

CONFIRMED MINUTES

OLSOS BOT MEETING



At the **OLSOS BoT Meeting May 2020** on **26 May 2020** these minutes were **confirmed with the following changes:**

Cyclical Maintenance Update will be provided at the next meeting

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 28 April 2020
Time:	6:30 PM to 8:00 PM
Location:	Via ZOOM link, .
Board Members:	Vaughan Fraser (Chair), Alina Hooper, Chontelle Bidois, Fr John Fitzmaurice, John Kuok, Karen Noble-Campbell, Kerri Hunt, Louise Campbell, Stephen McKenzie, Sunil Serrao, Yohann Cuer
Attendees:	Sarah Richards, Sarah Richards

1. Opening Meeting

1.1 Prayer

1.2 Apologies / Leave



Decision: No Apologies Received, Father John will excuse himself early

Father John was not in attendance

Decision Date: 28 Apr 2020

Mover: Vaughan Fraser

Seconder: Louise Campbell

Outcome: Approved

1.3 Interests Register

None

1.4 Confirm Minutes

OLSOS BoT Meeting February 2020 20 Feb 2020, the minutes were confirmed as presented.

1.5 Correspondence

Vaughan has received two of the standard emails from NZSTA.

No other correspondence received

1.6 Draft Strategic and Annual Plan



To accept the draft of the Strategic and Annual Plan as Final

Passed as accepted

Decision Date: 28 Apr 2020
Mover: Louise Campbell
Seconder: Sunil Serrao
Outcome: Approved

2. Strategic Review

2.1 Annual Report 2019

No information to add on this topic. Agreed to in the Feb meeting and sent to the Ministry. No further action required.

3. Principal and Management Reports

3.1 Principal's Report



Principals Report Read and Accepted

Principals Report Read and Accepted

Decision Date: 28 Apr 2020
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved

Additional information added from the March report. The confirmed ERO report came through and shared via the Newsletter.

Louise updated the team on the plan for the mud kitchen area and the new plans sent through from Nature Play. Louise would like the Board to discuss the need to spend extra money to have Dino draw plans based on the concept drawings undertaken in early 2019 in order to develop an economically and environmentally sound space aligned with OLSOS's play based philosophy that we can submit to the MOE, CDA and auditor in order to get permission to undertake the work.

Karen would like the input of the children to be considered as this was the basis for updating the space.



Agree to spend the additional \$4150 for plans for outdoor play space

Agree to spend the additional \$4150 to have Nature play come up with a comprehensive design for the play space with the children's interests in mind.

Decision Date: 28 Apr 2020
Mover: Louise Campbell
Seconder: Karen Noble-Campbell
Outcome: Approved

3.2 Special Character



Special Character Report Read and Accepted

Special Character Report Read and Accepted

Decision Date: 28 Apr 2020
Mover: Kerri Hunt
Seconded: Sunil Serrao
Outcome: Approved

A date for the blessing of the new chapel will be decided when able to do so.

3.3 Finance



Finance Report Read and Accepted

Finance Report Read and Accepted

Decision Date: 28 Apr 2020
Mover: Yohann Cuer
Seconded: Alina Hooper
Outcome: Approved

The latest onsite component of the audit was not able to physically happen due to COVID-19 but all relevant documents have been sent to the auditor.



Board to review and accept the 2019 10 year property plan

Board reviewed and accepted the 2019 10 year property plan as part of its Q1 2020 review of 2019 operations

Due Date: 29 May 2020
Owner: Yohann Cuer

3.4 Parish Report

No Parish Report in Father John's absence

4. Other Business

4.1 Covid-19: How do we support the school as a Board?

A health and safety plan has been put in the place to support those students returning to school.

There is 1 x classroom set up to support the number of children returning and there will be 2 x teacher each working 1/2 a day each and 1 x teacher aide. EO and Principal in admin. All other staff still need to remain offsite. The office remains closed, with the Principal's permission to enter the site and a track and trace register in operation. Parents are not permitted on-site, children attending school need to be collected outside the school grounds. Playgrounds are not in use.

The BoT role in supporting the school will be guided by the MOE and MOH information.



Thank you to the Teachers

Vaughan to include in the newsletter a Thank You to the teaching staff for the extra support they have provided around online learning for our children. Louise communicated to the Board high praise for all the teachers at OLSOS.

Due Date: 29 May 2020
Owner: Vaughan Fraser



June Teacher Only Day to be Deleted

Vaughan to communicate via the newsletter that the scheduled additional Board Approved teacher only day for June will be cancelled in support of the children and the parents.

Decision Date: 28 Apr 2020
Mover: Vaughan Fraser
Seconder: Yohann Cuer
Outcome: Approved

4.2 2020 Gala

The Board discussed the options around what the Gala could look like for 2020 and whether it's appropriate to go forward with the Gala in the current climate (COVID-19). Louise and Alina have agreed to send a survey to parents of the school to gather feedback so a decision can be made from there.



GALA Survey / 2020

Alina and Louise to compile a short survey on whether the Gala goes ahead for 2020. Feedback gathered from parents and presented at the next meeting.

Due Date: 29 May 2020
Owner: Louise Campbell

5. In Committee Meeting

5.1 Staff & Personnel Report

5.2 Confirm In-Committee Minutes from December

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
3.3	Board to review and accept the 2019 10 year property plan Due Date: 29 May 2020	Yohann Cuer
4.1	Thank you to the Teachers Due Date: 29 May 2020	Vaughan Fraser
4.2	GALA Survey / 2020 Due Date: 29 May 2020	Louise Campbell

With there being no other business the meeting concluded at 8:30pm

Signed as a true and correct record

Signature:  _____

Date: 26th May 2020