

**OUR LADY OF THE ASSUMPTION SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 3rd DECEMBER 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, Andrew Hanning, Kathryn Fallon, Kimberley Swinburn, Nigel Urquhart and Fr Chris Orr.</p> <p><u>Apologies:</u></p> <p>Clodagh Ward</p> <p><u>In Attendance:</u></p> <p>Kim Williams (Minutes Secretary)</p>	
<p><u>Confirmation of Minutes:</u></p> <p>The minutes of the previous meeting held on 28th October 2019, having been previously circulated, are confirmed as a true and accurate record, however Andrew Hanning needs to be added to the attendance section.</p> <p style="text-align: right;">Move that the Minutes be accepted: Moved: Janet Cummings / Second: Peter Hooker Carried</p>	
<p><u>Actions from Last Minutes:</u></p> <ul style="list-style-type: none"> ● Janet to see if there is any way of splitting the responses to the Wellbeing at School Student Survey between boys and girls. <i>To be done</i> ● BOT would like to see if the whole CoL data for the Wellbeing at School Survey could be viewed. <i>To be done</i> ● Questions around Steps Web (alternative spelling programme). BOT has requested a summary sheet of Steps Web progress. <i>In Senco Report</i> ● Rebecca O'Donnell arranging for the children to make thank you cards for the PTA and Janet will arrange for coffee vouchers. <i>Done</i> ● 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. <i>Mana Ake have said that they expect there will not be instant changes because of the type of programme. Changes are more likely to be seen over the longer term.</i> ● 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. <i>Have a regular BOT newsletter each term to communicate with the community. Will start with a section in the general school newsletter.</i> ● Our budget reflects our primary objectives and priorities - all board members to consider and discuss at next meeting. <i>Discussed as part of the 2020 Draft Budget.</i> 	

<ul style="list-style-type: none"> ● Andrew Hanning nominated as the BOT representative to attend the next PTA meeting on 4th November. Done. PTA wrote to BOT and thanked them for attending. <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. End of 2019. ● 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. Will start this in 2020. ● Janet to report back to parents of the children involved in the group meeting. Janet to do. ● Siobhan to organise coffee vouchers to thank the Batten Team for their presentation at the last BOT meeting – Will arrange. 	<p>Janet Cummings</p> <p>Siobhan Bergin</p> <p>Janet Cummings</p> <p>Siobhan</p>
<p>Principal's Report</p> <p>Janet Cummings presented the Principal's Report.</p> <p style="text-align: right;">Move that the Principal's Report be accepted: Moved: Janet Cummings / Second: Mike Evans Carried</p> <p>Senco Report</p> <ul style="list-style-type: none"> ● How many children in the target groups are getting "out of school support"? Parents to be asked this before the children start in the programme. ● What will happen to these children as they transition to new classes in 2020? Janet said that all their data is now on Linc-Ed so teachers will be aware of any learning needs. ● Students in targeted learning groups - this data will be reset for 2020 so the child's new teacher will know they have been in a targeted group. With the new upgrade to Linc-Ed in 2020, this will be done automatically. ● The BOT liked the Steps Web Report. Janet to discuss how Step Webs will work in Hillary Hub in 2020. <p>Reading Recovery</p> <ul style="list-style-type: none"> ● Reading Recovery Report presented. ● A new Reading Recovery teacher will be trained next year. <p>Maths Report</p> <ul style="list-style-type: none"> ● The Maths Report was presented. ● The BOT liked the presentation of the Yr5/6 data. ● The BOT would like to see each individual report for a subject from teams presented in the same format, where possible. 	<p>Janet Cummings</p> <p>Janet Cummings</p>

<p>Writing Report</p> <ul style="list-style-type: none"> • The Writing Reports were presented. • Are there other opportunities to develop writing for children without teachers having to do further professional development? Ideas were discussed which Janet has taken on board. • Hillary Hub Writing Report to be added to the BOT Isite. <p>Target Report</p> <ul style="list-style-type: none"> • These have not been completed yet. They need to be done by 1st March for the MOE. Janet will have these ready for the BOT in February. <p>Report on Te Reo and Tikanga</p> <ul style="list-style-type: none"> • Te Reo and Tikanga report was presented. • Still waiting for the CoL new goals. • ChCh Cultural Festival - next year will be the final year. There will still be the South-West Cluster event. <p>10 Year Property Plan</p> <ul style="list-style-type: none"> • Recommend 10 year property plan be put on hold subject to information on reconfiguration of school as announced by Bishop Paul Martin. The Board Chair, Janet Cummings, Mike Nolan, the parish priests and Tony Sewell will meet early next year to discuss what is happening. • Fr Chis Orr announced that the new Parish priests for our area is Fr Peter Head. He will be assisted by Fr Phil Bennenbroek and Fr Barry Malone, with Fr Allan Jones in residence. <p style="text-align: right;">Move that the above reports (other than the Principal's Report) be accepted: Moved: Siobhan Bergin / Second: Bridget Grant Carried</p>	<p>Kim Williams</p> <p>Janet Cummings</p>
<p><u>PTA Report - November</u></p> <ul style="list-style-type: none"> • The PTA Minutes for November were presented to the meeting. • Janet has formally written to the PTA, thanking them for holding the fundraising funds and Janet will let them know future details as soon as she has them. • A schedule of BOT members to attend PTA meeting for 2020 will be set up. 	<p>Siobhan Bergin</p>
<p><u>Sub-Committee Reports</u></p> <p>Uniform</p> <ul style="list-style-type: none"> • A good response to the survey that was sent out. Should have results by February. • Student voice will be gathered over the next week. • Could we look at incorporating sustainability in any changes to the uniform? <p style="text-align: right;">Move that Uniform Committee Report be accepted: Moved: Siobhan Bergin/ Second: Mike Evans Carried</p>	

<p>Finance Report & 2020 Draft Budget</p> <ul style="list-style-type: none"> • Annual report will be available at the next meeting. Janet advised that this will look quite different to the usual monthly reports due to how depreciation is shown in final accounts. • For the draft budget Janet advised that there have been some minor increases in budget lines since the last budget. • BOT has accepted the Draft 2020 Budget plus these increases, which are to be shown and then sent out to all BOT members. • All BOT members will be paid for a maximum of 8 meetings per year. If you have missed a meeting but attended the extra ERO meetings, then you will be paid (up to the maximum of 8). <p style="text-align: right;">Move that Finance Committee Report be accepted: Moved: Janet Cummings / Second: Peter Hooker Carried</p>	
<p><u>In Committee at 7:25p.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 7:40p.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>Correspondence</u></p> <ul style="list-style-type: none"> • Letter received from the MOE advising that we will remain as a decile 10 school for 2020. • Letter from the Auditor advising there are “no issues”. • There were no compliance issues with ERO. 	
<p>BOT will provide breakfast on Monday morning for staff.</p> <p><u>Next Meeting:</u></p> <ul style="list-style-type: none"> • Tuesday 18th February at 7pm 	

There being no further business the meeting was declared closed at 7:50p.m.

Signed as a true and correct record:

Board Chairperson (Siobhan Bergin)

Date