

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - FEB 22, 2022



At the **OLSOS Board Meeting - 29 March, 2022** on **29 Mar 2022** these minutes were confirmed as presented.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 22 February 2022  
**Time:** 6:30 pm to 8:39 pm  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Vaughan Fraser (Chair), Alina Hooper, Anil D'Silva, Chontelle Bidois, Fr John Fitzmaurice, Karen Noble-Campbell, Linda McQuade, Louise Campbell, Sharon Yeh, Yohann Cuer

### 1. Opening Meeting

#### 1.1 Prayer

Led by Fr John

#### 1.2 Introductions

Members introduced themselves to the group, special welcome new members Anil and Linda.

#### 1.3 Resignation / Election of Board Chair / Deputy

Election of Chair/Deputy

Vaughan Fraser formally resigned as Chair of Board, called for nominations for Chair for 2022.

Yohann Cuer resigned as Deputy Chair.



##### Nomination of Vaughan Fraser for 2022 BOT Chair

Chair position accepted by Vaughan.

**Decision Date:** 22 Feb 2022  
**Mover:** Karen Noble-Campbell  
**Seconder:** Yohann Cuer  
**Outcome:** Approved



##### Nomination of Yohann Cuer for 2022 BOT Deputy Chair

Deputy Chair position accepted by Yohann.

**Decision Date:** 22 Feb 2022  
**Mover:** Linda McQuade

**Seconded:** Sharon Yeh  
**Outcome:** Approved

#### 1.4 Trustees Code of Behaviour

Presentation of Code of Behavior containing 15 points Trustees shall abide to.  
Vaughan tabled that all member shall sign (which was also done at the meeting).

#### 1.5 Apologies / BOT Leave with Prior Approval

None noted.

#### 1.6 Interests Register



##### Interest register updated

Table as accepted.

**Decision Date:** 22 Feb 2022  
**Mover:** Vaughan Fraser  
**Seconded:** Yohann Cuer

#### 1.7 Confirm Minutes

**OLSOS Board Meeting - December 14 Dec 2021**, the minutes were confirmed with the following changes:

*In the parish report correction made from 'Fthr ' to Fr.*

Minutes taken as read - minor correction on 2.5

Vaughan table as read, all favor.

#### 1.8 Correspondence

Christmas card from staff member - thanks for the Christmas gift. One of many from staff with same sentiment.

No other correspondence.

#### 1.9 Draft Work plan for 2022

Louise presented the draft work plan for 2022. The Plan outlines all meetings and outlines strategic focus to be brought to Board at each meeting.

Louise to circulate and members to vote electronically support for the plan.

Note, Board needs to have a rep at PTA meetings.

Reminder about Tues, March 8 Strategy Meeting (5:30 - 8pm).

#### 1.10 Delegations

Members reviewed 2021 delegations.

John - needs to be replaced from Finance Committee. Sharon volunteered to move from Policy Committee to Finance (meetings on Tuesday before monthly Board meeting).

Detta is delegation for Louise.

Special Character Committee requires adjustments - Kerri, Sunil and John all left during 2021. Anil and Linda volunteered for this Committee. Still one elected member short - TBC.

Policy Committee - Karen, Alina, Louise (and Linda to be added).

No changes to Disciplinary committee.

Vaughan - table to be updated as discussed, all agreed.

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented the Principal's report for February.

Highlights included:

- January Teacher Only days and PLD update
- Property update including, highlighting status of EPMP projects. Regarding the boundary fence replacement, the houses which will be impacted have been sent a letter seeing reimbursement for half the costs. All households have responded favorably. So far, no further communication from Project Manager about the other projects.
- Health and Safety update - especially around Covid-19. So far, strong attendance numbers from the beginning of the year.

Discussion amongst members about the reduction in school roll numbers year on year and factors attributing to this. This has implications on funding and staffing. Main points included

- larger cohorts of year 6 leaves, which are not offset with equal quantity of new joiners
- housing affordability within the area means that fewer families with school aged children are coming into the area
- trends towards having family closer to home - people are not prepared to travel distances for school pickups/drop off
- no more than 30 non preferential students permitted
- challenge of no natural ECE feeder school

Strategic discussion followed around improving the visibility and marketing of school within community. Some might not be aware that the school is here (no sign posts on the road).

Parish can work closely with school to promote the school within Parishioners (include in newsletters etc).



#### Table as accepted

Accepted by members

<b>Decision Date:</b>	22 Feb 2022
<b>Mover:</b>	Louise Campbell
<b>Seconded:</b>	Karen Noble-Campbell
<b>Outcome:</b>	Approved

## 2.2 Strategic focus 2021 EOY Data

Louise presented the end of year data - emphasis on impact of Covid-19 and OLSOS students performed in reading, maths and writing. Data was Covid compromised, students based on mid year data.

Recognition about the difficulties learning online when students themselves are not fluent learners - particularly relevant for the younger children, and reliance on parents for support with online learning.

Equity issues evident over at home learning, especially around availability of technology.



### Acceptance of Draft Annual Plan for 2022

Accepted by members.

**Decision Date:** 22 Feb 2022  
**Mover:** Louise Campbell  
**Seconder:** Chontelle Bidois  
**Outcome:** Approved



### Acceptance of End of Year 2021 Summary Curriculum

Accepted by members.

**Decision Date:** 22 Feb 2022  
**Mover:** Louise Campbell  
**Seconder:** Yohann Cuer  
**Outcome:** Approved

## 2.3 Policy Committee

No meeting to report.

## 2.4 Finance

No meeting to report - re-confirmation of summary budget for 2022. Deficit of \$33k for 2022.



### Table as read

Approved by members.

**Decision Date:** 22 Feb 2022  
**Mover:** Yohann Cuer  
**Seconder:** Anil D'Silva  
**Outcome:** Approved

## 2.5 Special Character

No meeting to report. Special Character committee to be led by Chontelle going forward.

## 2.6 Parish Report

Blessing of year 6 leaders, first time school classes came to church for 18 months!

Sacramental programme enrolments underway.

Noted hesitancy of people coming to Mass - numbers are half of what there were pre-Covid.

Receiving good volumes of donations via internet to parish; people are being very generous.

Table as accepted, all favor.

## **2.7 Special Committee's update**

Frame up for COLA! Two full days of sunshine are required for the cover to go on - proposed Friday 25th - Saturday 26th Feb.

Contractors for COLA over subscribed themselves and ran out of time to perform the work over the holidays as previously indicated.

Need to create a special committee to celebrate the 175 years anniversary of OLSOS. This needs to be a partnership between Parish, School, Community - all celebrating the same 175 years. Board should start looking at composition to represent the School - Anil and Alina volunteered.

## **2.8 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

None noted.

### **3.2 Newsletter**

Ideas for next newsletter:

Cola update.

First board meeting and welcoming new members. Board acknowledgement of starting of the year, thanking community for ongoing support and understanding about being mindful of others, caring for neighbors and parking around school areas.

Commissioning Mass - congrats to year 6 leaders

Awareness of 175 anniversary

Promote zoom link for Masses.

### **3.3 PTA Update**

No meeting to report.

## **4. In Committee Meeting**

### **4.1 Declaration into Committee**

At 8:30 pm 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 Staff & Personnel Report**

Per In Committee report for Feb 22.

#### **4.3 Confirm in committee minutes**

Confirmed for December 2021.

### **5. Close Meeting**

#### **5.1 Close the meeting**

**Next meeting:** OLSOS Board Meeting - 29 March, 2022 - 29 Mar 2022, 6:30 pm

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

Signed as a true and correct record

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

Date: 30.3.2022