

**OUR LADY OF THE ASSUMPTION SCHOOL  
MINUTES OF THE BOARD OF TRUSTEES  
HELD ON TUESDAY 18<sup>th</sup> FEBRUARY 2020 at 5:30pm,  
AT 89a SPARKS ROAD, CHRISTCHURCH**

<p><b><u>Opening Prayer:</u></b></p> <p>Bridget Grant</p>	
<p><b><u>Record of Attendance:</u></b></p> <p>Siobhan Bergin (Chair), Janet Cummings (Principal), Bridget Grant, Peter Hooker, Andrew Hanning, Clodagh Ward, Kathryn Fallon, Kimberley Swinburn and Nigel Urquhart.</p> <p><b><u>Apologies:</u></b> Mike Evans</p> <p><b><u>In Attendance:</u></b> Kim Williams (Minutes Secretary)</p>	
<p><b><u>Nominations for Board Chair for 2020</u></b></p> <ul style="list-style-type: none"> <li>● Janet Cummings called for nominations for the positions of Board Chairperson for 2020.</li> <li>● Siobhan Bergin was nominated by Clodagh Ward, seconded by Peter Hooker and all Board members were in agreement.</li> <li>● In June Siobhan would like to see someone step up to be vice-chair.</li> <li>● Siobhan reminded all board members that if there are any conflicts of interest, to please let her know that you will need to abstain from the discussion.</li> </ul>	
<p><b><u>Confirmation of Minutes:</u></b></p> <p>The minutes of the previous meeting held on 3<sup>rd</sup> December 2019, having been previously circulated, are confirmed as a true and accurate record.</p> <p style="text-align: right;"><b>Move that the Minutes be accepted: Moved: Janet Cummings / Second: Peter Hooker Carried</b></p>	
<p><b><u>Welcome to Fr Peter Head</u></b></p> <ul style="list-style-type: none"> <li>● The Board welcomed Fr Peter Head.</li> <li>● Fr Peter Head introduced himself to the Board.</li> </ul>	
<p><b><u>Actions from Last Minutes:</u></b></p> <ul style="list-style-type: none"> <li>● 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. <i>To be done for 2020 targets.</i></li> <li>● The BOT liked the Steps Web Report. Janet to discuss how Step Webs will work in Hillary Hub in 2020. <i>To be discussed once targets are set.</i></li> <li>● Hillary Hub Writing Report to be added to the BOT Isite. <i>Done</i></li> </ul>	<p>Janet Cummings</p> <p>Janet Cummings</p> <p>Kim Williams</p>

<ul style="list-style-type: none"> <li>● Target Reports – 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. <i>As attached in the Analysis of Variance.</i></li> <li>● A schedule of BOT members to attend PTA meeting for 2020 will be set up. <i>Board members filled in their names beside the PTA meeting dates they would attend.</i></li> <li>● Staff Professional Development Survey - Janet has decided to survey all teaching staff on Professional Development. <i>Underway.</i></li> <li>● Janet to report back to parents of the children involved in the group meeting. <i>Will work on this with new CoL in school leaders – Will be reported on in normal Principal’s Report.</i></li> </ul>	<p>Janet Cummings Siobhan Bergin</p> <p>Janet Cummings Janet Cummings</p>
<p><b><u>Charter 2020-2022</u></b></p> <ul style="list-style-type: none"> <li>● Not all the targets are in yet as children are still being assessed.</li> <li>● Board asked Janet to pass on their praise to Danielle for her work on Wellbeing.</li> <li>● Janet explained how staff were working on using Linc-Ed to develop real-time reporting to parents.</li> <li>● Siobhan asked if Linc-Ed could be used to administer Health and Safety. Could we manage Health &amp; Safety better by using Linc-Ed? Janet will investigate.</li> </ul> <p style="text-align: center;"><b>Move that the Charter 2020-2022 be accepted, subject to the final three targets being emailed to the Board and included. Moved: Janet Cummings / Second: Siobhan Bergin Carried</b></p>	<p>Janet Cummings</p> <p>Janet Cummings</p>
<p><b><u>Special Character</u></b></p> <ul style="list-style-type: none"> <li>● A member of staff died at St Mary’s School - OLA organised morning tea for St Mary’s staff.</li> </ul>	
<p><b><u>PTA Report</u></b></p> <ul style="list-style-type: none"> <li>● Family Fun Night tomorrow night. Board members to help out with this night so that the PTA members can attend the meet the teacher sessions.</li> <li>● Board members to encourage new parents to join the PTA as many of the existing members will be leaving the school soon. Suggestion that Grandparents be encouraged to help with PTA events.</li> <li>● Janet to see if we can get money from the Bishop’s Fund to assist with helping hands.</li> <li>● Frances Chum will be the teacher representative on the PTA this year.</li> </ul>	<p>All BOT Members</p> <p>Janet Cummings</p>
<p><b><u>Principal’s Report</u></b></p> <p>Janet Cummings presented the Principal’s Report.</p> <ul style="list-style-type: none"> <li>● The 2020 Kāhui Ako within school role was advertised and two people applied. Nick Grant and Rebekah O’Donnell will be sharing the role.</li> <li>● “Change” is the curriculum concept being taught this year. Bridget Grant explained how the Sheppard Team was working this concept into their learning</li> </ul>	

this year. Janet explained how some of the other teams were incorporating this concept into their learning.

