

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - 25 OCTOBER, 2022



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

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 25 October 2022  
**Time:** 6:30 pm to 8:17 pm (NZDT)  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Alina Hooper, Anil D'Silva, Linda McQuade, Louise Campbell, Sharon Yeh, David Wu, Lucy Rogers, Maria Kelly, Bryan Mills  
**Apologies:** Vaughan Fraser (Chair), Fr John Fitzmaurice  
**Guests/Notes:** Detta Fairweather

### 1. Opening Meeting

#### 1.1 Prayer - Called to serve in catholic education '(p91)

A recording from NZ Catholic Diocese.

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

Advanced apologies received from Vaughan and Fr John.

Lucy advanced apologies for November 29th meeting.

#### 1.3 Interests Register

No further interests to register.

#### 1.4 Confirm Minutes

**OLSOS Board Meeting - 27 September, 2022 27 Sep 2022**, the minutes were confirmed as presented.



#### Confirmed minutes from 27 September as accurate

Approved by members.

**Decision Date:** 25 Oct 2022  
**Mover:** Alina Hooper  
**Seconder:** Maria Kelly  
**Outcome:** Approved

## 1.5 Correspondence

One item received, notification of paid Union meetings coming up (14th and 25th November).

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented her Principal's report for the month of October.

Highlights include:

- Advertisement in Local Times promoting awareness of School
- Property update - Cola Cross motif due to be put in place in November. LED lightings installed. Stations of the Cross boardwalk behind Info Centre round to Chapel has been completed. Planting and water features to come.
- Community Dreaming Day, consultation period still open until 28 October.



#### Table as Accepted

Approved by members.

<b>Decision Date:</b>	25 Oct 2022
<b>Mover:</b>	Alina Hooper
<b>Seconders:</b>	Sharon Yeh
<b>Outcome:</b>	Approved

### 2.2 Policy Committee

No minutes for the month - waiting for terms of reference to be sent to the Policy Sub Committee by the Finance and Special Character Sub Committees.

Action items to be tabled for these documents.



#### Send Finance Committee Sub Committee Terms of Reference to Lucy

Send Finance Committee Sub Committee Terms of Reference to Lucy

<b>Due Date:</b>	17 Nov 2022
<b>Owner:</b>	Sharon Yeh



#### Send Special Character Committee Sub Committee Terms of Reference to Lucy

Send Special Character Committee Sub Committee Terms of Reference to Lucy.

<b>Due Date:</b>	17 Nov 2022
<b>Owner:</b>	Anil D'Silva

### 2.3 Finance

Sharon presented the Finance Committee minutes for the month of October.

Highlights include:

- Recommendation of School Fees for 2023: \$1,028 - endorsed by resolution.

- Annual Report for the Year ended 31 Dec 2021 signed off by Chair.
- Update on Control Findings issued by the auditor - minor points noted but do not necessitate changes in systems or processes.
- Upgrade of Mud Kitchen - see below for more details.

#### Upgrade of Mud Kitchen

The Finance Committee has raised the upgrade of the Mud Kitchen for the Boards' endorsement.

Currently there is a 2020 design to refresh the area with a quote provided at the time by the supplier.

The business has been sold in the intervening time; a new quote and some design changes have been proposed. The additional expense is \$31k, bringing to a total of \$96k for the refreshment of the area. The price increase is a mix of different factors including new design, increase in cost of labor and materials.

The area is located by the "Loose parts area". Learning dispositions associated area: sharing, problem solving, innovation, negotiation, collaboration.

The new design is to extend the use of the space to put a stage going to astroturf, outdoor classroom, sitting around the mound, development of an outdoor learning space which has a "Campfire" feel to it. The new design will allow for provision for water to be deployed to the area in a better way than the existing.

Members had a question regarding warranty - Louise to report back. Louise reminded members that this will be a legacy Board project (like the COLA), for which the maintenance of will come out of the Proprietors' fund.

Work will take 8 weeks and will be done over the Dec 22/Jan 23 school holidays.



#### **School Fees for 2023 - \$1,028**

Approved by members.

**Decision Date:** 25 Oct 2022  
**Mover:** Sharon Yeh  
**Seconder:** Bryan Mills  
**Outcome:** Approved



#### **Endorsement of Finance Committee's recommendation regarding refreshment of the "Mud Kitchen" Area.**

Accepted by members.

**Decision Date:** 25 Oct 2022  
**Mover:** Sharon Yeh  
**Seconder:** Alina Hooper  
**Outcome:** Approved

## **2.4 Special Character**

Anil presented the Special Character Sub-Committee meeting for the month,

Letter due to Proprietor on 30 November 2022 - four areas:

- 1 - Board Appointee Report (reflections on the past 12 months and explain what the Bishop's Appointees have seen as evidence of the School Community)
- 2 - Compliance and Assurance
- 3 - Internal Review (OLSOS focus was around the implementation and delivery of the new RE Curriculum as a trial school)
- 4 - Progress with next steps from Internal Review.

Recognition to Detta for writing part 3 of the Report.

Part A - a draft was presented at Special Character meeting, Recognition to Linda to drafting the report.

Part B - to come and to be ratified at the November Board meeting.



### **Board approves parts A and C to go to Proprietor**

Approved by members.

<b>Decision Date:</b>	25 Oct 2022
<b>Mover:</b>	Linda McQuade
<b>Seconder:</b>	Lucy Rogers
<b>Outcome:</b>	Approved

## **2.5 Parish Report**

Members viewed a recording from Bishop Steve Video (Part of Board Induction) regarding Board members role as Governors of School's.

Recording outlined the history of Catholic Church in Auckland/New Zealand and founding principles of integration with state school system.

Louise shared history of OLSOS - thanks to Mike and Helen Hammond authors "Footsteps in Faith" - a History of Howick Parish.

## **2.6 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

1. Staff Christmas gifts. Budget agreed (\$60 per staff member). Order placed!

### **3.2 Newsletter**

Ideas for this month's newsletter include:

- Mud Kitchen refresh
- Thanks Fr Rodney & Fr Terry for covering Fr John
- Proprietors report presented and agreed
- Learnt about the history of school, responsibilities as Governors of School - history on OLSOS website.
- Completion of the Stations of the Cross/Boardwalk.
- Gala reminder

### **3.3 PTA Update**

PTA update, Disco and Sausage Sizzle planned for November.

#### 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 - 29 November, 2022 - 29 Nov 2022, 6:30 pm

#### New Actions raised in this meeting

Item	Action Title	Owner
2.2	Send Finance Committee Sub Committee Terms of Reference to Lucy <b>Due Date:</b> 17 Nov 2022	Sharon Yeh
2.2	Send Special Character Committee Sub Committee Terms of Reference to Anil D'Silva Lucy <b>Due Date:</b> 17 Nov 2022	

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

Signed as a true and correct record

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

Date: 29-11-2022.