

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - AUGUST 2023



At the **OLSOS Board Meeting - October 2023** on **31 Oct 2023** these minutes were **confirmed as presented**.

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 29 August 2023  
**Time:** 6:30 pm to 8:09 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, Linda McQuade, Louise Campbell, Lucy Rogers, Sharon Yeh, Shasta Dang  
**Apologies:** David Wu, Fr John Fitzmaurice, Maria Kelly  
**Guests/Notes:** Detta Fairweather

### 1. Opening Meeting

#### 1.1 Prayer

Led by Linda.

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

Prior apologies received from Fr John, Maria and David.

No apologies requested for future meetings.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

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



#### Approved by members

Approved by members.

**Decision Date:** 29 Aug 2023  
**Mover:** Linda McQuade  
**Seconders:** Anil D'Silva  
**Outcome:** Approved

## 1.5 Correspondence

NZSTA - running a series of online seminars. Alina to send link to seminars on to members. Members to attend the 'Board's responsibility for H&S in workplace'.

## 2. Principal, Management and Strategic Reports

### 2.1 Principal's Report

Louise presented her Principals report for the month. Highlights include:

- Seeking approval for Teacher Only Day, focusing on the implementation of new curriculum - on Mon 13th Nov. All members favor (require one months notice).
- Update on PLD activities.
- Update on Property matters.



#### Table as Accepted

Approved by members.

<b>Decision Date:</b>	29 Aug 2023
<b>Mover:</b>	Louise Campbell
<b>Seconder:</b>	Alina Hooper
<b>Outcome:</b>	Approved

### 2.2 Annual Plan Update for Term 3

Louise presented the Annual Plan update, activities added to update against the goals.

Board members are satisfied with progress towards achieving these goals.



#### Table as Accepted

Approved by members.

<b>Decision Date:</b>	29 Aug 2023
<b>Mover:</b>	Louise Campbell
<b>Seconder:</b>	Sharon Yeh
<b>Outcome:</b>	Approved

### 2.3 Special Character

Special Character did not meet this month, but Anil presented an update.

In September there is no Board meeting but document for External Review needs to be finalised by first week of October. Board Members to review and provide feedback by EOD 5th September. The Senior Leadership team has already provided feedback/comments.

Compliments to Detta and SLT from the Board and congratulations to rest of the team.

DRS report for term three presented, thanks to Detta. 43 students have completed Sacramental Programme.

Thanks to the Teachers for their contribution towards the 175 celebration and connection with the Mercy sisters & Mission sisters.



### **Table as Accepted**

Approved by members.

**Decision Date:** 29 Aug 2023  
**Mover:** Anil D'Silva  
**Seconders:** Bryan Mills  
**Outcome:** Approved

## **2.4 Policy Committee**

Draft Curriculum policy was presented, which is inline with the NZSTA proforma and adapted for OLSOS specifics.

Members suggestion to retain the history for when we merge documents/policies together in case future reference required.



### **Draft Curriculum Policy**

Draft Curriculum policy is ratified as final.

**Decision Date:** 29 Aug 2023  
**Mover:** Alina Hooper  
**Seconders:** Linda McQuade  
**Outcome:** Approved

## **2.5 Finance**

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

- Deficit budget for the year ended 31 December 2023, however some unbudgeted/unexpected income has been received from the Ministry for furniture and equipment (\$40k). Forecasting a likely surplus rather than a deficit. More information to be shared in later months.
- Quote from New Era for intercom and bells and a small component for phones. Request for Board resolution to approve \$40k spend on intercom and bells upgrade (which can be done in the September school holidays).
- Presentation of the budgeted balance sheet - FY22 actuals vs FY23 budget. It is a requirement for this to be presented to the Board.
- Insurance renewal process completed. The Finance Committee did not see any need for additional insurances to be taken out at this time.



### **Intercom and bells upgrade - Capital Expenditure**

Members approved the spend of \$40k for the Intercom and bells upgrade.

**Decision Date:** 29 Aug 2023  
**Mover:** Sharon Yeh  
**Seconders:** Anil D'Silva  
**Outcome:** Approved

## **2.6 Parish Report**

Fr John away - members provided an update on behalf of Fr John. Highlights included:

- 175th celebrations really well attended.
- Change of mass times (to a 9am mass). Leadership meeting at Parish to discuss Saturday night/Beachlands community masses.

## **2.7 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

#### **1. ERO Evaluation**

During the month, we have been in touch with our ERO Evaluation Partner to let him know that with the temporary change to our DPs roles (in class component now) and Louise now needing to go to camp for the full week in mid August, the time frames for us to work towards having the Assurance /Self Assessment Checklist fully signed off and ready for early September are no longer viable.

This is therefore postponed at this stage.

#### **2. Kahui Ako combined Board Meeting**

At the Kahui Ako wider leadership meeting, a date was proposed for a combined Board meeting so that all Boards associated with SECKA have the opportunity to find out more about the great work that is been undertaken. This meeting will be held at the ELIM Golflands Campus. Proposed date is Tues, 10 October at 7pm.

3. Special recognition to Detta from the Chair for the Catholic Special Character External Evaluation for Development Report.

### **3.2 Newsletter**

Ideas include:

1. Commentary on success of Jubilee weekend
2. Fr John update and Mass time changes
3. Update on annual plan activity and that the Board comfortable with progress
4. Moving through review of policies.

### **3.3 PTA Update**

Next meeting - 11 Sept @ 7pm (Lucy to attend), 9 October @ 7pm (Sharon to attend)

Express gratitude for paying for parent helpers to attend camp. Also for gifting the 175th anniversary pins, organising the school Disco.

Inform that Board is working on solving intercom issue.

## **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 - October 2023 - 31 Oct 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: \_\_\_\_\_

9 Nov 23

