

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - JULY 2023



At the **OLSOS Board Meeting - August 2023** on **29 Aug 2023** these minutes were **confirmed as presented**.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 25 July 2023  
**Time:** 6:30 pm to 7:46 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, David Wu, Fr John Fitzmaurice, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang  
**Apologies:** Maria Kelly, Bryan Mills, Lucy Rogers  
**Guests/Notes:** Detta Fairweather

### 1. Opening Meeting

#### 1.1 Prayer

Led by David.

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

Apologies received from Lucy, Bryan and Maria.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**OLSOS Board Meeting - June 2023 27 Jun 2023**, the minutes were confirmed as presented.



#### Approved by members

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Alina Hooper  
**Seconder:** Anil D'Silva  
**Outcome:** Approved

#### 1.5 Correspondence

## 2. Principal, Management and Strategic Reports

### 2.1 Principal's Report

Louise presented the Principal's report for the month. Highlights include:

- Working with yrs 11 - 13 Art students 'muralists' from St Kentigern College who are offering their expertise and time for free. Working with yrs 5/6 to design the 5 panels for children to paint outside room 17.
- Update provided on PLD activities.



#### Table as Accepted

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Louise Campbell  
**Seconder:** Sharon Yeh  
**Outcome:** Approved

### 2.2 Strategic Report - Mid Year Data

Louise presented mid year School target data.

This takes all of data from across all of year levels (+/-10% show variances of significance).

Board discussed the scenario of what happens if the year six students do not achieve at target levels. Louise explained that they are not held back and there is a 'hand over' process with their new school after year six, so they are aware of where the child is upon arrival in order to support going forward. There is careful transition of children with special learning plans.

Thanks from Alina for the clarity of report. Pleasing to see so many children already achieving at or in excess of target levels.

Good progress vs prior years - 2020, 2021, coming back to pre-Covid levels. Referenced against end of year expectations (6 months of learning to go).



#### Table as Accepted

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Louise Campbell  
**Seconder:** Anil D'Silva  
**Outcome:** Approved

### 2.3 Strategic Document - ERO Board Attestation and Self Review Audit

ERO Self Audit Checklist.

- Board Chair is required to sign attestation document to confirm that the Board is comfortable the school is operating legislatively.
- To be used as self assurance document so the Leadership/admin team can be sure that OLSOS can source information needed to provide evidence, if required.

Members to familiarise themselves with the content of the self audit draft (to be sent by Wednesday 16th August) and any questions to Louise/Alina, for discussion at the August Board meeting.

## 2.4 Special Character

Anil presented the Special Character Committee meeting notes for the month. Thanks for Detta for the DRS report.

Highlights include:

- Team discussed the data showing 30% of students identifying with no Parish; Committee satisfied with work included in RE curriculum, external review, teachers etc.
- Chinese Mass held every 3rd Sunday each month - possibly something to be promoted.
- Liturgy team has identified some options for Caritas Challenge this year and selected an orphanage in Howick - South Africa as the focus.
- Worked on internal review (report due by end of yr).



### Table as Accepted

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Alina Hooper  
**Seconders:** Sharon Yeh  
**Outcome:** Approved

## 2.5 Policy Committee

Louise presented the Draft Enrolment Policy for ratification by the Board.

The Board discussed the Reducing Student Distress and Use of Physical Restraint Procedure, which was presented to the Board in the May meeting. Members agreed to elevate this as a policy (content is the same, just will now be a policy rather than procedure).



### Board approved non teaching staff - 2023

The following Academic Support Staff are Board approved to use physical restraint, if required.

Andrea MacGregor  
Petra Fsadni  
Claire Couchman  
Zelda Chun

**Decision Date:** 25 Jul 2023  
**Mover:** Linda McQuade  
**Seconders:** Alina Hooper  
**Outcome:** Approved



### Ratification of Enrolment Policy

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Louise Campbell  
**Seconders:** Alina Hooper  
**Outcome:** Approved



### Elevation of Reducing Student Distress and Use of Physical Restraint from Procedure to Policy

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Louise Campbell  
**Seconders:** Alina Hooper  
**Outcome:** Approved

## 2.6 Finance

Sharon presented to the Finance Committee notes for the month.

Highlights include:

- FY2022 accounts have been signed off, waiting on Management Letter
- Sue is chasing up suppliers for quotes for intercom system.



### Table as Accepted

Approved by members.

**Decision Date:** 25 Jul 2023  
**Mover:** Sharon Yeh  
**Seconders:** Shasta Dang  
**Outcome:** Approved

## 2.7 Parish Report

Fr John provided an update on Parish activities. Highlights include:

- Sacramental program nearly complete
- Jubilee celebrations on track

## 2.8 Time Sheet

Completed by members.

## 3. Other Business

### 3.1 Other Business

A new Code of Conduct for state school board members has been published in June 2023.

There is an Trustees code of Behavior policy which OLSOS Board members signed in February 2023.

The new Code of Conduct came out in has some new points and elaborations:

New points:

- being politically impartial
- cultural responsive/fair
- meet statutory and admin requirements.

Board recognises this is available and for an adoption in 2024, the Policy Committee will review and incorporate into a new policy incorporating specific Special Character elements which OLSOS has.

### 3.2 Newsletter

Ideas include:

- Polices are being updated and available on website
- Mid year data was presented; Board are comfortable with progress students across all levels have achieved
- World Youth Day
- Reminder of 175th celebrations.

### **3.3 PTA Update**

No meeting.

## **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 - August 2023 - 29 Aug 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: \_\_\_\_\_

30/08/23