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

### **Delegations**

#### *Delegated Financial Authorities*

I move that for the 2020 school year all relieving teachers will be coded "TS" (Teachers Salaries). Any consequential overuse will be charged to the lowest salaried teacher (but not a Beginning Teacher receiving the BT Allowance) and funded from the 2020 Relieving Teacher cost centre (Code 5100 – Base Staffing Subsidy) in the Our Lady of the Assumption School 2020 Budget, and/or managed during Pay Periods 23 – 26 of the 2021 school year. The Board-funded component of teachers' salaries will be similarly managed with the lowest permissible salaries being swapped from BG to TSD and vice versa.

#### *Delegated Authorities*

- I move that the Board of Trustees authorises the following areas and matters to be delegated to the Principal:
- Board approval to use banked staffing
- Suspending and standing down of students
- Employment of staff – fixed term teachers and support staff
- Allocation of salary units
- Suspension of staff
- Staff Appraisal
- Initial investigations relating to a complaint against a staff member
- In the absence of the Principal, the Deputy Principal, is delegated to assume the powers and duties of the Principal; in accordance with S.771 of the State Sector Act. (If the DP is unable to fulfil this role for any reason then for 2020 the next senior teacher will step in)

**Move that the Delegations be accepted:  
Moved: Clodagh Ward / Second: Bridget Grant  
Carried**

### **Sub Committees**

- Each sub-Committee needs to meet before the next Board meeting on 17th March 2020.
- Sub-Committee reports to be staggered so that not all reports are submitted at once.

### **Teacher Only Days**

The Leadership Team have proposed the following Teacher Only Days:

Sub-Committees

Friday 29th May 2020 - added to Queens Birthday weekend

Friday 14th August 2020

Monday 16th November 2020 - added to Show Weekend

Friday 5th February 2021 - added to Waitangi weekend

Friday 4th June 2021 - added to Queens Birthday weekend

Monday 15th November 2021 - added to Show Weekend

Friday 4th February 2022 - added to Waitangi weekend

**Move that the above Teacher Only Days be approved:**

**Moved: Clodagh Ward / Second: Kathryn Fallon**

**Carried**

### **Analysis of Variance**

- A key to be added to any future data report that uses e-asTTle (i.e. B = Beginner, P = Proficient, A = Advanced).

**Move that the Analysis of Variance Report be accepted:**

**Moved: Kathryn Fallon / Second: Kimberley Swinburn**

**Carried**

### **2019 Student Achievement**

- Data is steady against 2018.
- Maths slightly down. The Leadership Team has worked on how they teach "Basic Facts" and this will hopefully show as a rise in maths for 2020.
- ERO asked us to report on Maori & Pasifika. Done as a whole school report as we have such small numbers. Our Pasifika students are doing better than our Maori students.

**Move that the 2019 Student Achievement Report be accepted:**

**Moved: Siobhan Bergin / Second: Kimberley Swinburn**

**Carried**

### **Health & Safety**

- Sick Bay Report presented.
- Corona Virus messages from the Ministry emailed to our parent community.
- Hazard Register passed around. Janet looking at getting an arborist in to trim some of the trees.
- The school will of course follow any directions from the MOH or MOE regarding Coronavirus.

<p><b>Batten Team Camp</b></p> <ul style="list-style-type: none"> <li>● All parents have been police vetted.</li> <li>● The Board delegated Siobhan Bergin to read and approve the camp Risk Assessment Report on behalf of the Board.</li> </ul>	
<p><b><u>Policy Sub-Committee</u></b></p> <ul style="list-style-type: none"> <li>● Recommendation number 2 was passed by the Board as part of this report.</li> <li>● Recommendation number 1 is not needed as we already have pandemic planning on our School Docs site.</li> </ul> <p style="text-align: right;"><b>Move that the Policy Sub-Committee Report be accepted: Move: Andrew Hanning / Second: Kathryn Fallon Carried</b></p>	
<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>● November and December are reported on together in the December Report.</li> <li>● Depreciation is included in this report.</li> <li>● Donations received was high.</li> <li>● Swimming income was higher than expected and is being followed up as it is thought a bus bill may have been incorrectly coded.</li> </ul> <p style="text-align: right;"><b>Move that Finance Report be accepted: Moved: Peter Hooker / Second: Clodagh Ward Carried</b></p>	
<p><b><u>School Uniform</u></b></p> <ul style="list-style-type: none"> <li>● The sub-committee presented the results of the community consultation to the Board.</li> <li>● These were discussed.</li> <li>● Next step the sub-committee will reconvene and work out some uniform options (with photos) and reconsult with the school community.</li> <li>● After the second consultation a decision will be made.</li> </ul>	
<p><b><u>Topics for Board Newsletter</u></b></p> <ul style="list-style-type: none"> <li>● Siobhan asked Board members to contact her with any ideas for content for the Board termly newsletter to parents.</li> </ul>	
<p><b><u>Correspondence</u></b></p> <ul style="list-style-type: none"> <li>● Thorrington School is changing their school zone. It has no effect on OLA so Siobhan will write back to say that we have no objection.</li> </ul>	<p>Siobhan Bergin</p>

<p><b><u>In Committee at 8:50p.m. – Public Excluded Section</u></b></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;"><b>Moved: Siobhan Bergin Carried</b></p> <p><b><u>Out of Committee 9:05p.m.</u></b></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;"><b>Moved: Siobhan Bergin Carried</b></p>	
<p><b><u>Next Meeting:</u></b></p> <ul style="list-style-type: none"> <li>● Tuesday 17<sup>th</sup> March at 5:30pm</li> </ul>	

There being no further business the meeting was declared closed at 9:05p.m.

Signed as a true and correct record:

\_\_\_\_\_

Board Chairperson (Siobhan Bergin)

\_\_\_\_\_

Date