

CONFIRMED MINUTES

OLSOS BOARD MEETING - JUNE 2023



At the **OLSOS Board Meeting - July 2023** on **25 Jul 2023** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 27 June 2023
Time: 6:30 pm to 8:39 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, Fr John Fitzmaurice, Linda McQuade, Louise Campbell, Maria Kelly, Sharon Yeh, Shasta Dang
Apologies: David Wu, Bryan Mills, Lucy Rogers
Guests/Notes: Mr Philip Mahoney, Catholic Diocese of Auckland

1. Opening Meeting

1.1 Prayer

Led by Alina with a focus on gospel values.

1.2 Apologies / BOT Leave with Prior Approval

Apologies received from Bryan, Lucy and David.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - May 2023 30 May 2023, the minutes were confirmed with the following changes:

Add 4 Support staff people - Physical Restraint section.



Amendments to Minutes 30 May 2023

The minutes of the 30 May 2023 meeting were confirmed, pending the following additions to the section regarding **Physical Restraint**.

The following support staff are to be added as staff permitted to use physical restraint, if required:

- Petra Fsadni
- Andrea McGregor
- Claire Couchman

- Zelda Chun

Approved by members. Refer to confirmed minutes for 30 May.

Decision Date: 27 Jun 2023
Mover: Louise Campbell
Second: Alina Hooper
Outcome: Approved



To formally minute in the July Board Meeting

To formally minute in the July meeting the aforementioned people regarding the use of physical restraint.

Due Date: 25 Jul 2023
Owner: Sharon Yeh

1.5 Correspondence

None noted.

2. Board Training

2.1 Board Professional Development

Board members welcome Mr Philip Mahoney, Manager - Catholic Education Services for the Catholic Diocese of Auckland.

Philip attended the June Board meeting to deliver PLD for members.

For discussion:

- Funding - "Policy 2" funding, can be applied for (none recently), covers 80% of construction costs from floor up. Otherwise schools are funded via attendance dues, taking on debt, bequeaths etc.
- Maintaining existing buildings - Each student is assigned dollars in terms of funding ("Policy 1" funding). approximately \$1,000 per student. Policy 1 funds are pooled to a common fund (52 schools), everyone gets a share over time depending on needs for use on major upgrades, new roof, operational grant for minor maintenance.
- Governance & Management (and the difference between the two). Clarity of role, procedures & policies, Principal knows what to do - the Board's key partnerships, processes and systems required to support students to achieve their potential.
- Look at how incorporating the Catholic world view/perspective to ensure there is integration to curriculum, not just in RE.

3. Principal, Management and Strategic Reports

3.1 Principal's Report

Louise presented the Principals' report for the month.

Highlights included:

- Presentation and discussion on analysis of number of families versus the number of students at OLSOS over the past 8 years. Findings that whilst OLSOS has more families than ever before attending the school, there are less children (smaller family sizes) and subsequent impact on roll numbers.

- 20 - 21 June, External Catholic Character Review undertaken by the Catholic Diocese of Auckland. The feedback we have received is very strong looking forward to the official report when it has been prepared.
- Update on Property activities.



Table as Accepted

Approved by members.

Decision Date: 27 Jun 2023
Mover: Louise Campbell
Seconders: Linda McQuade
Outcome: Approved

3.2 Special Character

No meeting this month.

3.3 Policy Committee

Catholic Special Character Policy was presented.



Table as Accepted

Approved by members.

Decision Date: 27 Jun 2023
Mover: Louise Campbell
Seconders: Anil D'Silva
Outcome: Approved

3.4 Finance

Sharon presented the Finance Committee notes for May.

Highlights included:

- Intercom upgrade is becoming more urgent - waiting on supplier update. Would like to start work on this asap.
- 2022 Management Letter from auditors sent back with commentary on three items.
- Finance Committee members worked on the Financial Internal Control Procedures at last meeting.



Table as Accepted

Approved by members.

Decision Date: 27 Jun 2023
Mover: Sharon Yeh
Seconders: Maria Kelly
Outcome: Approved

3.5 Parish Report

Fr John provided an update on Parish activities.

Highlights included:

- Two thirds the way through the second Sacramental Programme for 2023. Approximately 70 children participating. First Holy Communion is on Sunday 20th August.
- Update on the plan for the 175th Parish/School anniversary celebrations.

3.6 Time Sheet

Completed by members.

4. Other Business

4.1 Other Business

None.

4.2 Newsletter

Ideas include (for Friday):

- Update of Special Character Review
- New benches installed
- 175th anniversary celebrations
- Acknowledge PTA for on-going efforts (disco etc)

4.3 PTA Update

None.

5. In Committee Meeting

5.1 Declaration into Committee

5.2 Staff & Personnel Report

5.3 Confirm in committee minutes

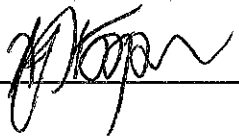
6. Close Meeting

6.1 Close the meeting

Next meeting: OLSOS Board Meeting - July 2023 - 25 Jul 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: 14/8/23