

# CONFIRMED MINUTES

## DECEMBER 2018 OLSOS BOT MEETING



At the **Board Strategic Planning Day** on **Monday, March 4, 2019** these minutes were confirmed as presented.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, December 11, 2018  
**Time:** 6:00 PM to 7:35 PM  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Stephen McKenzie (Chair), Alina Hooper, Jacqueline White, John Kuok, Karen Noble-Campbell, Louise Campbell, Stephanie Chamberlin, Yohann Cuer  
**Attendees:** Taniya Bassi  
**Apologies:** Fr John Fitzmaurice, Ian Olan  
**Guests/Notes:** Sue Kubala

### 1. Opening Meeting

#### 1.1 Prayer

#### 1.2 Apologies / Leave

Father John granted leave at meeting held on Tuesday, 27 November, 2018.



#### Apologies - Ian Olan

Moved from the Chair that the "apologies be approved and accepted".

**Decision Date:** 11 Dec 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Jacqueline White  
**Outcome:** Approved

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**November 2018 OLSOS BOT Meeting Tuesday, November 27, 2018**, the minutes were confirmed as presented.

Changes to the November minutes as discussed:

##### 4.1 Spelling of name "Maria"

## 5.1 Change "painter" to "colour consultant"



### Minutes of meeting November 2018

Moved from the Chair that "with the changes discussed, minutes of the meeting held on 27 November 2018 be confirmed and accepted as a true record".

**Decision Date:** 11 Dec 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Yohann Cuer  
**Outcome:** Approved

## 2. Major Decisions and Discussions

### 2.1 COLA - Shade Cover

The Board carefully considered the quotes and the documents attached.



#### Approval of the Cola quote for placement on the Upper court

Moved from the Chair that "the Nova Shades quote for a outdoor sports canopy including an architectural truss with the school cross above the western end, a cantilevered overhang on the eastern side, overhangs on the northern and southern sides, round galvanised and painted steel poles, pole covers, lighting and sound, for the sum of \$237,040.00 plus GST be accepted subject to Board approval of the design of the architectural truss with the School cross and Diocesan approval."

**Decision Date:** 11 Dec 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Alina Hooper  
**Outcome:** Approved



#### Approval of additional items for the Cola setup

Moved from the Chair that "the Tiger Turf quote for the supply and installation of a Tiger Turf trophy surface on the upper court under the outdoor sports canopy including a shock pad / drainage cell, one netball court marking, one basketball court marking, one hopscotch marking, one School crest marking and rotating basketball / netball hoops for the sum of \$55,370.00 plus GST be accepted subject to Diocesan approval."

**Decision Date:** 11 Dec 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Alina Hooper  
**Outcome:** Approved

### 2.2 Finance

Jacq White spoke to the report:

- The first draft of the annual budget is attached with the supporting documents. As the draft budget was only received today, it was suggested that the Board take the time to read the draft budget and work through any questions over the school break, so that a final draft can be prepared and presented at the February BOT meeting. In the meantime Jacq White, Louise Campbell and Sue Yandell will look over the draft budget in more detail and will keep the Board informed if there are any significant changes to the current draft.

- Alina and Stephanie will rework the draft letter to inform the school community of the change to the collection of voluntary contributions for the numerous school activities offered throughout the year. It will provide a brief explanation of the change and how this will benefit our families. The letter will be followed up with a detailed letter setting out the amount of attendance dues, and the requested special character contribution and voluntary contribution for 2019.
- YTD to November 2018 accounts is now showing a surplus of \$8,888.73.
- Voluntary contributions for 2019 as set out in the finance report discussed.



#### **General purpose voluntary contribution**

Moved that the "General purpose voluntary contribution for 2019 be \$498.00".

**Decision Date:** 11 Dec 2018  
**Mover:** Jacqueline White  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



#### **Proposal to accept the finance report**

Moved that the "December 2018 Finance Report be approved and accepted."

**Decision Date:** 11 Dec 2018  
**Mover:** Jacqueline White  
**Seconder:** Karen Noble-Campbell  
**Outcome:** Approved

### **3. In committee meeting**

#### **3.1 In Committee Meeting**

Sue Kubala left at 7:11pm and the meeting moved into committee.



#### **Move into committee**

At 7:12 p.m. it was moved that the meeting go "into committee" and the public be excluded from the following parts of the proceedings of this meeting, namely,—**Personnel Report**.

**Decision Date:** 11 Dec 2018  
**Mover:** Stephen McKenzie  
**Seconder:** Karen Noble-Campbell  
**Outcome:** Approved

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 concerns personnel information and there are reasonable grounds of passing this resolution to protect the identity of the personnel to be discussed.

The meeting came out of committee at 7:30 p.m. and the meeting continued as follows:

### **4. Other Business**

#### **4.1 Any Other Business**

## Health and Safety

Injury report from Louise on a year 4 student who tripped on the concrete stairs and has slightly fractured her lower arm. Her arm will be in plaster for 5 weeks.

## Board Strategic Planning Day

Howick club is not available for the strategic planning day on 4th March. Taniya to check availability of and book the meeting room at BNZ partners in Highbrook instead.



### Book BNZ Highbrook for the Strategic Planning Day

Taniya to check availability of the meeting rooms at the BNZ Highbrook for the Strategic Planning Day.

**Due Date:** 12 Dec 2018

**Owner:** Taniya Bassi

## 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 7:35pm

Signed as a true and correct record

Signature: 

Date: 22 MARCH 2019