

CONFIRMED MINUTES

OLSOS BOT MEETING MAY 2020



At the **OLSOS BoT Meeting June 2020** on **30 Jun 2020** these minutes were **confirmed as presented**.

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 26 May 2020
Time:	6:30 pm to 8:30 pm
Location:	Microsoft Teams, Please see link from Vaughan
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
Notes:	

Let us breathe the Spirit of Mary in all we do; to think, judge, feel and act in as Mary in all things God has chosen us to do

1. Opening Meeting

1.1 Prayer

1.2 Apologies / Leave

None

1.3 Interests Register

1.4 Confirm Minutes

OLSOS BoT Meeting 28 Apr 2020, the minutes were confirmed with the following changes:
Cyclical Maintenance Update will be provided at the next meeting

1.5 Correspondence

1.6 BOT Leave with Prior Approval

None

2. Principal and Management Reports

2.1 Principal's Report



Principals Report Read and Accepted

Principals Report Read and Accepted

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconders: Alina Hooper
Outcome: Approved

2.2 Special Character



Special Character Report Read and Accepted

The Blessing of the Chapel has not yet been done due to the COVID-19 restrictions. The new proposed date will be at the end of term 2 if not by the bishop but by either Father John or Father Terry.

The Special Character Report was missing at the time of the meeting but has now been uploaded.

Decision Date: 26 May 2020
Mover: Sunil Serrao
Seconders: Louise Campbell
Outcome: Approved



Special Thank You to Father John and Father Terry

The Board would like to thank and acknowledge the effort that Father John and Father Terry have put in to share virtual mass with the community as well as updates from the parish via email.

Decision Date: 26 May 2020
Mover: Sunil Serrao
Seconders: Louise Campbell
Outcome: Approved

2.3 Policy Committee Update



2.3a DRAFT Committees Terms of Reference

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconders: Vaughan Fraser
Outcome: Approved



2.3b DRAFT Wording for Excluding the Public

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconders: Fr John Fitzmaurice
Outcome: Approved



2.3c DRAFT Attendance of General Public at Meetings

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Karen Noble-Campbell
Outcome: Approved



2.3d DRAFT Principals Performance Management Procedure

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Sunil Serrao
Outcome: Approved



2.3e DRAFT Principals Responsibilities

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved



2.3f DRAFT Agreed Board Operations Procedure (1)

Accepted after discussion around removing 14d as a copy is located in Appendix D. Karen made the changes during the meeting.

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Fr John Fitzmaurice
Outcome: Approved



2.3g DRAFT Person Description Special Character

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved



2.3h DRAFT Person Description Finance Chair

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: John Kuok
Outcome: Approved



2.3i DRAFT Person Description Staff Trustee

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Yohann Cuer
Outcome: Approved



2.3j DRAFT Position Description Chairperson

Approved

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Vaughan Fraser
Outcome: Approved



Move to retire the old Governance Policy Documents (except Concerns & Complaints Procedure)

New Policies and Procedures to take place

Decision Date: 26 May 2020
Mover: Louise Campbell
Seconder: Chontelle Bidois
Outcome: Approved

2.4 Finance



Finance Report Read and Accepted

Sue moved some funds around in the term deposits to take advantage of good interest rates.

202 cyclical maintenance review to the board will be presented in the June meeting.

Decision Date: 26 May 2020
Mover: Yohann Cuer
Seconder: Alina Hooper
Outcome: Approved

2.5 Parish Report

Father John and Father Terry are getting prepared to reopen for mass. Week day mass will commence Monday 01/06 and Sunday mass will commence on 07/06.

3. Other Business

3.1 Other Business

The gala survey has received 195 responses. The outcome is that the community is prepared to support the gala but would prefer to have it postponed to 2021.

Vaughan will investigate some other options such as a Open Air Movie night.

COLA: Louise had an update for the COLA and the consent will be sent to the diocese a few days post the meeting and the board will be updated at the next meeting.



Vaughan to go back to the community re outcome from the Gala Survey

Vaughan to advise the community that the gala will be postponed for 2020 and a community event will be planned for later in 2020.

Due Date: 30 Jun 2020
Owner: Vaughan Fraser

3.2 Newsletter

4. In Committee Meeting

4.1 Staff & Personnel Report



Move the meeting into committee

Move the meeting into committee

At 7:45pm 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 7:53pm and continued as follows.

Decision Date: 26 May 2020
Mover: Vaughan Fraser
Seconded: Louise Campbell
Outcome: Approved

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: _____

20th June 2020