

CONFIRMED MINUTES

OLSOS BOARD MEETING - NOVEMBER 2023



At the **OLSOS Board Meeting - December 2023** on **12 Dec 2023** these minutes were confirmed as presented.

Name: Our Lady Star of the Sea School
Date: Tuesday, 28 November 2023
Time: 6:30 pm to 8:07 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, Bryan Mills, David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Maria Kelly, Sharon Yeh, Shasta Dang
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer

Led by Alina

1.2 Apologies / BOT Leave with Prior Approval

None requested.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - October 2023 31 Oct 2023, the minutes were confirmed as presented.



Accepted: Minutes from October 2023

Approved by members.

Decision Date: 28 Nov 2023

Mover: Alina Hooper

Second: Maria Kelly

Outcome: Approved

1.5 Correspondence

Two items of correspondence out:

- Alina to write a "Thank you" letter to be written to core Gala team and area leads.
- SECKA update - appointment of a new Lead Principal (Tracey Kopua - Principal at St Marks). To send Tracey the Board's thanks & congrats on new appointment.

2. Principal, Management and Strategic Reports

2.1 Principal's Report

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

- Gala success (extend formal thanks to Gala team). Thank you letter to be written to core team and area leads - see correspondence out.
- SECKA update - appointment of a new Lead Principal - see correspondence out.
- Update on PLD activities.



Table as Accepted

Approved by members.

Decision Date:	28 Nov 2023
Mover:	Louise Campbell
Seconder:	Sharon Yeh
Outcome:	Approved

2.2 Strategic Reports

Louise presented two documents for Board information:

- Update of the Annual Plan for 2023.
- Learning support update (completed by SENCO's).



Table as Accepted

Approved by members.

Decision Date:	28 Nov 2023
Mover:	Louise Campbell
Seconder:	Alina Hooper
Outcome:	Approved

2.3 Special Character

Anil presented the Special Character Committee report for the month.

Recognition to Detta for input with the content.

Next steps - recommendations, plan of action and timeframe - continued work-on for the next three years,

Internal review completed, Alina as Presiding Member signed Part A. Part B is Assurance from School, Part C is Internal review. Part D is developments in Special Character since last review.



Table as Accepted

Approved by members.

Decision Date:	28 Nov 2023
Mover:	Anil D'Silva

Seconded: Bryan Mills
Outcome: Approved

2.4 Policy Committee

Louise presented the Policy Committee report for the month.

Draft Child Protection Policy - This is combining the Board policy with the NZSTA templates, and adding OSLOS special character content.



Ratification of draft Child Protection Policy

Approved by members.

Decision Date: 28 Nov 2023
Mover: Alina Hooper
Seconded: Linda McQuade
Outcome: Approved

2.5 Finance

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

- No financials for the month (Sue is on leave).
- Members read the proposed notification of school fees letter for 2024.
- Early indication to Board members that for the 2024 budget, it will be requested for the Board to fund 1 FTTE (full time Teacher in the new entrants class for 2nd half of the year) plus 1 Learning Support Assistant. Combined cost ~\$70k. Finance Committee comfortable that this will be affordable and funded through 2023 existing and prior years carried forward surpluses.



Table as Accepted

Approved by members.

Decision Date: 28 Nov 2023
Mover: Sharon Yeh
Seconded: Lucy Rogers
Outcome: Approved

2.6 Parish Report

Bryan updated on Parish matters, highlights included:

- Parish has adjusted to the new Mass times. Sunday, 9am is well supported.
- Youth mass is well attended, family mass gaining momentum too.
- Youth geared up for camp in Jan 2024. 19 youth attending.
- Alter service training went well. 17 children in training.
- Concert from the Youth Choir - great performance!

2.7 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Members noted that this will be the last Board meeting for Detta attending as Deputy Principal and DRS.

Louise expressed sincere thanks to Detta for continuous support over the past five years.

Linda reiterated Louise's message and congratulated Detta, commenting that Detta is one of the best DRS's in the Auckland Diocese. Detta's work in the OLSOS Religious Education programme has been significant nationwide.

There will be a Board sponsored morning tea for staff on the 13th Dec. Lucy to attend.

3.2 Newsletter

Ideas include:

- Acknowledging Fr John who has resigned, sincere thanks for contribution, still connected with the school.
- Strategic plan for the year - achievements
- Thanks to staff for all hard work during the year.
- Set up goals for special character
- Merry Christmas to families.

3.3 PTA Update

PTA meeting Monday 4th December - Sharon to attend.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

5. Close Meeting

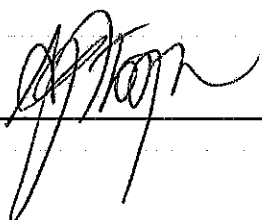
5.1 Close the meeting

Next meeting: OLSOS Board Meeting - December 2023 - 12 Dec 2023, 5:00 pm

With there being no other business the meeting concluded at 8:07pm

Signed as a true and correct record

Signature: _____



Date: _____

12 Dec 23