

CONFIRMED MINUTES

OLSOS BOARD MEETING - AUGUST 2021



At the **OLSOS Board Meeting - September** on **28 Sep 2021** these minutes were **confirmed as presented**.

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 31 August 2021
Time:	6:30 pm to 8:10 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, Yohann Cuer, Sharon Yeh
Apologies:	Sunil Serrao
Guests/Notes:	Detta Fairweather

1. Opening Meeting

1.1 Prayer

Led by Fr John Fitzmaurice.

1.2 Apologies / Leave

Apologies received from Sunil.

1.3 Interests Register

Confirmed, no further interests to register.

1.4 Confirm Minutes

OLSOS Board Meeting - July 2021 27 Jul 2021, the minutes were confirmed as presented.



OLSOS Board Meeting - July 27, 2021

The minutes were confirmed as presented.

Decision Date:	31 Aug 2021
Mover:	Vaughan Fraser
Seconded:	Sharon Yeh
Outcome:	Approved

1.5 Correspondence

Seven items of correspondence presented.

"NZSTA Mini conference" per invite 19 August 2021 has been postponed due to COVID L4. New date to be advised.

1.6 BOT Leave with Prior Approval

None requested.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principals report for August, together with three supplementary mid year data reports. Variances of +10% are considered items of note, therefore explanations have been provided.

School halt due to COVID L4. Some questions from members around what the numbers in brackets () represent for the earlier years regarding school numbers - but there is no legacy knowledge for what these numbers relate to.

EPMP funding - so far proactive involvement from Jazz Wilson (Project Manager). There will be two funding drops - one now another in 12 months time. Funding must be spent within 24 months. There are six projects which have been validated by the Diocese as items for this funding to be spent on - all are keeping with the broad theme of health and safety, but will provide other cosmetic benefits to the school as well. These projects will go out market for quotation. Project Manager fees will be deducted from the EPMP funding received.



Table as accepted - mid year data (2.1 b & 2.1c)

Accepted by members.

Decision Date:	31 Aug 2021
Mover:	Louise Campbell
Seconder:	Alina Hooper
Outcome:	Approved



Table as accepted - Disposition Executive Summary (2.1 d)

Accepted by members.

Decision Date:	31 Aug 2021
Mover:	Louise Campbell
Seconder:	Kerri Hunt
Outcome:	Approved

2.2 Strategic Review

Covered by Principal's Report in section 2.1.

2.3 Special Character

Presented by Kerri.



Table as accepted

Accepted by members.

Decision Date: 31 Aug 2021
Mover: Kerri Hunt
Seconders: Alina Hooper
Outcome: Approved

2.4 Parish Report

Very fortunate to have been able to complete the Sacraments of Confirmation and First Holy Communion, one week prior to lockdown.

Feast Day mass went well.

A new date will need to be arranged for Blessing of the Stations - school is closed so October will be the earliest opportunity.

Fr John has been/will continue to send regular communications to Parish members. Senior Parish leadership are phoning Parish members to check in with them during lockdown times.

Unfortunately due to COVID restrictions, funerals are not able to take place which is causing additional distress.

The Alpha course being run by Fr Terry as usual (via zoom).

Life Teen Camp planned for January 2022 - approximately 30 people attending.



Table as accepted

Approved by members.

Decision Date: 31 Aug 2021
Mover: Fr John Fitzmaurice
Seconders: Chontelle Bidois
Outcome: Approved

2.5 Finance Committee Reports



That the Finance Committee report be moved and carried

Approved by members.

Decision Date: 31 Aug 2021
Mover: Yohann Cuer
Seconders: Chontelle Bidois
Outcome: Approved



That the Board approves the Depreciation Split report prepared by Edtech

Approved by members.

Decision Date: 31 Aug 2021
Mover: Yohann Cuer
Seconders: Karen Noble-Campbell
Outcome: Approved



That the Board approves the budgeted Statement of Financial Position prepared by Edtech

Approved by members.

Decision Date: 31 Aug 2021
Mover: Yohann Cuer
Seconders: Karen Noble-Campbell
Outcome: Approved

Yohan presented the Finance Committee Report.

The school continues to hold a strong financial position.

