

CONFIRMED MINUTES

OLSOS BOARD MEETING - NOVEMBER 2021



At the **OLSOS Board Meeting - December** on **14 Dec 2021** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 30 November 2021
Time: 6:30 pm to 8:29 pm
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Vaughan Fraser (Chair), Alina Hooper, Chontelle Bidois, Fr John Fitzmaurice, Karen Noble-Campbell, Louise Campbell, Yohann Cuer, Sharon Yeh
Attendees: John Kuok, Kerri Hunt

1. Opening Meeting

1.1 Prayer

Led by Chontelle Bidois.

1.2 Apologies / Leave

No apologies/leave to note.

1.3 Interests Register

Confirmed, no further interests to register.

1.4 Confirm Minutes

OLSOS Board Meeting - September 28 Sep 2021, the minutes were confirmed with the following changes:

Correction in spelling of Kerri's name in Special Character section. (SH made changes).

OLSOS Board Meeting - October 2021 26 Oct 2021, the minutes were confirmed with the following changes:

Minor update to correct date "202" to 2021 in Special Character section. (SH made change).

1.5 Correspondence

Three items of correspondence to note.

NZSTA AGM ballot request arrived, we have until 15 Feb to submit a proposal. Was agreed that Vaughan would attend or give proxy vote to the Auckland NZSTA delegate.

1.6 BOT Leave with Prior Approval

None requested.

2. Principal and Management Reports

2.1 Principal's Report



Request for Teachers Only Day

The Board agreed in Principle for a Teachers Only Day to be held between weeks three and five, 2022 pending alignment with PLD provider.

Decision Date: 30 Nov 2021
Mover: Louise Campbell
Seconder: Yohann Cuer
Outcome: Approved

Louise presented the Principal's report for November 21.

Highlights included:

- Disappointment regarding progress with COLA. Correspondence received from provider providing new timeframes. No assurance that the work will be completed over the summer holidays as earlier indicated. Louise has replied to remind them of their prior commitment to have OLSOS prioritised as soon as the Auckland border opens. Pending a reply.
- Update provided to members about EMPM projects. Projects #2 -#6 submitted however project #1 (wall extension/addition of a balustrade) has yet to be submitted. Further work to be undertaken as the initial solution did not take into account the legacy of the mosaics on the other side of the wall.
- Covid-19 update - the school is re-opened for students, ~100 students per day. Initial indications showing approx 62% of families would be sending children to school, however indications that this actually now a higher number as more families are becoming comfortable with safety protocols in place.
- Details have been provided to the community about end of year celebrations. Recognition to all teachers and staff for the levels of innovation, problem solving and resilience being demonstrated over the past months.



Table as accepted

Approved by members.

Decision Date: 30 Nov 2021
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved

2.2 Policy Committee

Alina presented the draft Child Protection Policy which the Policy Committee had been working on. Members agreed the policy was comprehensive and covered all that it needed to cover.



The Child Protection Policy be adopted.

Approved by members.

Decision Date: 30 Nov 2021
Mover: Alina Hooper
Seconders: Fr John Fitzmaurice
Outcome: Approved

2.3 Finance



The Finance committee report for November be moved & carried

Approved by members.

Decision Date: 30 Nov 2021
Mover: Yohann Cuer
Seconders: John Kuok
Outcome: Approved



The monthly Financial report and the 3 months Financial report prepared by Edtech be approved

Approved by members.

Decision Date: 30 Nov 2021
Mover: Yohann Cuer
Seconders: John Kuok
Outcome: Approved

Yohann presented the Finance report for October. The School continues to be in a strong financial position.

Budget for 2022 will need to be ratified at the first meeting in 2022. Indication that the School will run a deficit budget of approximately \$32k for the 2022 year, however savings will well cover any shortfall.

There has been upsides (savings) in staffing costs, due to relief teachers not being required to cover sick leave. Any unspent FTE/teacher allocations can be carried forward to the first 6 weeks of the next term. This will be highly beneficial because for some students, there would be 5-6 months absence from school and the teachers will need additional time to assess any learning gaps.

2.4 Special Character

2.5 Parish Report

Father John explained about Friday 3rd Decembers highly anticipated re-opening of the Church. Still exploring what the regulations will mean for various groups within the Parish.

There has always been allowances for different sorts of masses and the decisions made around numbers for gatherings and vaccination implications have been made by the Government and not the Church. Father John intends to send out some communications to Parish members explaining some FAQ's.

There will be 'open masses' restricted to 25 people initially whilst Auckland is in 'red' status.

Zoom masses can continue - although not preferred. Have to be mindful of privacy concerns.

Suspect that numbers might be low for mass initially, but expect to increase over time as community becomes more comfortable. Strong emphasis on making mass as welcoming as possible. There are no set restrictions or requirements for people wanting to enter the church during non-mass times.

2.6 Special Committee's update

No special committee matters to report.

2.7 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- Discussion on options for end of year get together for current (and former) 2021 Board members. Thanks to Louise for offering to host at her house on 14 December. Catering to be arranged from off-site.
- Staff mass after school on 14 December.

3.2 Newsletter

Chantelle to prepare summary from the Board for inclusion in the next Newsletter. Some suggestions included:

- Update of EPMP projects (5 out of 6 projects submitted). Pull summary out of Principals report.
- Teacher only day approved, TBC date but it will be between weeks 3 and 5, term one 2022.
- Outdoor Stations of the Cross are up and a blessing will be done in 2022.
- Gala donations - board had endorsed items to be donated to the food bank, St Vincent De Paul & the bicycles went to Holy Trinity school.

3.3 PTA Update

Yohann advised there has been no PTA meeting.

4. In Committee Meeting

4.1 Declaration into Committee

At 8:08pm it was moved by the Chair that "the meeting go into Committee" and 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 personal 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 8:39pm and continued as follows

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

Members ratified three sets of In Committee minutes

- 27 July 2021
- August 2021
- 26 October 2021

5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting - December - 14 Dec 2021, 6:30 pm

With there being no other business the meeting concluded at 8:39pm

Signed as a true and correct record

Signature:  _____

Date: 14th Dec 2021