

# Minutes of the Meeting for the Board of Trustees of Our Lady Star of the Sea School Held on 28th April 2020

**Meeting Opened:** 6.05pm (held Online, via Zoom)

**Opening Prayer:** Henry Glubb

**Present:** Henry Glubb (Chairperson), Lucy Glengarry-Jones, Adele Greig, Amy Symington, Vanessa Shearer, Pat Quinlan, Michael Toomey, Colin Thiele, Charlotte Morgan & Viv Burrough (LSM).

**Observer:** N/A

**Apologies:** Fr Benito

## **Action Points outstanding and updates: Updates at next meeting**

Inform the Board of who is teaching ESOL that is in line with the funding being received.	Charlotte
Allocation of funding for Mary (Teacher Aide) to be sent to the Board.	Charlotte
Adele & Charlotte liaise clear plan for Teacher Aides 6hrs. Charlotte to report back to the Board regarding this.	Adele/Charlotte
<b>At this stage the students are being assessed by the St Pats &amp; St Cecilia, Charlotte to update the board regarding the funding application date and which Terms it is covering.</b>	
Parent Interviews - Send out info and app alert by 11/3/20	Petrina
<b>Interviews Postponed due to COVID-19</b>	
Whanau Hui - date needs to be given to the BOT asap (as this has already been previously requested by Henry)	Charlotte
<b>Charlotte will send a survey out as they cannot meet. Charlotte to send this to Henry first.</b>	
Make a shared Google doc for upcoming important dates for the calendar	Lucy/Adele
<b>Lucy working on this.</b>	
Update the Board on where the data collection analysis is at.	Charlotte
<b>In Charlotte's report.</b>	
Look into ideal dates for reporting student achievement data to the board	Adele
<b>Adele and Charlotte have been working on this. Jude Callaghan will continue to meet up with the staff to go over the student achievement data. Adele suggested using the manual data that they have until the full information can be accessed.</b>	
Confirm the extension date received for lodging the Charter with MOE	Henry
<b>Needs to be in asap.</b>	

Colin - Get quote for the exterior wall – **Work Underway**

Board - Review Charter & Analysis of Variance – **Working On**

Organising people to help out for the maintenance – **Colin will look into this. Ongoing.**

Petrina - Ring Linc Ed to get them to come and do an info time. – **On Hold.**

Charlotte & Pat – Working on the website - **Ongoing.**

Charlotte - Action points list for the BOT regarding staff technology/devices requirements – **Ongoing**

Serenity Garden – **Ongoing**

Tag Test expired electrical tags in the school - Urgent - Colin/Pat/Charlotte - **Ongoing**

Charlotte to contact Steve Savage to discuss improvements to cyber security - Charlotte - **Ongoing**

Henry moved that Viv have speaking rights for this meeting.

Henry approved, Michael 2nd

## **REPORTS:**

### **Principal's Report -See Attached**

Charlotte ran through her report.

Amy approved, Pat 2nd

### **COVID-19 - Charlotte**

#### **The Status of Readiness to Reopen**

Viv asked how the cleaner was getting on about returning to work. Charlotte said she had been in contact with the cleaner and that she was happy to return to work and would do it when no other children would be around. Charlotte has asked her to use the MOE guidelines for cleaning the school, making sure all surfaces have been thoroughly wiped down. The cleaner will start back from 29th April. Charlotte said the school has already had one good clean from the cleaner before lockdown. Charlotte will keep in touch with the cleaner about when she will be required to do any extra hours (for extra cleaning) once the children have all returned back to school. Charlotte will keep the board informed of the extra hours required and will see if there is any funding to cover this from the MOE.

Henry talked about the two children that may be attending next week. At this stage, these are the only two that will be attending. Sarah Hook will come into school to look after the children that are needing to attend during Level 3, if required. As you need another support person present so that the teacher may take breaks, Charlotte will arrange for one of the teacher aides to be there. Charlotte will let the board know who the support person will be.

Amy suggested in this week's Bulletin that Charlotte include information so parents know they can still ask for their children to attend school in Level 3, if required within the MOE guidelines, preferably giving 48hrs notice to the Principal. The board agreed.

Also, the Board would like Charlotte to let parents know about Emma from the MOE and how she is helping. Plus a reminder, in regards to online learning, it is not compulsory. Charlotte to let parents know to give feedback back to their teachers about what is working and not working for them. Viv suggested Charlotte include these points into the next Bulletin. The Board agreed.

Lucy queried whether the Principal is required to be on premises when the school is open for instruction. Charlotte said that returning is dependent on your bubble situation. Charlotte cannot come in due to her bubble situation. Sarah Hook would be in charge on site in Charlotte's absence.

