

CONFIRMED MINUTES

OLSOS BOT MEETING OCTOBER 2019



At the **OLSOS BoT Meeting November 2019** on **25 Nov 2019** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 29 October 2019
Time: 6:30 PM to 8:29 PM
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Chontelle Bidois, Fr John Fitzmaurice, John Kuok, Karen Noble-Campbell, Kerri Hunt, Louise Campbell, Sunil Serrao, Vaughan Fraser (Chair), Yohann Cuer, Stephen McKenzie
Attendees: Sarah Richards
Apologies: Alina Hooper
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer



Prayer for the Next BoT meeting 25 November 19

Alina to Prepare a Prayer for the next BoT meeting

Due Date: 25 Nov 2019

Owner: Alina Hooper

1.2 Apologies / Leave



Apologies from Alina Hooper

Moved from the Chair that "the apology from Alina be approved and accepted".

Decision Date: 29 Oct 2019

Mover: Vaughan Fraser

Second: Fr John Fitzmaurice

Outcome: Approved

1.3 Interests Register

1.4 Confirm Minutes

OLSOS BoT Meeting September 2019 19 Sep 2019, the minutes were confirmed as presented.



Minutes of Meeting September 2019

Moved that the minutes from the meeting held on the 19 September be confirmed and accepted as a true and correct record.

Decision Date: 29 Oct 2019
Mover: Fr John Fitzmaurice
Seconder: Karen Noble-Campbell
Outcome: Approved



September Meeting minutes to be added to the school website

September Meeting minutes to be added to the school website

Due Date: 4 Nov 2019
Owner: Louise Campbell

1.5 Correspondence



Correspondance Noted

Moved that the correspondence has been received

Decision Date: 29 Oct 2019
Mover: Yohann Cuer
Seconder: Sunil Serrao
Outcome: Approved

Correspondence to be noted: NZSTA letter regarding the additional Teacher Only Days and the impact on schools.

There is an additional 8 teacher only days to be used over the three year period of the collective agreement. Stipulations include giving the community one terms notice of any teacher only day and the Board are in agreement for when those teacher only days are to be used.

1.6 BOT Leave with Prior Approval

2. Strategic Review

2.1 OLSOS Policy Framework

The policy committee has had a meeting and has looked at a new policy framework possibility. Referring to the framework attached to the board pack, it outlines the governance policy and beneath sits the governance procedures and the all of the other policies sit beneath are the operational policies.

The transition to the new policy framework will happen over time.

The policy committee will provide an update at the next meeting.



Approval to transition to the new policy framework presented at the October meeting

The policy committee will present a policy and vote on the acceptance of that policy, making the old policies redundant in the process.

Suggestion from Detta to include a note around our special character "Let us breathe the spirit of Mary" included in the policy framework document as well as our crest.

Decision Date: 29 Oct 2019
Mover: Louise Campbell
Seconder: Fr John Fitzmaurice
Outcome: Approved

3. Principal and Management Reports

3.1 Principal's Report

Principals Report taken as read with the following discussed:

Our vision and the progress on updating it with consideration to the table below:

Our Lady Star of the Sea Catholic school community:

1.

Confidently learning for life with Jesus as our Guide or

Confidently serving and learning for life with Jesus as our Guide or

Confidently learning and serving for life with Jesus as our Guide

2.

Confident Catholics learning for life adapting to our ever changing world.

3.

Living, Learning and Serving as witnesses of Christ or

Confidently Living, Learning and Serving with Jesus as our Guide



Acceptance of 3.b of the vision statements as the preference

All in favour that 3.b. is the preferential statement for OLSOS vision

Decision Date: 29 Oct 2019
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved



Proposal to accept the Principals Report

Moved that the principals report be approved and accepted

Decision Date: 29 Oct 2019
Mover: Louise Campbell
Seconder: Yohann Cuer
Outcome: Approved

3.2 Special Character



Proposal to accept the Special Character report

Moved that the special character report be approved and accepted

Decision Date: 29 Oct 2019
Mover: Kerri Hunt
Seconder: John Kuok
Outcome: Approved

3.3 Review and approval of the Bishops Report



Proposal to accept the Bishops Report

Bishop's report completed by the committee using information gathered from the community dreaming day.

