

# CONFIRMED MINUTES

## OLSOS BOT MEETING JUNE 2020



At the **OLSOS BoT Meeting July 2020** on **28 Jul 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Our Lady Star of the Sea School
<b>Date:</b>	Tuesday, 30 June 2020
<b>Time:</b>	6:30 pm to 8:32 pm
<b>Location:</b>	Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
<b>Board Members:</b>	Vaughan Fraser (Chair), Alina Hooper, Chontelle Bidois, Fr John Fitzmaurice, John Kuok, Karen Noble-Campbell, Kerri Hunt, Louise Campbell, Yohann Cuer
<b>Apologies:</b>	Stephen McKenzie, Sarah Richards, Sunil Serrao

### 1. Opening Meeting

#### 1.1 Prayer

Father John opened the meeting with prayer.

#### 1.2 Apologies / Leave

Apologies received from Steven, Sunil and Sarah.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**OLSOS BoT Meeting May 2020 26 May 2020**, the minutes were confirmed as presented.



#### Minutes from the May 2020 meeting

Approved subject to the correction of a numerical error under item 2.4

<b>Decision Date:</b>	30 Jun 2020
<b>Mover:</b>	Vaughan Fraser
<b>Seconder:</b>	Yohann Cuer
<b>Outcome:</b>	Approved

#### 1.5 Correspondence

Letter received from the Minister of Education in recognition of the strong ERO report achieved.

Professional development available to board members online. Awaiting upcoming workshops, which would be beneficial for the board to attend as a team.

Auckland Catholic Primary Principal body expect to receive a school investment package (at 85% of what state schools have received). Utilization of these funds depend on how the Diocese see fit.

## 1.6 BOT Leave with Prior Approval

## 2. Principal and Management Reports

### 2.1 Principal's Report



#### Principals Report

Accepted as read

**Decision Date:** 30 Jun 2020  
**Mover:** Louise Campbell  
**Seconder:** Kerri Hunt  
**Outcome:** Approved

### 2.2 Special Character



#### Special Character Report

Accepted as read

**Decision Date:** 30 Jun 2020  
**Mover:** Kerri Hunt  
**Seconder:** Karen Noble-Campbell  
**Outcome:** Approved

### 2.3 Professional Development

Covered within Correspondence Received

### 2.4 Finance



#### Finance Report

Report accepted as read.

Application for software grant, in order to update the school website supported by board members.

**Decision Date:** 30 Jun 2020  
**Mover:** Yohann Cuer  
**Seconder:** Chontelle Bidois  
**Outcome:** Approved



#### Time sheet Update

c/o Sue Yandell

Update the Time Sheet Excel schedule and share with board members.

Members are required to populate this time sheet monthly.

**Due Date:** 28 Jul 2020  
**Owner:** Yohann Cuer

## 2.5 Parish Report



### Parish Report

Sacramental Program to resume from 23 July with the sacrament of Confirmation and Communion to be received end August 2020.

There are approximately 70 children receiving the sacrament within our church community this year.

**Decision Date:** 30 Jun 2020  
**Mover:** Fr John Fitzmaurice  
**Seconder:** Yohann Cuer  
**Outcome:** Approved

## 2.6 Special Character Policy



### Special Character Policy

Accepted as presented - no amendments required.

**Decision Date:** 30 Jun 2020  
**Mover:** Louise Campbell  
**Seconder:** Fr John Fitzmaurice  
**Outcome:** Approved

## 3. Other Business

### 3.1 Other Business

COLA update:

CDA questioned the drawing of the structure not being clear enough to show the overlap of the COLA to the roof of the building. An elevation drawing is to be obtained and submitted.



### Kahui Ako Invitation

Vaughan to send an invitation to trustees containing details of the meeting to take place at ELIM, Golflands

**Due Date:** 23 Jul 2020  
**Owner:** Vaughan Fraser

### 3.2 Newsletter

Topics to include in the upcoming newsletter;

Update on the COLA

A farewell to Mr Vernon

Commend staff on handling the change between classroom and on-line learning.

Share a copy of the letter from the Minister of Education.



### Appreciation Gifts for staff

Botany Town Centre vouchers to be presented to staff members as a token of appreciation.

**Decision Date:** 30 Jun 2020

**Mover:** Louise Campbell  
**Seconded:** Alina Hooper  
**Outcome:** Approved

#### 4. In Committee Meeting

##### 4.1 Staff & Personnel Report



**Move the meeting into committee**

##### **Move the meeting into committee**

At 7:34 pm 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 8:31pm and continued as follows.

**Decision Date:** 30 Jun 2020  
**Mover:** Vaughan Fraser  
**Seconded:** Louise Campbell  
**Outcome:** Approved

##### 4.2 Confirm in committee minutes

#### 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 7:20pm

Signed as a true and correct record

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

28<sup>th</sup> July 2020