

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - 27 SEPTEMBER, 2022



At the **OLSOS Board Meeting - 25 October, 2022** on **25 Oct 2022** these minutes were confirmed as presented.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 27 September 2022  
**Time:** 6:30 pm to 7:49 pm (NZDT)  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Vaughan Fraser (Chair), Anil D'Silva, Linda McQuade, Louise Campbell, Sharon Yeh, Mr. David Wu, Lucy Rogers, Maria Kelly  
**Apologies:** Fr John Fitzmaurice, Alina Hooper, Bryan Mills  
**Guests/Notes:** Detta Fairweather

### 1. Opening Meeting

#### 1.1 Prayer - "Justice" - p46

Led by Maria, with a focus on Justice.

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

Apologies received in advance from Bryan, Alina and Fr John. No other leave requests to note.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**OLSOS Board Meeting - 30 August, 2022 30 Aug 2022**, the minutes were confirmed with the following changes:

*David will join the Special Character Sub - Committee.*



#### Table as accepted

Accepted by members.

**Decision Date:** 27 Sep 2022  
**Mover:** Vaughan Fraser  
**Seconder:** Anil D'Silva

## 1.5 Correspondence

Two items sent by electronically by Vaughan - Regarding Professional Development and Registering on NZSTA.

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented her Principals' Report for the month.

Highlights include:

- PLD across the school with Christine Braid from Massey University in delivery of a Structured approach to Literacy. This is part of the ongoing delivery of PLD in this updated pedagogy rolling out school wide. Detta recently won 250 hours of MOE funded PLD in the structured approach to literacy which we will utilise of 18 months starting in Term 4 to help support this journey. Recognition to Detta for her hard work in putting together this application.
- Update on Property projects.
- Stations of the Cross walkway is complete, bark be put down and planting to be done.
- Covid update and attendance update.
- Community Dreaming Day - Louise expressed thanks to both Board members and staff involved in preparation and delivery of the day. Summary document is being prepared; There will be a community consultation until end of October for those who were not present to add their own thoughts.

#### Resilience Survey

Position paper presented to the Board by Louise. The purpose of this document is to seek the permission of each respective Board of Trustees (of our South East Christian Kāhui Ako "SECKA" member schools) to survey the student population using the Student Resilience Survey ("SRS").

- SECKA is currently working through the process of refreshing our Memorandum of Understanding with the Ministry of Education ("MOE"). This refresh will report the progress made on original achievement challenges and will propose new challenges to work on over the next few years.
- The voice of the combined community is that resilience is very important and needs to be worked on.
- In order to formally establish 'the fostering of resilience' as a future achievement challenge, the MOE requires more specific data be collected to gain a clearer picture of where our student population sits with respect to their resilience both socially and academically. For this reason the Across School Teacher team proposes that a student survey be carried in Term 4, 2022. It is proposed that a British survey, the Student Resilience Survey, is used to shed light on 'resilience levels' in our student population.
- The position paper outlines various ethical concerns and mitigating factors. The paper also outlines the specific questions asked.
- Data collected will be anonyms; students have the choice to 'opt out' of participating. Students in years 4 -6 will be surveyed.
- The Board needs to agree the SRS to be used to gather baseline data.
- The Board held a constructive conversation around the survey; agree that it leads to a, growth mindset, positive learning behaviour. Aligns to Community Dreaming day around understands where students are at.



## **SRS Survey**

Board agrees the SRS survey is used to gather data to indicate level of resilience of years 4- 6 OLSOS students.

Accepted by members.

**Decision Date:** 27 Sep 2022  
**Mover:** Louise Campbell  
**Seconder:** Vaughan Fraser  
**Outcome:** Approved

## **2.2 Policy Committee**

**Sub Committee Terms of Reference**, presented by Lucy.

Proposed that other sub committees will do the same for theirs, so fully understand roles, responsibilities. Note to action to add to the agendas for Finance and Special Character - using Policy Sub Committee document as a template. A draft to be sent back to Policy sub-committee.



## **Sub Committee Terms of Reference Ratified**

Accepted by members

**Decision Date:** 27 Sep 2022  
**Mover:** Lucy Rogers  
**Seconder:** Maria Kelly  
**Outcome:** Approved

## **2.3 Finance**

The Finance Committee met during the month. Presentation of the monthly report by Vaughan- highlights include:

- Still waiting the final 2021 audit report.
- Change in bank signatory (to add Alina) actioned.
- Working capital remains favourable.



## **Table as Accepted**

Accepted by members.

**Decision Date:** 27 Sep 2022  
**Mover:** Vaughan Fraser  
**Seconder:** Anil D'Silva  
**Outcome:** Approved

## **2.4 Special Character**

Anil presented the Special Character Committee report for the month.

Detta presented DRS report for term 3 and actions towards Dimensions 1, 2 and 3. Recognition to Detta for continued outstanding work and leadership.



## **Table as Accepted**

Approved by members.

**Decision Date:** 27 Sep 2022

**Mover:** Anil D'Silva  
**Seconded:** Linda McQuade  
**Outcome:** Approved

## 2.5 Parish Report

No Parish report for the month - Fr John on Sabbatical leave.

## 2.6 Time Sheet

Completed by members.

## 3. Strategic Reports

### 3.1 Annual Plan Update

Louise presented the Annual Plan updates for the term (items in green).



#### Table as Accepted

Approved by members

**Decision Date:** 27 Sep 2022  
**Mover:** Louise Campbell  
**Seconded:** Sharon Yeh  
**Outcome:** Approved

## 4. Other Business

### 4.1 Other Business

Louise presented on behalf of Karen, the Proposal for 2023 Senior Camp - (November 1st 18:30 parent evening to be held).



#### Table as Accepted and supported by the Board

Accepted by Members

**Decision Date:** 27 Sep 2022  
**Mover:** Vaughan Fraser  
**Seconded:** Maria Kelly  
**Outcome:** Approved

### 4.2 Newsletter

Newsletter ideas include:

- Annual Plan presented
- Senior camp being organised
- Awareness of the Resilience survey
- Thanks to attendees of Community Dreaming Day

#### **4.3 PTA Update**

No meeting for the month.

#### **5. In Committee Meeting**

##### **5.1 Declaration into Committee**

##### **5.2 Staff & Personnel Report**

##### **5.3 Confirm in committee minutes**

#### **6. Close Meeting**

##### **6.1 Close the meeting**

**Next meeting:** OLSOS Board Meeting - 25 October, 2022 - 25 Oct 2022, 6:30 pm

With there being no other business the meeting concluded at 7:49pm

Signed as a true and correct record

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



Date: \_\_\_\_\_

25/10/22.