Approved and accepted pending spelling correction - "pompallier" to be made by Kerri.

Decision Date: 29 Oct 2019
Mover: Kerri Hunt
Seconders: John Kuok
Outcome: Approved

3.4 Finance



Proposal to accept the finance report

Moved the finance report be approved and accepted

Decision Date: 29 Oct 2019
Mover: Yohann Cuer
Seconders: John Kuok
Outcome: Approved



Amendment to the Local Capital Section

Make the to reflect correct amount of \$300,000

Due Date: 25 Nov 2019
Owner: Yohann Cuer



Member of the Board to be responsible for gifts, hospo, expenses to liaise with Sue

Vaughan to approach Alina

Due Date: 25 Nov 2019
Owner: Vaughan Fraser



Acceptance by Alina to be the Welfare Representative

Alina has accepted the position

Decision Date: 18 Nov 2019
Mover: Vaughan Fraser
Seconders: Alina Hooper
Outcome: Approved

3.5 Shade Cover / COLA and Future Focused Education

Stephen provided an update on timeframes:

2-3 weeks for engineers reports after diocese consent

4-6 weeks for building consent

1 week for 2 stage process for foundations and drainage

6-8 weeks for fabrication of the canopy and 1 week for erection of the canopy

No issues can be seen with consent for the works.

3.6 PTA Report

PTA meeting Monday following BoT meeting. Sunil to attend

3.7 Parish Report

Number of students have begun to become altar servers

Father John updated us on the students being baptized in the on the 3rd November at 5:30pm - 12-14 students total.

Sacramental program will begin the week after that and have approx. 70 people participating in that.

4. Other Business

4.1 Other Business

ERO: Vaughan

Pre Audit meeting: Louise and the Leadership team put together information and documents to present to the auditor.

Recommendations are that we all need to be on the same page with regards to our journey and our vision statement.

Welcoming opening on the 18th November for those board members that are able to attend.

Debrief meeting on the 21st November for those board members that are able to attend.



Louise to share with the Board the Journey Map

Louise to share with the Board the Journey Map

Due Date: 25 Nov 2019

Owner: Louise Campbell



Additional Meeting / ERO visit

Additional Meeting accepted / Vaughan will communicate with the Board

Decision Date: 29 Oct 2019

Mover: Vaughan Fraser

Seconder: Sunil Serrao

Outcome: Approved

4.2 Newsletter



Vaughan to complete newsletter

Newsletter to be completed before next meeting with updates on: COLA, ERO Visit, The Gala and the Painting Works

Due Date: 25 Nov 2019

Owner: Vaughan Fraser

5. In Committee Meeting

5.1 Staff & Personnel Report



Move the meeting into committee

At 8:09p.m. it was moved from the Chair that "the meeting go into committee" and that the public be excluded from the following parts of the proceedings of the meeting, namely Personnel Report.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: this matter contains personnel information and there are reasonable grounds for the passing of this resolution to protect the identity and privacy of the personnel to be discussed"

The meeting came out of committee at 8:29pm and continued as follows.

Decision Date: 29 Oct 2019
Mover: Vaughan Fraser
Outcome: Approved

5.2 Confirm In-Committee Minutes from August & September



In Committee Minutes of meeting August and September

Moved that the minutes from the meeting held in August and September be confirmed and accepted as a true and correct record.

Decision Date: 29 Oct 2019
Mover: Vaughan Fraser
Seconded: Louise Campbell
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
1.1	Prayer for the Next BoT meeting 25 November 19 Due Date: 25 Nov 2019	Alina Hooper
1.4	September Meeting minutes to be added to the school website Due Date: 4 Nov 2019	Louise Campbell
3.4	Amendment to the Local Capital Section Due Date: 25 Nov 2019	Yohann Cuer
3.4	Member of the Board to be responsible for gifts, hospo, expenses to liaise with Sue Due Date: 25 Nov 2019	Vaughan Fraser
4.1	Louise to share with the Board the Journey Map Due Date: 25 Nov 2019	Louise Campbell
4.2	Vaughan to complete newsletter Due Date: 25 Nov 2019	Vaughan Fraser

With there being no other business the meeting concluded at 8:29pm

Signed as a true and correct record

Signature: _____



Date: _____

25 Nov 2019