

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - FEBRUARY 2021



At the **OLSOS Board Meeting - April 2021** on **13 Apr 2021** these minutes were **confirmed with the following changes:**

*Changes stated in April minutes*

<b>Name:</b>	Our Lady Star of the Sea School
<b>Date:</b>	Tuesday, 23 February 2021
<b>Time:</b>	6:30 pm to 8:31 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, Sunil Serrao, Yohann Cuer
<b>Attendees:</b>	Sarah Richards

### 1. Opening Meeting

#### 1.1 Prayer

Prayer book sits in Vaughan's Chair folder for those on prayers each month

#### 1.2 Apologies / Leave



##### Apologies accepted from Kerri

The board proposes allowing board members to dial in remotely if they are unable to attend a meeting but are still fit to participate. i.e - childcare issues, transport issues etc

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Second:** Louise Campbell  
**Outcome:** Approved

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**OLSOS Board Meeting December 2020 15 Dec 2020**, the minutes were confirmed as presented.

#### 1.5 Correspondence

Card Jane McKay received.

4 updates around NSTA around pay parity for teacher aides and librarians. Update on how we elect and hold by elections, points to note - Change from 37 to 63 days. No longer required to be posted in the local newspaper.

Note to Alina and board for the generous gift from Sue Yandell and expresses her support for the board.

Jan Botherway - wishing the board a happy Christmas.

## 1.6 BOT Leave with Prior Approval



### **Accept apologies in advance from Father John who will be absent from the meeting in March**

Father John will be absent from the March meeting

**Decision Date:** 23 Feb 2021  
**Mover:** Fr John Fitzmaurice  
**Seconders:** Vaughan Fraser  
**Outcome:** Approved

## 1.7 Elect Board Chair



### **Board Chair Elected - Vaughan Fraser**

Accepted

**Decision Date:** 23 Feb 2021  
**Mover:** Karen Noble-Campbell  
**Seconders:** Louise Campbell  
**Outcome:** Approved



### **Deputy Board Chair Elected - Yohann Cuer**

Accepted

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconders:** Karen Noble-Campbell  
**Outcome:** Approved

## 1.8 Confirm Delegations



### **Disciplinary Committee**

All board members except Louise

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Seconders:** Yohann Cuer  
**Outcome:** Approved



### **Finance Committee**

Yohann, Vaughan and John K

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Seconders:** Yohann Cuer  
**Outcome:** Approved



### **Deputy Principal**

Detta Fairweather to undertake the Principal role at OLSOS if Louise is absent for 2 weeks or longer

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



### **Special Character**

Father John, Chontelle, Kerri, John K and Sunil

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



### **Policy Committee**

Karen, Louise and Alina

**Decision Date:** 23 Feb 2021  
**Mover:** Vaughan Fraser  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



### **Upload ratified delegations**

Upload ratified delegations

**Due Date:** 5 Mar 2021  
**Owner:** Sarah Richards

## **1.9 Trustees Code of Behaviour**



### **Read, Signed and Accepted**

Paperwork handed around and accepted and signed by all members

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconder:** Vaughan Fraser  
**Outcome:** Approved

## **2. Principal and Management Reports**

### **2.1 Principal's Report**



#### **Principals Report Read and Accepted**

Read and Accepted

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconder:** Sunil Serrao  
**Outcome:** Approved

Roll has declined in intake of students. 89 Y6's exiting the school in 2021.

The school has previously investigated using the land next to the hall as an ECE centre as a feeder into the school but there were significant roadblocks in terms of the ownership of the land and investment options.

Teacher only days for the rest of the year - seeking approval for remaining 3 TOD one being 25th June, 17th September and 19th November. Moved - Louise, Seconded - Chontelle

Hall curtains were completed in the hall and are excluded from the Principals Report.

H&S - 2 incidents of injury from camp one. One to add which is excluded from the report: young girl fell from the adventure playground, fell and landed on her arm fracturing it.

The board acknowledges how amazing the parents were in responding to the COVID alert level change and their quick response to which children needed to be attending school.

Camp 2 was cancelled. Karen has the following options for camp two  
Financial implications regarding this.

13 - 17 Dec Staff would need to work an extra 2 days, the end of year activities would need to change, prize giving etc. No cost change but no learning advantages.

Matamata camp, cost of the adults would be covered, 2 nights / 3 days - week 7 of term 3.  
6 - 8th September. No financial bearing to the board.

Ngaruwahia - 24th - 28th May. Some dates in June as well. 4 nights / 5 days. More expensive / \$1.80 more per child, \$2800 for the bus. \$5837.75 more to the board.

To note: Sue sent correspondence to the finance committee and EDTEC did a reconciliation and the draft indicates that we are finishing the year with a surplus of \$80K

Father John moves that the board supports the May camp option. Moved and accepted. Seconded, Chontelle.  
Louise will approach the ministry for support because of the impact of COVID cancelling camp 2.

The board talked about a contract clause for pandemic related cancellations.  
Karen will investigate if Kawau island will hold the money we have paid for future camps.



### **Postponed Camp - May option approved**

Extra cost for this camp is supported by all board members

**Decision Date:** 23 Feb 2021  
**Mover:** Fr John Fitzmaurice  
**Seconded:** Chontelle Bidois  
**Outcome:** Approved



### **Teacher only days approved for 2021**

Approved days are: 25th June, 17th September and 19th November

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconded:** Chontelle Bidois  
**Outcome:** Approved

## 2.2 Confirm Board Workplan



### Board of Trustees Workplan Approved (pending changes)

Draft work-plan will be updated with actions and available for the next board meeting for approval. Agree subject to changes.

(EG: Alina Prayers Nov, Newsletter Dec, PTA Jan.)

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconders:** Vaughan Fraser  
**Outcome:** Approved



### Upload new workplan

Upload new workplan

**Due Date:** 5 Mar 2021  
**Owner:** Sarah Richards

## 2.3 Confirm Annual Plan



### Draft Work Plan Read and Accepted

The leadership team removed all the business as usual items and left the plan with main action points in the annual plan.

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconders:** John Kuok  
**Outcome:** Approved

## 2.4 Property Report



### Property Report Read and Accepted

New plan for mud kitchen included in the board pack. The surface was not conducive to the astroturf or rubber matting that was to be laid. This will impact the initial cost of the project.

Louise is seeking approval to move forward with the new more expensive plan.

**Decision Date:** 23 Feb 2021  
**Mover:** Louise Campbell  
**Seconders:** Sunil Serrao  
**Outcome:** Approved

## 2.5 Special Character



### Special Character Report Read and Accepted

Main part of the meeting was to discuss Internal review to provide to the bishop. New template to be sent to complete the remaining parts that were postponed due to COVID.

Meeting dates to be sent to Louise to add to the Board work-plan.

**Decision Date:** 23 Feb 2021  
**Mover:** Sunil Serrao  
**Seconders:** Chontelle Bidois  
**Outcome:** Approved

## 2.6 Finance

Finance Committee did not meet prior to this meeting

#### 4. In Committee Meeting

##### 4.1 Staff & Personnel Report



To move the meeting into Committee

#### **Decision: Move the meeting into committee**

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

At 8:20pm 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.

<b>Decision Date:</b>	23 Feb 2021
<b>Mover:</b>	Vaughan Fraser
<b>Seconder:</b>	Louise Campbell
<b>Outcome:</b>	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 8:31pm

Signed as a true and correct record

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

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

13.04.21