

**OUR LADY OF THE ASSUMPTION SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
HELD ON TUESDAY 17th MARCH 2020 at 5:30pm,
AT 89a SPARKS ROAD, CHRISTCHURCH**

<p><u>Opening Prayer:</u></p> <p>Clodagh Ward</p>	
<p><u>Record of Attendance:</u></p> <p>Peter Hooker (Chair), Janet Cummings (Principal), Andrew Hanning, Clodagh Ward, Kathryn Fallon, Kimberley Swinburn and Nigel Urquhart.</p> <p>Apologies: Siobhan Bergin, Mike Evans, Bridget Grant & Fr Peter Head</p> <p>In Attendance: Kim Williams (Minutes Secretary)</p>	
<p><u>Confirmation of Minutes:</u></p> <p>The minutes of the previous meeting held on 18th February 2020, 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: Clodagh Ward / Second: Janet Cummings Carried</p>	
<p><u>Actions from Last Minutes:</u></p> <ul style="list-style-type: none"> ● Board asked Janet to pass on their praise to Danielle for her work on Wellbeing. Done. ● Siobhan asked if Linc-Ed could be used to administer Health and Safety. Could we manage Health & Safety better by using Linc-Ed? Janet will investigate. <i>No because it is only a student management system. The only H & S issues it can be used for are medical and pastoral needs and we are already doing both of those.</i> ● Family Fun Night - Board members to help out with this night so that the PTA members can attend the meet the teacher sessions. <i>Done</i> ● Jaent to see if we can get money from the Bishop's Fund to assist with helping hands. <i>This has been done and \$500 worth of grocery vouchers has been passed on to Helping Hands.</i> ● Each Sub-Committee to meet before next Board meeting. <i>Done</i> ● Thorrington School is changing their school zone. It has no effect on OLA so Janet will write back to say that we have no objection. <i>Done</i> 	

<p><u>Actions Carried Over from Previous Meetings</u></p> <ul style="list-style-type: none"> ● The BOT liked the Steps Web Report. Janet to discuss how Step Webs will work in Hillary Hub in 2020. <i>Completed - See this month's SENCo Report.</i> ● 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>Done. At this stage only one known.</i> ● BOT would like to see if the whole CoL data for the Wellbeing at School Survey could be viewed. <i>No, not all schools completed this survey.</i> ● Janet to see if there is any way of splitting the responses to the Wellbeing at School Student Survey between boys and girls. <i>No.</i> ● Staff Professional Development Survey - Janet has decided to survey all teaching staff on Professional Development. <i>Underway - only a small number of staff have replied and their responses are being taken into consideration for future planning.</i> ● Siobhan to organise coffee vouchers to thank the Batten Team for their presentation at the last BOT meeting – <i>Will arrange.</i> 	<p>Siobhan</p>
<p><u>Special Character Report</u></p> <ul style="list-style-type: none"> ● No meeting held. 	
<p><u>PTA Report</u></p> <ul style="list-style-type: none"> ● AGM - a number of BoT members attended. 	
<p><u>Principal's Report</u></p> <p>Janet Cummings presented the Principal's Report.</p> <ul style="list-style-type: none"> ● Discussion around some points in the Principal's Report. ● Are we still going to camp? Janet said we are still planning to go but this may change. Have contacted the camp site to discuss health and safety issues. <p>Move that Siobhan Bergin be delegated to sign off on health and safety matters for camp.</p> <p>Moved: Janet Cummings / Second: Clodagh Ward Carried</p> <ul style="list-style-type: none"> ● Question around students currently overseas or planning to go overseas. Janet said the school has been in contact with those families to make them aware of their obligations. ● Staff going overseas - Siobhan Bergin will have discussions with staff concerned. ● Families with parents who are airline staff - those parents have tested negative. ● Staff who have no sick leave - that will be addressed if it arrives. This will be a MoE decision and not be a board decision. ● If directed to shut the school will we be doing online learning? Janet advised that wellbeing of students is first. If children are anxious then learning from home will be difficult. Homework will be provided but it will not be compulsory. 	<p>Siobhan Bergin</p>

