30pm ● ERO Meeting -Monday 25th November at 5:30pm ● ERO Meeting - Thursday 28th November at 5:30pm ● End of Year BOT Meeting - Tuesday 3rd December at 5:30pm (dinner will be provided) 	

There being no further business the meeting was declared closed at 8:55p.m.

Signed as a true and correct record:

Board Chairperson (Siobhan Bergin)

Date