

CONFIRMED MINUTES

OLSOS BOARD MEETING - 28 JUNE, 2022



At the **OLSOS Board Meeting - 26 July, 2022** on **26 Jul 2022** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 28 June 2022
Time: 6:00 pm to 8:42 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, Fr John Fitzmaurice, Karen Noble-Campbell, Linda McQuade, Louise Campbell, Sharon Yeh, Yohann Cuer

1. Opening Meeting

1.1 Prayer - The Nature of a Catholic School

Lead by Alina.

1.2 Apologies / BOT Leave with Prior Approval

None requested.

1.3 Interests Register

No further interests to register.

1.4 Confirm Minutes

OLSOS Board Meeting - 31 May, 2022 31 May 2022, the minutes were confirmed as presented.

1.5 Correspondence



Letter of appreciation to Sue

Vaughan to draft a letter of appreciation to Sue Yandell per CDA request - acknowledging support and assistance in collecting Attendance Dues and Special Character Contributions in 2021 and 2022.

Due Date: 15 Jul 2022
Owner: Vaughan Fraser

Three items of correspondence for June.

- Catholic Education Services Board Annual Report, 2022
- CDA Letter
- MOE Pay Equity Agreement letter

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principals report for June.

Key items include:

Professional Growth Cycle

There is a shift from an annual external appraisal (document prepared at the end of the year by external party) to Professional growth cycle for staff and Principals. The Professional growth cycle is a goals based approach which promotes the use of professional networks for growth and learning. Louise outlined the changes brought about by the Teachers Council of New Zealand and detailed the new direction, particularly in Principal appraisal, for the Board's information.

Louise is starting a journey with three other Auckland based professional colleagues. By the end of 2023, Louise expects that the external appraisal system would have transitioned to the Professional Growth Cycle.

Decisions to be made later in the year about whether the Board will engage with the usual external appraiser at the end of 2022.

Update on EPMP projects - bus bay hot mix to be done in July holidays. Outdoor seating to be done in October holidays.



Table as Accepted

Approved by members.

Decision Date:	28 Jun 2022
Mover:	Louise Campbell
Seconders:	Alina Hooper
Outcome:	Approved

2.2 Policy Committee



Table as Accepted

Alina presented the Board of Trustees Operations Procedures for ratification.

Accepted by members.

Decision Date:	28 Jun 2022
Mover:	Alina Hooper
Seconders:	Sharon Yeh
Outcome:	Approved

2.3 Finance

Yohann presented the Finance Report for June.

Finance Committee meeting was held on 21 June.

Submission of Capital Expenditure: Boardwalk for the Station of the Cross path budget of up to \$20,000 accepted by the Finance Committee for completion of the Boardwalk and planting of plants. Waiting on 2nd quote (Detta organising).



Finance committee report be moved and carried

Approved by members.

Decision Date: 28 Jun 2022
Mover: Yohann Cuer
Seconder: Alina Hooper
Outcome: Approved

2.4 Special Character

Linda presented Special Character Report for the month.

- Update on dimensions for the term.
- Review of special character for development.
- Discussion on Helping Hands programme and outreach to community. High level of generosity, care to staff and students.
- Upgrade around of the school, blessing of COLA. Boardwalk and proposal to the Finance Committee.
- Furthering link between Parish and school - thanks to Louise to presenting to various masses.
- Suggesting of an Open day, Mass at school held under COLA, bbq picnic (hold at beginning of the year).
- Agreed signage out the front of the church advertising OLSOS, agreed newspaper advertising.



Table as accepted

Approved by members.

Decision Date: 28 Jun 2022
Mover: Linda McQuade
Seconder: Fr John Fitzmaurice
Outcome: Approved

2.5 Parish Report

Fr John provided an update of Parish matters:

- Sacramental programme well underway, children preparing for first Communion (19th August). Children Baptism on 31 July.
- Opportunity to re-engage with families, the 175 year anniversary event is a good example of way to reconnect.

2.6 Special Committee's update

No items not note.

2.7 Time Sheet

Completed by members.

3. Strategic Review Reports

3.1 Digital Tech / Netsafe Update

Digital Tech update provided to the board (per annual plan).



Table as Accepted

Accepted by members.

Decision Date:	28 Jun 2022
Mover:	Louise Campbell
Seconder:	Yohann Cuer
Outcome:	Approved

4. Other Business

4.1 Other Business

Enviroschools -

- Lee Marten owns the unit. Lee has been working with community on gathering ideas. Proposal to change the bin system to have just one system with separate compartments for land waste, compost and paper. Big drive on litter less lunchbox underway. Making good progress on existing initiative's. Cost of \$1,000 to build framing of system and signage.
- Water tanks - student voice around collecting water. Asks support for putting in tanks - can go behind the PE shed, will collect water running off the PE shed - water flowers, use on vege garden.
- \$300 for framing for a worm farm, staff involved.
- Native tree planting - Lee has got some plants already but wants to buy more around boardwalk.
- Loose parts container - wants to make into a living garden over top, planter boxes.

Initiatives will be used to apply for bronze status - in Enviroschools programme.

2. Return officer appointment - collectively we need to appoint a returning officer for upcoming elections. Sue Yandell has acted as the OLSOS the returning officer in the past - fee is \$1,130 incl GST. Members agree Sue would be an experienced candidate for the 2022 elections.

3. COLA invite for the 29th July has gone out to selected people.

4. Further to advertising, OLSOS has an advert to go out in local newspaper informing community that enrolment is open. OLSOS has been approached by Ray White to participate in the pamphlet they give out at open homes. Cost of \$4,000 for 2 years and OLSOS to be the only local school advertised. To confirm the meaning of 'local' of this particular Ray White and the area it covers.

5. Louise has been approached by a parent who made a suggestion about adding to winter uniform to add tights to uniform for girls. The girls socks are cotton unlike the boys warmer socks. Suggestion of navy tights under the culottes. Members asked if we can we get girls socks made in the same material as the boys? Board approves option of blue tights for girls in the meantime.

6. Saturday 10 September is Community Dreaming day - board are hosts. Board might need to attend staff meeting to agree delivery of the day.



Enviroschools update: Table as Accepted

Presented by Karen on behalf of Lee Marten.

Approved by members.

Decision Date: 28 Jun 2022
Mover: Karen Noble-Campbell
Seconders: Alina Hooper
Outcome: Approved



Appointment of Sue Yandell as Returning Officer for Elections

Approved by members.

Decision Date: 28 Jun 2022
Mover: Vaughan Fraser
Seconders: Yohann Cuer
Outcome: Approved



Advertising costs from Ray White - \$4,000 for two years

Approved by members.

Decision Date: 28 Jun 2022
Mover: Louise Campbell
Seconders: Vaughan Fraser
Outcome: Approved

4.2 Newsletter

Suggestions for the next newsletter:

- Community Dreaming day planned for Saturday, 10th September
- Elections - appointed Sue Yandell as Returning officer
- Blessing of the COLA on Friday 29th July
- Enviro programme, Boardwalk.

4.3 PTA Update

No meeting.

5. In Committee Meeting

5.1 Declaration into Committee

5.2 Staff & Personnel Report

5.3 Confirm in committee minutes



Confirmed In Committee minutes

Members read and Chair signed the following In Committee minutes:

- 31 May 2022
- 29 March 2022
- 22 February 2022

Decision Date: 28 Jun 2022

Mover: Sharon Yeh
Seconded: Vaughan Fraser
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: OLSOS Board Meeting - 26 July, 2022 - 26 Jul 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: 26 July 2022