

CONFIRMED MINUTES

OLSOS BOT MEETING DECEMBER 2019



At the **OLSOS BoT Meeting February 2020** on **20 Feb 2020** these minutes were **confirmed with the following changes:**

Item 1.6 - correct spelling of Yohann's name

Name: Our Lady Star of the Sea School
Date: Tuesday, 10 December 2019
Time: 6:30 PM to 7:47 PM
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Vaughan Fraser (Chair), Alina Hooper, Chontelle Bidois, John Kuok, Karen Noble-Campbell, Kerri Hunt, Louise Campbell, Stephen McKenzie, Sunil Serrao, Yohann Cuer
Apologies: Fr John Fitzmaurice, Sarah Richards
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer

1.2 Apologies / Leave

Apologies received from Fr John and Sarah



Move to accept apologies

Fr John

Sarah

Decision Date: 10 Dec 2019
Mover: Vaughan Fraser
Seconder: Sunil Serrao
Outcome: Approved

1.3 Interests Register

Name change noted, Columbus Coffee amended to Sequel Cafe

1.4 Confirm Minutes

OLSOS BoT Meeting November 2019 25 Nov 2019, the minutes were confirmed as presented.



OLSOS Bot Meeting November 2019

Minutes from the previous meeting Accepted as presented

Decision Date: 10 Dec 2019
Mover: Vaughan Fraser
Seconders: Yohann Cuer
Outcome: Approved

1.5 Correspondence

New regulations published in the Education and Training Bill.

1 or 2 Newsletters

Audit Report

1.6 BOT Leave with Prior Approval

Yohann requested leave for our March meeting - pending new meeting dates being set.

2. Principal and Management Reports

2.1 Principal's Report and End of Year Reports

Louise raised the following question to the board, that she be allowed to include the mid-year results in her end of year report - as a clear visual representation of progress.

This was accepted and approved by the board.

The report indicates no significant disproportionate results (i.e. does not exceed a 10% margin).

Stephen suggested that perhaps the school could also separate and reflect the NZ European ethnicity in this report.



Principal's Report Acceptance

Accepted as presented

Decision Date: 10 Dec 2019
Mover: Louise Campbell
Seconders: Chontelle Bidois
Outcome: Approved

2.2 Finance

The current surplus will decrease with upcoming external painting.

There is provision for painting to be conducted in stages.

Capital account currently invested in an interest account until February 2020.

Voluntary contributions are proposed to increase by \$8 per year in 2020.

Breakdown is as follows;

Attendance Dues \$448

Special Character: \$50

General Purpose: \$500 (including activities and donation)

A letter has been drafted for issue to the school community supporting and explaining this increase.



Letter in support of fee increase

Approved pending the breakdown (Activity and Donation fees will be combined)

Decision Date: 10 Dec 2019
Mover: Yohann Cuer
Seconder: Alina Hooper
Outcome: Approved



Finance Report

Approved as presented

Decision Date: 10 Dec 2019
Mover: Yohann Cuer
Seconder: Louise Campbell
Outcome: Approved

3. Other Business

3.1 Other Business

It was requested the members of the board keep the "BOT FTE Spreadsheet" up to date with their hours related to board tasks. This document has been shared via Google Drive.

COLA: Board approved that work be awarded and scheduled to begin January 2020



Award and Schedule COLA ground prep

Approve and schedule works to begin January 2020

Agreed to proceed at slightly higher cost of \$600

Due Date: 13 Jan 2020
Owner: Stephen McKenzie

Board representation was requested at the final tea - Tuesday 17th December 10:40am

Where teachers will be presented with end of year gifts and those teachers leaving will be farewelled.

BOT Meeting dates set for 2020

Strategic Planning Day

Pending date: Thursday 20 February 2020 (09:00 - 15:00)

4. In Committee Meeting

4.1 Staff & Personnel Report

5. Close Meeting

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.

With there being no other business the meeting concluded at 8:57pm

Signed as a true and correct record

Signature:  _____

Date: 20 Feb 2020