

CONFIRMED MINUTES

OLSOS BOARD MEETING - MARCH 2023



At the **OLSOS Board Meeting - May 2023** on **30 May 2023** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 28 March 2023
Time: 6:30 pm to 8:33 pm (NZDT)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), Anil D'Silva, David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Maria Kelly, Sharon Yeh, Shasta Dang
Apologies: Bryan Mills, Fr John Fitzmaurice
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer - Easter

Led by Alina, with a focus on Easter.

1.2 Apologies / BOT Leave with Prior Approval

None to note.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - February 2023 28 Feb 2023, the minutes were confirmed with the following changes:

NZSTA, 1.2 - Seconder (add Bryan)



Confirm minutes of Feb 2023 meeting

Approved by members.

Decision Date: 28 Mar 2023
Mover: Alina Hooper
Seconder: Lucy Rogers
Outcome: Approved

1.5 Correspondence

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principal's Report for the month. Highlights included:

- Update on professional development activities
- Update on property maintenance activities



Table as Accepted

Approved by members.

| | |
|-----------------------|-----------------|
| Decision Date: | 28 Mar 2023 |
| Mover: | Louise Campbell |
| Seconder: | Linda McQuade |
| Outcome: | Approved |

2.2 Strategic Report

Five documents presented in this section:

1. 2023 School Targets - children disproportionately reported as at the end of 2022.

Question raised on how the 2022 data compared to prior years, Louise explained that the children shift to operating at a higher curriculum level which requires a more sophisticated level of thinking. There will be another update mid year and end of year.

2. Te Whare Tapa Wha implementation - update of the first 8 weeks and steps to introduce model to school.
3. OLSOS Board Workplan, - removing April meeting, shifting of content across other months.
4. Learning Support Update, Detta spoke to success of ILP programme specifically.
5. ESOL update



Table as Accepted

Approved by members.

| | |
|-----------------------|-----------------|
| Decision Date: | 28 Mar 2023 |
| Mover: | Louise Campbell |
| Seconder: | Lucy Rogers |
| Outcome: | Approved |

2.3 Policy Committee

No meeting.

2.4 Finance

Sharon presented the Finance Report for the month.

Highlights included:

- variety of future projects under consideration by the Finance Committee. Sue to obtain a quote for new and replacement shadesails over new Mud Kitchen area as a priority. Longer term possible investment will be upgrading bell / intercom system.

Question on Attendance dues 18% (compulsory) vs General Purpose of 33% - Attendance Dues must be paid first.

Suggest split needs to be more even than currently shown in Finance Committee notes - Finance Committee to table with Sue.



Table as Accepted

Approved by members.

Decision Date: 28 Mar 2023

Mover: Sharon Yeh

Seconders: Anil D'Silva

Outcome: Approved

2.5 Special Character

Anil presented the report from the Special Character Committee.

- OLSOS has received a response from Diocese regarding the 2022 Annual Report to the Proprietor and OLSOS Special Character Compliance Report to the Bishop. Board expresses congratulations on feedback - sincere thanks Detta Fairweather for all the hard work, leadership strong voice expressed in the Annual Report. Recognition shown for knowledge of deep evaluation of process. This is a very favorable and strong endorsement recognising outstanding work.
- This year the Catholic Diocese External Review team will be conducting their four yearly review. They will meet with Leadership Team, visit classrooms, meet with parents, students and Board members. This is planned for June 20 - 22nd. Board Questionnaire - input required from all board members. This will be in early June. Time will be set aside in May Board meeting. Google doc to be circulated prior and to be approved at May meeting. There will be Special Character Committee meeting on 23rd May, aim to get document out members to have feedback by the 21st May and will be re-looked at 23rd May sub committee meeting. Special Character Committee will presentation feedback to Board during 30th May meeting.
- DRS report - thanks to Detta, Parish Mass, Sacramental programme etc.
- Close to 700 people came for the combined Parish/School mass; above any expectation!
- Calendar of Special Character activities for 2023, listed against review elements.
- Next Parish/School mass scheduled for 7th May.



Table as Accepted

Approved by members.

Decision Date: 28 Mar 2023

Mover: Alina Hooper

Seconders: Lucy Rogers

Outcome: Approved

2.6 Parish Report

As Fr John was an apology for the meeting, Louise outlined activities:

- Louise had been to a 175th Anniversary Committee Meeting, Fr John pulled together a team to help make arrangements. The weekend of 11/12/13th August will be the weekend of the celebrations. Starting the weekend at school, host drinks/nibbles on Friday starting around 5pm. Gather more decade memorabilia of School/Parish to display on walls of hall. Students to come as dressed up!

- Saturday 12th, memorial Mass at 10am followed by 175 anniversary luncheon, venue is Pakuranga Rugby Club, 300 seated for lunch.
- Sunday, Bishop Steve will celebrate Mass at 9am. Sunday afternoon will ideally be at the old school venue - shared lunch with photographer, bring a plate. If not able to have at old school, host at OLSOS.
- Monday open day at OLSOS.
- Tuesday, School feast and Parish feast day, this is conclusion of the 5 days celebration.

The next job is save the date/advertising.

2.7 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- Alina & Louise attended an ERO on-boarding webinar on 28th March. OLSOS Evaluation Partner will be in touch in term two. This is an enduring partnership over three years. Louise shared a powerpoint document for members outlining how the partnership will work. There could also be a Leadership Partner joining the journey (another Principal) should the school be agreeable.
- The Gala Committee met several times, confident to put together another effective gala this year. 28th October is the scheduled date.
- Special Character Committee & Finance Committee changes - David and Lucy moved to the Finance Committee.

3.2 Newsletter

Ideas include:

- Next school mass date
- Letter from Diocese
- 175th celebrations update
- Board received updates on programmes running at school
- Preparation for special character review

3.3 PTA Update

Disco, Picnic - run by two parents in OLSOS community in caretaker role.

Nicole Kelly left in 2022, until AGM happens, Kate and Catherine are looking after the PTA. During this time they are focused on re-invigorating PTA activity. Invitation sent to parents to come along to be part of a Parent's Committee for Monday 3rd March.

3.4 Remote Motion Results

Via email between Board meetings. Unanimous decision, motion passed.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

Two documents for ratification rolled to the May 2023 Board Meeting.

5. Close Meeting

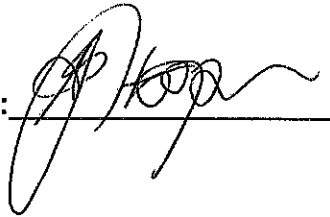
5.1 Close the meeting

Next meeting: OLSOS Board Meeting - May 2023 - 30 May 2023, 6:30 pm

With there being no other business the meeting concluded at 8:32pm

Signed as a true and correct record

Signature: _____

A handwritten signature in black ink, appearing to be 'P. Hop', written over a horizontal line.

Date: _____

30 May 2023