General topics covered by the Finance Committee Report for August include:

- Capital purchases approved by the Finance Committee
- School fees are yet to be set for 2022, suggested the school increase for ICT Cloud Hosting (\$2.50) should be absorbed by the school and not passed on through fee increase.
- Finance Committee signaling fees school fees will be \$1,088 for 2022 - amount to be confirmed when the budget is prepared.

3. Other Business

3.1 Other Business

Gala 2021

Louise raised that there was an emergency meeting of the Gala Committee regarding the 2021 event.

It was noted that at least 4 of the 8 weeks available for gala collections have been in alert level 4, so there has not been the opportunity to collect items required to make gala happen for the year. Two weeks of collections have been able to take place (lucky dip and chocolate).

Pending Board approval, the Gala Committee are proposing some changes to the gala event for 2021:

- Propose a Christmas-time community gathering - perhaps combine with COLA opening
- Leadership team will find a suitable date later in the year
- Discussion around items collected already. Items which have already been gifted can go to hospice, or other charities
- Chocolate can be kept for later event and other items can used as raffle prizes.
- Hot dogs from postponed PTA hot dog day event are in the freezer and can be used at a later time.

Communications/messaging on change of plans will be handled by the Gala Committee on 5 September pending Board approval of proposal.



Gala event for 2021

Board members agreed to support the Gala Committee re-adjusting the approach to the 2021 Gala, by re-shaping to another event at suitable time.

Decision Date: 31 Aug 2021
Mover: Louise Campbell
Seconder: Karen Noble-Campbell
Outcome: Approved

Louise - Kahui Ako Principal group discussed nature of what teachers are doing and how program has been redesigned to support children (eg pivot to providing online learning_. Principal group has had discussions around expectations on them. There has been a request to press pause on some of the events that are a work in progress (eg Memorandum of Understanding to Minister) so teachers can focus on supporting communities.

Vaughan reiterated that EAP is available to teachers.

3.2 Cola Update

Proposed remedy to address the issues around the incorrect digging of the ground to plan.

Currently waiting on Nova Shades Engineer to confirm proposal, although Board agrees that the proposal is adequate to address the problem. The proposal will not/has not affected the existing Council consent.

Container from Australia due to arrive on 6 August, but has not arrived - next container due on 6 September.

COVID alert levels in Tauranga has impacted progress, however Pacific Membrane Group has committed to resolving as a priority ahead of their other planned works in the September school holidays.



Table as accepted

Approved by members.

Decision Date:	31 Aug 2021
Mover:	Vaughan Fraser
Seconder:	Yohann Cuer
Outcome:	Approved

3.3 PTA Update

PTA meeting took place on 9 August. At the meeting, Louise expressed thanks to the PTA for various activities including Disco, quiz night, hot dog day etc.

Movie tickets provided for winner of School Idol competition.

OLSOS will put an entry in the local Santa parade, signaled that religious theme (nativity scene) will be a focus.

Year 5/6 event planned for Gravity.

Runathon collections will continue as planned, despite some children not able to participate on the day as planned.

Confirmed that events which did not go ahead due to COVID restrictions are cancelled as opposed to postponed (eg interschool competitions like Cross Country) due to scheduling conflicts in the school calendar.



Table as accepted

Approved by members.

Decision Date:	31 Aug 2021
Mover:	Karen Noble-Campbell
Seconder:	Chontelle Bidois
Outcome:	Approved

3.4 September 28th Meeting

The next committee meeting date clash with the Kahui Ako Cultural night has been resolved given the Cultural night will not be going ahead under L4 or L3 alert levels.

3.5 Newsletter

Members agreed that there is a pause at this time given at L4 there is no regular newsletter. Any items to include will be done in the September 2021 newsletter.

4. In Committee Meeting

4.1 Staff & Personnel Report



Move the meeting into Committee

At 20:03 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 whilst 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 20:09 and continued as follows.

Decision Date: 31 Aug 2021

4.2 Confirm in committee minutes

5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting - September - 28 Sep 2021, 6:30 pm

With there being no other business the meeting concluded at 8:10pm

Next meeting on 28 September will likely be via zoom given Auckland will either be in L4 or L3 - either level will not allow an in person meeting.

Signed as a true and correct record

Signature: _____

Date: _____

28.9.21