

CONFIRMED MINUTES

OLSOS BOARD MEETING - OCTOBER 2021



At the **OLSOS Board Meeting - November 2021** on **30 Nov 2021** these minutes were **confirmed with the following changes:**

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

Name: Our Lady Star of the Sea School
Date: Tuesday, 26 October 2021
Time: 6:30 pm to 8:38 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

1. Opening Meeting

1.1 Prayer

Led by Yohann Cuer.

1.2 Apologies / Leave

No apologies to note.

1.3 Interests Register

Confirmed, no further interests to register.

1.4 Confirm Minutes

Minutes from meeting 28 September 2021 were not loaded for this meeting. Board to approve minutes for September and 26 October meeting at the 30 November 2021 Board meeting.

1.5 Correspondence

One item "NZSTA Board Matters" registered.

Vaughan to circulate email from 26 October 2021 "NZSTA Board Matters - Special Edition: COVID-19 Vaccination Order" after this meeting.

1.6 BOT Leave with Prior Approval

None requested.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principal's report for September 21.

Highlights included:

- No more indication from Government about plans for re-opening Primary schools yet, although information is expected.
- Presentation of the Personnel / EEO (Equal Employment Opportunities) report.
- Hall roof repairs were expected to be carried out, however with bad weather over the weekend, waiting to hear from the Diocese if it works went ahead or not.

Tiger Turf

- Discussion on re-engagement of Tiger Turf (with new quote). The recommended option from Tiger Turf is using the Sine underlay, together with the "Trophy" surface. The costs have increased on the Sine underlay due to import costs from the original quote, however Tiger Turf is holding prices firm at the original price. The benefit the Sine option provides is that it drains better than other alternatives. Stock of the turf and underlay is in NZ, although there is a six month lead in time. The surface will not be able to be done until the COLA is finished. Decisions can be made at a later date regarding color of turf, school logo, game lines etc.
- Funding for the Turf is through the Bishops account and provisional approval has been given from the Diocese.
- Louise is seeking approval to pass the updated quote to the Diocese for final approval.

PE Uniform

- Louise has been working with Martin from Elizabeth Michael to prepare a proposal of a new design for both the t-shirt and shorts. The existing material (especially for the shirt) is heavy and doesn't hold moisture well.
- Louise presented a new v-neck design, it will have a house color trim on the sleeve to represent one of the four house colors. There was not a school logo on this mock up, but the finished product will have one.
- Discussion was around the logistics (space) and costs of holding the stocks of the uniforms due to needing to hold variations of both house color and shirt sizes. Resale value will also be a factor for consideration later.
- Final costs are not available yet, but indications are that it will not be too dissimilar to current costs.
- Any change in uniform will need to be phased in over time and won't be until the new year due to lead in times.
- Louise has requested approval to engage with the Uniform Shop to continue work with Elizabeth Michael regarding PE shirt.



Louise to pass updated quote for Tiger Turf to Diocese for final approval

Approved by members.

Decision Date: 26 Oct 2021
Mover: Louise Campbell
Second: Karen Noble-Campbell



Approval to engage with the Uniform Shop / continue work with Elizabeth Michael regarding PE shirt

Approved by members.

Decision Date: 26 Oct 2021
Mover: Louise Campbell
Seconder: Kerri Hunt
Outcome: Approved

2.2 Strategic Review

Budget will be presented at the November 21 Board meeting.

No change to the way the Board receives RE updates.

2.3 Policy Committee

Alina presented two draft policies which the sub committee had been working on over the recent months for Board consideration.

- Property Management and Protection of Assets Policy

Discussion amongst members, few minor typos noted and will be corrected.

- Health, Safety and Welfare Policy

OLSOS is not part of the accredited employer programme, so the link for ACC Work Place Safety and Hazard Management needs to be removed and replaced with the **Education and Training Act 2020**. Vaughan to send a link to the Education and Training Act 2020 to the Policy Committee.

Need to add in the Wellbeing programme instead of Employer Assist.

Minor typos noted and will be corrected.



Approval of the Property Management and Protection of Assets Policy

Accepted by members.

Decision Date: 26 Oct 2021
Mover: Alina Hooper
Seconder: Kerri Hunt
Outcome: Approved



Approval of the Health, Safety and Welfare Policy

Accepted by members.

Decision Date: 26 Oct 2021
Mover: Vaughan Fraser
Seconder: Alina Hooper
Outcome: Approved

2.4 Finance

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

Fees for 2022 year are proposed to be \$1,008 which is an increase of \$10 from 2021. A portion of this increase shall allocated to the Bishop account to fund legacy projects. This was accepted by the Board (see decision 1).

The budget for 2022 will be presented at the November 2021 meeting.



Proposed fees and contributions structure be approved, minuted and communicated.

That the proposed fees and contributions structure suggested by the Finance Committee report be approved, minuted and be communicated to the community.

Approved by members.

Decision Date: 26 Oct 2021
Mover: Vaughan Fraser
Seconder: Sharon Yeh
Outcome: Approved



September 2021 Finance committee report be moved & carried

Approved by members.

Decision Date: 26 Oct 2021
Mover: Yohann Cuer
Seconder: Kerri Hunt
Outcome: Approved

2.5 Special Character

No meeting during the month. Kerri to arrange with Detta Fairweather a meeting for November 2021.

2.6 Parish Report

Nothing further to add from September report from Father John. Parish Church still closed at present. Some meetings with parents taking place around child Baptisms.

2.7 Special Committee's

Refer to Principal's report section regarding an update on the COLA.

Planned Twilight market probably will not take place later the year due to logistics and gathering limit uncertainties as well as no clear pathway forward at this stage for years 1-10 for the rest of the year.

2.8 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Brief conversation regarding Covid-19 requirements. Confirming negative weekly tests required from non vaccinated teachers. Board members are included in the double vaccinations mandates.

No other business noted.

3.2 Newsletter

No newsletter for month.

3.3 PTA Update

No PTA meeting held.

4. In Committee Meeting

4.1 Staff & Personnel Report

At 8:16pm 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 8:38pm and continued as follows.

4.2 Confirm in committee minutes

5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting - November 2021 - 30 Nov 2021, 6:30 pm

With there being no other business the meeting concluded at 8:38pm

Signed as a true and correct record

Signature: _____



Date: _____

30th Nov 2021