

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - SEPTEMBER



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

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

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 28 September 2021  
**Time:** 6:30 pm to 8:17 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 John Kuok.

#### 1.2 Apologies / Leave

No apologies to note.

#### 1.3 Interests Register

Confirmed, no further interests to register.

#### 1.4 Confirm Minutes

**OLSOS Board Meeting - August 2021 31 Aug 2021**, the minutes were confirmed as presented.



#### **OLSOS Board Meeting - August 24, 2021**

The minutes were confirmed as presented

**Decision Date:** 28 Sep 2021  
**Mover:** Vaughan Fraser  
**Seconder:** Yohann Cuer  
**Outcome:** Approved

## 1.5 Correspondence

Numerous emails received by Vaughan and Louise from staff thanking the Board for the "Smile Box" Louise arranged.

One other item "NZSTA Board Matters" registered.

## 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 September. Key themes were:

- Still lots of PLD activity continuing via zoom despite being in alert level 4
- COLA - when the boarder opens between Tauranga and Auckland, we are the first school that Novashades will be visiting. The Engineers Report came through on 24.09 regarding foundation remediation. Ready to proceed when Covid alert levels permit.
- Top field fence has been repaired. Waiting on insurance assessment.
- Members discussed Covid impact to both staff and students. When school can be re opened the focus will be on health and wellbeing, re-establishing a routine, reducing anxiety, physical activity. Teachers will also need time to settle back into classroom routines. Louise explained how classrooms are set up differently, use of hand sanitizer, parents not allowed on site etc.
- In order to allocate maximum time for learning programs in term 4, a request received from Louise to delay the summative data report usually shared with the Board in December, through to the first meeting in 2022.



**2021 summative data will be presented to the board at the beginning of 2022 (not in December 2021)**

Approved by members.

<b>Decision Date:</b>	28 Sep 2021
<b>Mover:</b>	Louise Campbell
<b>Seconders:</b>	Kerri Hunt
<b>Outcome:</b>	Approved

### 2.2 Strategic Review

Third term update to the Strategic Review circulated (term 3 updates in purple). No further questions from members.



**Table as accepted**

Approved by members.

<b>Decision Date:</b>	28 Sep 2021
<b>Mover:</b>	Louise Campbell
<b>Seconders:</b>	Chontelle Bidois
<b>Outcome:</b>	Approved

## 2.3 Learner profile

Karen presented the Learner Profile Development Update which sits alongside the school curriculum and was launched during 2021.

Critical Thinker was the focus for term 3 and Creative Thinker will be the focus for term 4.

There has been a focus on setting out the success criteria, so students know if they are on track or not.

Karen also presented the 2021 Curriculum Report. "Joy" has been the over-arching concept for the year. The concept has been explored through 4 minor concepts with each concept having a different curriculum focus. Green represents major, blue is minor focus.



### Table as accepted

Approved by members.

<b>Decision Date:</b>	28 Sep 2021
<b>Mover:</b>	Karen Noble-Campbell
<b>Seconder:</b>	Alina Hooper
<b>Outcome:</b>	Approved

## 2.4 Enviroschool

Karen presented a proposal around Enviroschool for the Boards consideration.

In summary, an Enviroschool is a school which is dedicated to promoting the practices and principles of kaitiaki (stewardship) to take meaningful action to protect and nurture taonga (gifts) of Atua (God) in the school and its community.

There are natural symmetries between the the Enviroschools model to what is already part of the school ethos and curriculum. Many actions are already underway (eg compost bins, vege patches, fruit tree planted).

Enviroschools will work closely with Waste Management who will support their initiatives to be successful. Schools can apply for a status (bronze, silver, gold and green gold). This could allow more options for Council or Local Board funding.

Discussion amongst Board members about what is required from the Board and how it could be implemented. There is not enough management units to cover the cost of the resource required, so the Board will need to budget for the additional unit over the period of 5 years. In addition there will be costs for a classroom reliever plus a budget to support the Enviro team initiatives. Any activities need to align with the Strategic Plan which is due for refresh in 2022.

