

CONFIRMED MINUTES

OLSOS BOARD MEETING - MAY 2023



At the **OLSOS Board Meeting - June 2023** on **27 Jun 2023** these minutes were **confirmed with the following changes**:

Add 4 Support staff people - Physical Restraint section.

Name: Our Lady Star of the Sea School
Date: Tuesday, 30 May 2023
Time: 6:30 pm to 8:32 pm (NZST)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), Anil D'Silva, Bryan Mills, David Wu, Fr John Fitzmaurice, Linda McQuade, Louise Campbell, Lucy Rogers, Maria Kelly, Sharon Yeh, Shasta Dang
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer

Led by Anil.

1.2 Apologies / BOT Leave with Prior Approval

None requested.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - March 2023 28 Mar 2023, the minutes were confirmed as presented.



Confirmed

Approved by members.

Decision Date: 30 May 2023
Mover: Alina Hooper
Second: Linda McQuade
Outcome: Approved

1.5 Correspondence

One item from the Diocese - The Board of Auckland Common Fund Ltd wishes to acknowledge and express their thanks for support and pastoral care with the collection of Attendance Dues last year.

2. Principal, Management and Strategic Reports

2.1 Principal's Report

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

- Update of PLD events.
- Louise, Detta and Karen met OLSOS ERO evaluation partner Robert Minahan on May 3rd.
- Update on Property activities.
- Attestation document - this is a requirement for the Diocese which the Board Presiding Member and Principal needs to sign off
- Reducing Student Distress and use of Physical Restraint - new procedure in line with the latest guidelines.

Principal's Report supplementary schedules:

1. Attestation document Alina & Louise to sign. Change 7.1.2 - to not applicable.
2. Board Information about reducing student distress and physical restraint together with the Reducing Student Distress and Physical Restraint Procedure. Only the Board can authorise non-teaching staff members to use physical restraint (however would be a very rare event). Leadership to undertake training before rolling out to wider staff, decision TBC regarding way to proceed. Sue Yandell (Executive Officer) and Tarryn Norman have been nominated as recommendations for discussion and agreement. Other teaching staff nominated because they may be in situations their charges could need restraint (and know their children best).
3. Kahui Ako refreshed Memorandum of Understanding. Need all participating ECE and schools to sign before sending to the Minister of Education. To be shared with 200+ teachers at up coming Teacher Only Day. Alina to sign endorsement on OLSOS behalf.
4. Letter confirmed OLSOS undertook a lock down process as part of the Emergency Management Plan.



Table as Accepted

Approved by members.

Decision Date: 30 May 2023
Mover: Louise Campbell
Seconder: Anil D'Silva
Outcome: Approved



Use of Physical Restraint Training - nominated people to attend

Approved by members.

Decision Date: 30 May 2023
Mover: Alina Hooper
Seconder: Bryan Mills
Outcome: Approved

2.2 Term 2 Annual Plan Update

Louise presented the Term 2 Annual Plan update of activities (activities which sit beneath the OLSOS strategic goals).



Table as Accepted

Approved by members.

Decision Date: 30 May 2023
Mover: Louise Campbell
Seconder: Bryan Mills
Outcome: Approved

2.3 Board Professional Development

Board training information came through in between Board meetings. In March, Board wanted to engage in training but at time the only training which was offered was virtual (Board wanted face to face). Diocese has sent out a third Board induction video. Phil to come to the June meeting. Members discussed topics of interest; Phil will cover:

- funding elements
- structure of Board

2.4 Special Character

Anil presented the notes from the Special Character Committee which met on 24th May. Thanks from Alina for all the work preparing the document which was shared to members.

DRS report was presented which outlined activities across Dimensions 1, 2 and 3. Thanks to Delta for the preparation of the report.

The DRS report highlighted that the data from the "Getting to Know the Learner forms" highlighted the diversity of other Parish's represented at OLSOS (20 Parish's).

Discussion on number of families who did not identify with any Parish (30%). This helps to deepen understanding of how to tailor approach when teaching Religious Education (requires Teachers to be more explicit in messaging, connection between Parish and School).

Catholic Special Character Review for Development Internal Review - Appendix to Part C presented

BOT Pre Evaluation Questionnaire - Board expressed special thanks to Linda and Louise for leadership in completing this document.



Catholic Special Character Review for Development Internal Review - Appendix to Part C presented

Approved by members.

Decision Date: 30 May 2023
Mover: Anil D'Silva
Seconder: Alina Hooper
Outcome: Approved



BOT Pre Evaluation Questionnaire

Approved by members.

Decision Date: 30 May 2023
Mover: Anil D'Silva

Seconded: Alina Hooper
Outcome: Approved

2.5 Policy Committee

No policy update.

2.6 Finance

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

- School intercom system is deteriorating quickly. Staff need a reliable way of communicating across school, particularly in light of recent weather events. The work can be done in phases, Sue is scoping out options and prices.
- School hall floor refurbishment, will be done in summer holidays.
- Increase facility limit on the three school credit cards from \$10k to \$15k. Allows Sue and Louise more flexibility for expenditure across the three cards.
- Update on question from March minute regarding prioritisation of attendance dues versus general purpose. Confirmation that any fees payments are allocated by clearing attendance dues first.



Facility on Credit Card increased from \$10k to \$15k

Approved by members.

Decision Date: 30 May 2023
Mover: Sharon Yeh
Seconded: Bryan Mills
Outcome: Approved



Table as Accepted

Approved by members.

Decision Date: 30 May 2023
Mover: Sharon Yeh
Seconded: Alina Hooper
Outcome: Approved

2.7 Parish Report

Fr John updated the Board on Parish activities.

- About to resume the 2nd series of the Sacramental Programme - numbers are up to 70 children.
- Discussion on the 30% pie chart - Category who "identify with parish but not present" series of little things to bring families to the center eg generous response for alter service, bring families, family mass (every 3rd Sunday), Children's' Choir
- 175th anniversary, Louise/Fr John had a chat with the Howick & Pakuranga times; article will be published shortly.

2.8 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

1. Update on plan for External Review, starting on 20th of June. Propose 30 mins meeting with available Board members 2:15pm on Tuesday 20th June.
2. Alina to circulate the NSTAR updates and will do a test on member email addresses.

3.2 Newsletter

Ideas include:

- Supporting family mass (18th June).
- 175th promotion, launch of registration for Luncheon
- Update on activity towards annual plan goals -Board satisfied with activities towards achieving goals.
- Shade sails up, resurface of hall later in year.

3.3 PTA Update

- PTA are doing a great job on starting re-invigoration; lasagna fundraiser doing very well.
- New parents on board helping out - eg uniform shop. Disco coming up, Mathathon.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

- Ratification of 28th March In Committee minutes.
- Ratification of 29th November 2022 In Committee minutes.

5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting - June 2023 - 27 Jun 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: _____

27/7
30/06/23