

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - FEBRUARY 2023



At the **OLSOS Board Meeting - March 2023** on **28 Mar 2023** these minutes were **confirmed with the following changes:**

*NZSTA, 1.2 - Secnder (add Bryan)*

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 28 February 2023  
**Time:** 6:30 pm to 8:11 pm (NZDT)  
**Location:** Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland  
**Board Members:** Fr John Fitzmaurice, Alina Hooper (Chair), Anil D'Silva, Linda McQuade, Louise Campbell, Sharon Yeh, David Wu, Maria Kelly, Bryan Mills, Lucy Rogers, Shasta Dang  
**Guests/Notes:** Detta Fairweather

### 1. Opening Meeting

#### 1.1 Prayer

Led by Louise.

#### 1.2 Welcome Board Member/Election of Board Chair/Deputy+Trustee code of conduct

Louise welcomed new Board member, Shasta Dang.

Louise called for nominations for Board Chair/Presiding Member. Nomination of Alina from Lucy, seconded by Maria. With no other nominations received, Alina accepted.

Nominations were called for a Deputy Chair, Alina nominated Sharon, no other nominations, Sharon accepted.

Louise shared the Boards' Code of Conduct - Shasta to co-sign to Code of Conduct other members signed in September 22.

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

March and November meetings - (Brian).

March - (Fr John).

#### 1.4 Interests Register

## 1.5 Confirm Minutes

**OLSOS Board Meeting - 13 December, 2022 13 Dec 2022**, the minutes were confirmed as presented.



### Confirmed by Members

Confirmed

**Decision Date:** 28 Feb 2023

**Mover:** Bryan Mills

**Second:** Anil D'Silva

**Outcome:** Approved

## 1.6 Correspondence

None.

## 1.7 Draft Work plan for 2023

Louise shared the Draft Work Plan for 2023, noting that the April Board meeting is scheduled on a public holiday (April 25). Members agreed on no April meeting - items on the work plan to be shared out across other months.

Louise/Alina to look at options for a Governance session for early May (maybe through NStar).

## 1.8 Delegations

Discussion regarding membership of sub committees:

Finance - Alina, Sharon (will lead), Add Lucy and David

Policy - Add Shasta.

Special Character - No changes.

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented the Principal's report for February.

Highlights include:

- request for Teacher Only Day on 24 April. Second TOD date TBC.
- re-design of Mud Kitchen area complete
- Capping of low walls between COLA and lower court has been put in place - this is to mitigate the risk of children climbing on or walking on these low walls - this was part of the EPMP projects with the Diocese
- Start of the year interruptions to school due to weather events - MOE has provided assurance that the closure days do not need to be made up at the end of the year.
- Second of senior camps have been postponed until August. Wet suits to be hired for water activities.
- Discussion regarding Keyholder (Vaughan was a Keyholder as a backup). David will be backup.

The Strategic/Annual plan was provided to members. Action plans are included under each goal to show how activities will be scheduled over the next few years.

Re-engaged with families for goal setting meetings, attendance up to 92% for 2023.



### **Teacher Only Day - Monday 24 April**

Approved by members

**Decision Date:** 28 Feb 2023  
**Mover:** Alina Hooper  
**Seconders:** Bryan Mills  
**Outcome:** Approved



### **Table as Accepted**

Approved by members.

**Decision Date:** 28 Feb 2023  
**Mover:** Louise Campbell  
**Seconders:** Linda McQuade  
**Outcome:** Approved

## **2.2 Policy Committee**

Lucy presented the two items brought forward from the December meeting:

- Term of Reference for Finance Sub Committee
- Terms of Reference for Presiding Member.

Very minor typo's to be corrected, otherwise all members agreed to ratify.



### **Ratification of Terms of Reference: Finance/Presiding Member**

Approved by members.

**Decision Date:** 28 Feb 2023  
**Mover:** Alina Hooper  
**Seconders:** Bryan Mills  
**Outcome:** Approved

## **2.3 Finance**

Sharon presented the Finance Committee Report for February. Highlights include:

- 2022 Draft accounts currently showing a surplus of \$199k, still to be audited
- 90% of 2022 fees have been collected. 2023 collections are off to a positive start.
- The Finance Committee presented the budget for 2023. Indications given in prior months meetings showed that a budget deficit was expected. The revised budget showed a much lower deficit than earlier indicated. The final budget for approval has a deficit of \$64,959 for 2023.
- The Finance Committee is satisfied that the deficit budget for the year is appropriate considering the fixed costs components, the reduced income of international students and given there has been surpluses for prior years. Noted that the budget is very conservative and extra grants/income are likely to be received during the year, however the Finance Committee has not included in the budget.



### **Final budget for 2023 approved, with deficit of \$64,959**

Approved by members.

**Decision Date:** 28 Feb 2023  
**Mover:** Sharon Yeh  
**Seconders:** Linda McQuade  
**Outcome:** Approved



### **Approval of the February Finance Committee Report**

Approved by members

**Decision Date:** 28 Feb 2023  
**Mover:** Alina Hooper  
**Seconders:** Maria Kelly  
**Outcome:** Approved

## **2.4 Special Character**

No meeting as yet for 2023; draft work plan for Special Character Committee to be presented the March meeting.

## **2.5 Parish Report**

Fr John presented the Parish Report for February. Highlights include:

- Parish/School Mass at 10am on Saturday March 12. This includes the commissioning of student leaders at this Mass. Followed by picnic held at school. Youth group will assist on the day.
- Enrollment closed for the Sacramental Programme - ~74 attendees, high numbers from OLSOS. The second Thursday evening will be substituted with the Sunday of the picnic.
- Discussion on plans for the 175 Anniversary celebration. There will be a formal dinner - proposing a programme similar to how other Parish's have run the same. Proposing school hosting an open day, drinks/nibbles - Fr John to pull together a working group.
- - notice gone to other Parish's in NZ and registrations can be done online for the Saturday dinner.
- - dates TBC, but likely to be 11 - 13 August

## **2.6 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

None.

### **3.2 Newsletter**

Sharon/Alina to draft, ideas include

- Welcome Shasta, photo, blurb to be included.
- Election of Alina as Chair, photo and blurb.

### 3.3 PTA Update

Change of hands at PTA - Nicole Kelly has left, Kate and Catherine taken on shared leadership 20th March AGM (TBC).

## 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 - March 2023 - 28 Mar 2023, 6:30 pm

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

Signed as a true and correct record

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



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

31/3/23