

CONFIRMED MINUTES

OLSOS BOARD MEETING - 30 AUGUST, 2022



At the **OLSOS Board Meeting - 27 September, 2022** on **27 Sep 2022** these minutes were confirmed with the following changes:

David will join the Special Character Sub - Committee.

Name: Our Lady Star of the Sea School
Date: Tuesday, 30 August 2022
Time: 6:30 pm to 8:49 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, Louise Campbell, Sharon Yeh, Mr. David Wu, Lucy Rogers, Maria Kelly, Bryan Mills
Apologies: Linda McQuade
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer - "The Common Good" - p44

Led by Louise, focused on "The Common Good".

1.2 Apologies / BOT Leave with Prior Approval

Apologies received from Linda McQuade.

Fr John to be absent for the Sept, Oct and November meetings (Sabbatical leave) which has already been pre-approved.

1.3 Elect a New Chair

Vaughan officially resigned as position of Board Chair. Louise outlined the responsibilities of Board Chair to all members.

Louise called for nominations to elect a new Board Chair.

Nomination received from Alina, nominating Vaughan. All members supported the nomination. Vaughan accepted and appointed as Board Chair.

Nominations called by Vaughan for Deputy Chair (Yohann was previous Deputy and no longer a Board member).

Sharon nominated Alina, seconded by Anil. Alina accepted and appointed as Deputy Chair.

1.4 Board Induction

Louise presented a Board Induction pack containing policies, work plan, member contacts.

Louise detailed the Trustees Code of Behavioral Policy, which all members signed.

Board pack to be distributed the Friday ahead of monthly Tuesday meeting any questions related to items to be brought forward by Monday afternoon in order for responses to be prepared.

Rotate for prayer (Based on "A Prayer Companion for School Boards). Rotate same member to attend PTA meetings, prepare the newsletter.

Sub committees - delegations list provided. There are 3 sub committees - Finance, Policy and Special Character.

Update delegations register for the following:

Finance- (existing members are Vaughan and Sharon), Alina to join and lead Sub Committee.

Special Character - Brian, Linda, Fr John, Anil.

Policy - Maria to join (replacing Karen), Lucy and Linda. Alina removed from Policy Sub Committee.

David - to advise.

Louise reiterated the complaints procedure (page 28). Appropriate response if members are to receive complaints is to re-direct to Complaints Procedure (information on OLSOS website).

Keyholder - previously there has been a Board member who has had a key as a back up. Sue Yandell is a keyholder 6am - 6pm. Between 6pm - 6am there is a Security company. Senior staff members have keys in case of emergencies/call outs. Board comfortable that a Board keyholder is not required to be nominated.

1.5 Interests Register

To add Lucy as Head of Department, Careers and Transition at Sancta Maria College.

1.6 Confirm Minutes

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



Confirmed as Accurate

Approved by members.

Decision Date:	30 Aug 2022
Mover:	Vaughan Fraser
Seconder:	Alina Hooper
Outcome:	Approved

1.7 Correspondence

One items from the Auckland Common Fund to advise Catholic State Integrated Schools within the Dioceses of attendance due rates for 2023.

Attendance dues have increased by around 4% - \$487 for Primary schools incl GST.

1.8 Returns Officer Report

Final Report for OLSOS Board Elections August 2022 received from Sue Yandell declaring Board election results.



Table as Accepted

Approved by members.

Decision Date: 30 Aug 2022
Mover: Vaughan Fraser
Seconders: Alina Hooper
Outcome: Approved

1.9 BoT Work Plan updated

Version 5 available for members reference on BoardPro.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented her Principal's Report for the month of August. This included updates on:

- Professional development
- Special project updates
- Health and Safety and Covid update as well as attendance graphs (on average 87% attendance this term). Benchmark is 90%. Board very pleased with attendance results.
- Strategic review year - Louise outlined the process every six years to review School Vision, Goals and Values. Every 3 years the Goals will be reviewed specifically (2022 is the 3rd year in the cycle). Board has already done work to review where we are at. 10th sept 2-4pm has been set aside for the Community Dreaming Day as an opportunity for the Board to present strategic goals and evidence the work done in the past three years to meet the goals. This is an opportunity to ask the Community how we are doing achieving these goals. Each Board member is assigned a table, co-host and share voice. New members are asked to move around with a group on the day and to get an overall view of the strategy. At this is Strategy based, Board will host the Community Dreaming Day, Teachers will run the tables.
- Kahui Ako update (group of 6 local Christian schools; Louise Lead Principal). Two year contract. Retiring within school roles in future.



Table as Accepted

Approved by members.

Decision Date: 30 Aug 2022
Mover: Louise Campbell
Seconders: Alina Hooper
Outcome: Approved

2.2 Policy Committee

Alina tabled the "**Principals Performance Management Procedures**" for ratification.

A key change from the existing policy, includes a Principle peer review, by belonging to a "PLG" (Peer Learning Group), rather than annual external review.



Principles Performance Management Procedures Policy

Approved by members.

Decision Date: 30 Aug 2022
Mover: Alina Hooper
Seconder: Bryan Mills
Outcome: Approved



Update Risk Register

Update Risk Register.

Due Date: 30 Sep 2022
Owner: Vaughan Fraser

2.3 Finance

There was no Finance Committee for the month.

Members were provided with Sue's Finance updates in lieu of a Finance Committee meeting.

Attendance Dues have been set at \$487 per child by the Auckland Common Fund.

A Board Signatory is required on the bank accounts. Sue raises a batch for payment (through ASB) and Louise does first approval, the second is a Board member. This will be Alina as the lead of the Finance Committee.



Table as Accepted

Approved by Members.

Decision Date: 30 Aug 2022
Mover: Vaughan Fraser
Seconder: Maria Kelly
Outcome: Approved

2.4 Special Character

Anil presented the report for the month.

Actions made during term 3 contributing towards Dimensions 1 - 3 were outlined.



Table as Accepted

Approved by Members.

Decision Date: 30 Aug 2022
Mover: Anil D'Silva
Seconder: Alina Hooper
Outcome: Approved

2.5 Parish Report

- Weekend of celebration, confirmation- a few fewer 51 (normally around 70). Weekend went very well.
- Fr John expressed gratitude to OLSOS for part played in the parish program.
- Thanks to Linda Lehrke in particular for preparation of children, does a wonderful job! Linda does most of the parent sessions.
- Outcome invite some to alter servers to be trained, Detta has had a good response.
- Looking forward to 175 anniversary next year, set sun 12th march 2023 Parish picnic, with mass here at OLSOS. Other celebration around 15th august. Commitment to promoting the school, readjusted notice board in foyer, signage out front about school. Ongoing

mission to promote the school! As a board need to lift game to be more visible in the community. Anniversary good change to re-boot the parish and school.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

None noted for the month.

3.2 Newsletter

Suggestions

- Community Dreaming Day - reminder
- All Board members short intro - send a few sentences and photo to Louise.

3.3 PTA Update

Anil attended the PTA meeting held in August.

- PTA will be supporting the Community Dreaming Day by supervising the children who attend with family.
- Anil provided update on PTA finances and Gala preparation update.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting - 27 September, 2022 - 27 Sep 2022, 6:30 pm

With there being no other business the meeting concluded at 8:49pm

Signed as a true and correct record

Signature:  _____

Date: 27.9.2022