<p style="text-align: center;">Move that the Principal's Report be accepted: Moved: Janet Cummings / Second: Kathryn Fallon Carried</p> <p>6yr Net 2019</p> <ul style="list-style-type: none"> ● Postponed until April meeting. <p>Maths PaT 2020</p> <ul style="list-style-type: none"> ● Heading to be changed to "2020". <p>T1 SENCo Report</p> <ul style="list-style-type: none"> ● Janet clarified some confusion with the table on page 3. ● Is there a way of reporting gains in other goals (i.e. social)? Jane will investigate this. ● Put the level sheet at the end of every report. ● Hillary Hub has decided not to use the Steps Web programme. <p>OLA EEO Programme 2020</p> <ul style="list-style-type: none"> ● Nearly all the staff have taken up the offer of the Flu Injection. <p style="text-align: center;">Move that the above reports be accepted: Moved: Janet Cummmings / Second: Nigel Urquhart Carried</p>	<p style="text-align: center;">Janet Cummings</p> <p style="text-align: center;">Janet Cummings</p>
<p><u>Curriculum & Student Achievement Sub-Committee Report</u></p> <ul style="list-style-type: none"> ● No Questions. ● Congratulations to be passed on to Patrick Shea for his work on Reading Recovery. <p style="text-align: center;">Move that the Curriculum & Student Achievement Sub-Committee Report Moved: Nigel Urquhart / Second: Kathryn Fallon Carried</p>	<p style="text-align: center;">Janet Cummings</p>
<p><u>Policy Report</u></p> <ul style="list-style-type: none"> ● No questions. <p style="text-align: center;">Move that the Policy Sub-Committee Report be accepted: Move: Janet Cummings / Second: Peter Hooker Carried</p>	
<p><u>Finance Report</u></p> <ul style="list-style-type: none"> ● No questions. <p style="text-align: center;">Move that Finance Report be accepted: Moved: Clodagh/ Second: Peter Carried</p>	
<p><u>Health & Safety Report</u></p> <p>It was recommended that the Allergy Policy be adopted with the following recommended changes:</p>	

<ul style="list-style-type: none"> ● Don't have photo and info about children with allergies in the staff room. ● Take out the section that states "a parent must be present at camp". ● All medication held in the office is given back to parents at the end of the year. ● The class list given to relief teachers flags students with critical medical information. Office to make relievers aware of the specific details. <p style="text-align: center;">Move that the Health & Safety Report be accepted: Moved: Kathryn Fallon / Second: Kimberley Swinburn Carried</p>	
<p><u>Terms of Reference for Sub-Committees</u></p> <ul style="list-style-type: none"> ● Janet went through Terms of Reference for each Sub-Committee. ● Each document was accepted (with minor changes) which Janet made directly to each document at the meeting. 	
<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ● Letter received from St Thomas of Canterbury College regarding proposed amendment to their enrolment scheme. ● Timely to write to St Thomas of Canterbury College regarding our concern about their enrolment of our year 6 student boys. Peter, Siobhan, Clodagh and Andrew will meet to draft a letter, which will be sent before 7th April. 	<p>Peter, Siobhan, Clodagh & Andrew</p>
<p><u>Draft ERO Report</u></p> <ul style="list-style-type: none"> ● Bullet point 2 - Maori students made no acceleration. Janet showed the BoT her response to this comment and everyone agreed. ● Analysis of school wide data needs to be strengthened. Janet said that was in the ERO Report because of our change to Linc Ed which meant that data comparisons with our old reports were difficult. ● Janet clarified some wording in the report. 	
<p><u>Tree Trimming</u></p> <ul style="list-style-type: none"> ● Three quotes received to trim two dangerous trees around the school. ● Alba Trees agreed to do the work in the school holidays. They gave ideas on how to manage the tree maintenance over a period of time. Their quote was the middle price of the three. ● Agree to accept the Alba Trees quote. 	
<p><u>Next Meeting:</u></p> <ul style="list-style-type: none"> ● Tuesday 28th April at 5:00pm 	

There being no further business the meeting was declared closed at 7:15p.m.

Signed as a true and correct record:

Board Chairperson (Siobhan Bergin)

Date