#### **Update on the Distance Learning Support for Teachers**

Charlotte explained the MOE have granted (FOC for T2) one on one support for online learning for the teachers. Emma from the MOE has been supporting teachers as there is a possibility of level 3 being extended. Charlotte mentioned that the MOE are sending out devices to SOS families requiring them, it is

hoped that these should arrive this week direct to the families. The Board acknowledged the hard work that the teachers have been doing to date.

Lucy raised concerns regarding St Cecilia's having any Zoom meetings. Parents in class not aware of any Zoom arrangements. Charlotte said not every teacher had the ability to organise a Zoom meeting. Lucy asked if Charlotte, as the other teacher in St Cecilia's, could host a Zoom meeting. Viv asked if Charlotte could host a Zoom meeting on Friday when it is her teaching day in St Cecilia's. Charlotte agreed she could do that this Friday. Adele mentioned that the TA's have been having and will be having more PD around using Zoom for meetings with the child that they support and for any other times they might require it. Henry asked what the TA's have been involved in so far with the learning. Adele said they have been having Zoom meetings with the student they support, daily. Mary has also been doing some other activities with the junior class. The classroom teachers will engage the TA's when needed. Vanessa talked about how her child's teacher has been supporting the children in her class's learning and that she could pass on some of that information to Charlotte if it was a help. Charlotte said she was aware of this learning as her child also attended this school so she did not need it.

Lucy asked if the teachers had been offered any wellbeing support. Charlotte explained she has been contacting them daily and that each week they have had a low key staff social gathering on Zoom on a Friday afternoon. However, this has only occurred once with the entire staff.

Pat asked if there are any websites/programmes that the school we were using at the moment that would require a subscription in the future. Charlotte said they were using Seesaw Premium however she had been advised by Emma from the MOE that the Seesaw Education version would be a better one for the teachers to be using. Charlotte is going to find out how much it is going to cost to get Seesaw Education. They were also using Mathletics 30 day free trial but it is really expensive to subscribe to long term so they would probably stop using it once the trial period had expired. Charlotte said there were other options out there that were free, she will look into them.

Viv suggested that the teachers needed to make contact with their parents to make sure they know they can contact them with any concerns. Pat felt that this should go into the bulletin instead of teachers having to make contact with each parent individually. Charlotte is to put this information in the next bulletin. Vanessa suggested keeping the values side of things, reminding children about nice things to do for each other.

Amy is going to try to organise something for the parent community as a gathering without actual contact, maybe a quiz night or similar.

Adele asked about how we will get the info about Level 2 (12th May is the next meeting). Board will discuss at next meeting and Viv suggested we continue with the same method used in Level 3. The board agreed.

Feedback questionnaire information from Maori families of Star of the Sea has come in - Charlotte would like to have a face to face meeting with the families when we are in Level 2 or 1.

Henry provided progress report on Charter. Charlotte to provide student achievement information before the next Principal's Board report so that the Charter can be finalised. Required by 6th May to give Chair time to incorporate into Charter.

In-Committee - 7:29pm

Out of Committee - 8:02pm

**Finance - At next meeting**

**Property - At next meeting**

**GENERAL BUSINESS:**

Covered in discussions under Principal's Report.

**Meeting Closed: 8:02pm**

Signed: \_\_\_\_\_

Date:

Chairperson – Henry Glubb

**Action Points:**

**New**

A reminder to staff about availability of EAP if needed. Lucy

Find out how much it will cost to get the Seesaw Education Programme subscription. Charlotte

Bulletin Items to be added - Charlotte

- \* Notify parents regarding the ability of adding more children into the level 3 school bubble if required - Preferably 48hrs notice to the school.
- \* Notify parents to let them know about Emma from the MOE about how she is helping support the teachers with online distance learning.
- \* Remind parents online learning resources are a guide, not compulsory.
- \* Advise parents to give feedback about the online learning and what is working and not working, including teachers' email addresses in the information

Check in with Fr Benito to see if he is able to use Zoom for meetings. Amy

Get student achievement information to Henry by 6th May 2020 Charlotte

**Updates at next meeting**

School Review 2019-2021- Pandemic School response will require a review and will be completed in term two. Charlotte to report back to the board preferably by the next meeting. Charlotte

Provide observational modeling and PD for Adele on Walker Learning Charlotte

Term 1 2020 Analysis report along with Term 4 2019 Analysis report, also Etap reporting for the past couple of years. Term 1 2017, 2018 & 2019 so a comparison can be made for how The Walker Learning Approach is going. This is to be sent to the board as soon as possible. Charlotte

Amend the Analysis of Variance to remove any personal information. Charlotte

Send out the finance report to the board Henry

Set up a Charter committee meeting Henry

Dates for a COVID-19 meeting Henry

ERO - Action Plan is required. Henry