Discussion amongst Board members about compliance to programme and whether there will be an expectation to keep delivering something which the School may not want to or be able to achieve in future years. Karen and Louise discussed that this is a school led activity and not bound to any compliance activities.

Overall, there was good support from the members for the programme and members agreed to pursue the application to become an Enviroschool.



### The Board supports the proposal to become an Enviroschool

Approved by members.

<b>Decision Date:</b>	28 Sep 2021
<b>Mover:</b>	Fr John Fitzmaurice
<b>Seconder:</b>	Chontelle Bidois
<b>Outcome:</b>	Approved

## 2.5 Policy Committee

Final draft of Property Management and Protection of Assets Policy with sub committee members. Aim to be presented to the Board at the October committee meeting.

## 2.6 Finance

Yohan presented the Finance Committee Report. The school continues to hold a strong financial position. Income is reduced, but offset by greater reductions in expenses.

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

- Update of the Cyclical Maintenance Plan by Sue Yandell. This is a 10 year plan with inflation factored in.
- Sue to have a zoom discussion on 30.09 regarding the roof repair - work to be planned for the October holidays.



### Approval of the Cyclical Maintenance 10 year Plan

Approved by Members.

**Decision Date:** 28 Sep 2021  
**Mover:** Yohann Cuer  
**Seconder:** Kerri Hunt  
**Outcome:** Approved



### August 2021 Finance committee report be moved & carried

Approved by members.

**Decision Date:** 28 Sep 2021  
**Mover:** Yohann Cuer  
**Seconder:** Kerri Hunt  
**Outcome:** Approved

## 2.7 Special Character

No meeting held this month.

To celebrate Catholic Schools Day, the Liturgy team is putting together a time capsule which will be buried in the Sabbath Space. The time capsule will stay there for the next 20 years. Students and other teams are invited to put a prayer into the time capsule representing a snapshot of our lives today and the needs around the world that we are praying for. The Liturgy team has approached the Board to also submit a prayer for the capsule.



### Prayer from Board for Time Capsule

Kerri will draft a prayer on behalf of the Board and circulate to members. Member suggested general themes around governance, guidance and COVID-19.

**Due Date:** 1 Oct 2021  
**Owner:** Kerri Hunt

## 2.8 Parish Report

Very hopeful that the alert level announcement on Monday 4 October 2021 would mean that Auckland will go into alert level 2, at which point the Church can be re-opened.

Noticeable impact on members of the Parish, particularly around delay in funerals and Baptism events (OLSOS has a Baptism programme which normally takes place this time of the year).

Change in approach to gathering numbers at alert level 2 by the NZ Government means that 100 people (rather than the original 50) can gather in one place, which means Sunday Mass are possible - however people will need to register if attending.

Blessing of the Stations of the Cross is postponed for now.

## **2.9 Special Committee**

Nothing to add, COLA update in Principals report - refer to section 2.1.

Timesheeting for Board members completed. Note that in future meetings this will be a new and separate item on the agenda. Board time to be categorised by BOT meeting, prep for meeting, Finance Committee, Special Character and Meeting with Principal/Chair.

## **3. Other Business**

### **3.1 Other Business**

### **3.2 Newsletter**

No newsletter for month.

### **3.3 PTA Update**

No PTA meeting held.

## **4. In Committee Meeting**

### **4.1 Staff & Personnel Report**

No staff and personnel matters to report.

Discussion held around a suggestions for suitable gift for Sunil who has left the Board.

Discussion also around a suitable replacement for Sunil (Proprietors' Representative), with at least two good suggestions proposed.

### **4.2 Confirm in committee minutes**

Matters noted during meeting on 24 August 2021 will be signed in person at the next opportunity (October 2021 meeting).

## **5. Close Meeting**

### **5.1 Close the meeting**

**Next meeting:** OLSOS Board Meeting - October 2021 - 26 Oct 2021, 6:30 pm

With there being no other business the meeting concluded at 8:17pm

Signed as a true and correct record

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



Date: 28 Sept 2021