

CONFIRMED MINUTES

OLSOS BOARD MEETING - OCTOBER 2023



At the **OLSOS Board Meeting - November 2023** on **28 Nov 2023** these minutes were confirmed as presented.

Name: Our Lady Star of the Sea School
Date: Tuesday, 31 October 2023
Time: 6:30 pm to 9:06 pm (NZDT)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), Bryan Mills, David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Maria Kelly, Sharon Yeh, Shasta Dang
Apologies: Fr John Fitzmaurice, Anil D'Silva
Guests/Notes: Detta Fairweather

1. Opening Meeting

1.1 Prayer

Led by Lucy.

1.2 Apologies / BOT Leave with Prior Approval

No future leave requested.

Apologies received from Fr John & Anil.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - August 2023 29 Aug 2023, the minutes were confirmed as presented.



Confirmed August 2023 minutes as accurate

All favour

Decision Date: 31 Oct 2023

Mover: Alina Hooper

Second: Bryan Mills

Outcome: Approved

1.5 Correspondence

One item of correspondence: Letter from the Auckland Common Fund and Catholic Education Services Board regarding attendance dues rates and special character contribution for 2024.

2. Principal, Management and Strategic Reports

2.1 Principal's Report

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

- Overview of PLD activities, ERO attestation document, property update, personal & EEO report, SECKA update.
- Alina, as Presiding Member signed the ERO attestation document. All members favored.



Table as Accepted

Approved by members.

Decision Date: 31 Oct 2023
Mover: Alina Hooper
Seconder: Sharon Yeh
Outcome: Approved



ERO Attestation Document - seek Boards' approval for Presiding Member to sign

The Board is comfortable with the contents of the ERO Attestation document.
All favour.

Decision Date: 31 Oct 2023
Mover: Louise Campbell
Seconder: Sharon Yeh
Outcome: Approved

2.2 Special Character

Linda provided an update on behalf of the Special Character committee.

- There is a Special Character Evaluation report required to be sent to the Diocese at the end of the year. Section A (three sections) will be completed by Bishop's Appointees. Special recognition to Detta for providing detailed information covering all three sections - little addition input required from Bishop's Appointees!
- Final version of the Special Character Evaluation report, three recommendations - Louise has clarified with Christine Smith (CDA Reviewer) to work with SLT/Proprietors reps on an action plan.



Table as Accepted

Approved by members.

Decision Date: 31 Oct 2023
Mover: Alina Hooper
Seconder: Shasta Dang
Outcome: Approved

2.3 Policy Committee

Louise provided an update about the Policy Committee activities.

The Policy Committee looked at the Health, Safety & Welfare policy, given this was front of mind after the recent NZSTAR webinar that some members attended. (Agreed that NSTA course should be part of Board induction).

Reminder to members that each should do their own due diligence about Health and Safety - Board will be invited to do health and safety hazard walk at beginning of year.

Louise presented the draft Health, Safety and Welfare policy for ratification.



Approval of the draft Health, Safety & Welfare Policy

Approved by members

Decision Date: 31 Oct 2023
Mover: Alina Hooper
Seconded: Linda McQuade
Outcome: Approved

2.4 Finance

Sharon presented the Finance Committee Meeting minutes for September and October. Highlights include:

- Initial quote from Cyclone regarding school sound system. Finance Committee approved spend of \$5k.
- seeking some clarity from external groups who use the school hall regarding their groups' insurance cover
- Board approved up to \$40k for upgrade to bells/intercom, however actual price was less (\$22k.) Bells/intercom installed during the Sept/Oct school holidays.
- Proposed fees for 2023:

Attendance Dues	\$516	(2023: \$488)
Special Character	\$60	(2023: \$50)
Proprietor	\$10	(2023: \$10)
General Purpose	\$462	(2023: \$480)

Total proposed \$1,048

It is the Finance Committees recommendation to absorb \$18 of the \$38 increase from Attendance Dues and Special Character fees through reduction in General Purpose contributions. Members discussed that given expected surplus for 2023 and carrying surpluses from earlier years, that ~2% increase between 2023 and 2024 was reasonable for families. There will be no reduction in planned activities through reducing the General Purpose contribution by this amount.

A 'heads up' to be provided to families about 2024 school fees to be made in a November newsletter.



2024 School fees to be set at \$1,048

Approved by members.

Decision Date: 31 Oct 2023
Mover: Sharon Yeh
Seconded: Alina Hooper
Outcome: Approved



Finance Committee report table as accepted

Approved by members.

Decision Date: 31 Oct 2023

Mover: Alina Hooper
Seconded: Bryan Mills
Outcome: Approved

2.5 Parish Report

Bryan provided an update on Parish matters:

- Senior team visited Beachlands for a meeting with community to hear from them regarding thoughts about their community activities in light of Fr John's reduced schedule. Community acknowledged they didn't want to overwork Frs John & Terry.
- Accepting that there will be a monthly mass supplemented by their own liturgy in the three weeks in between.
- Looking forward to new initiatives in 2024.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

1. Catholic diocese sent through a video in Sept - about property which members viewed during the meeting.

2. Combined SECKA meeting held in October - Alina & David attended. Alina provided members with an update. Overarching approach around literacy and numeracy, working together, agency and resilience, authentic learning. Four key workstreams & update given regarding workstream activities. Presented with student resilience survey results. Four key achievement challenges outlined and update on underpinning actions.

3.2 Newsletter

Ideas include:

- Gala success & efforts. Big thanks!
- External review - 1 or 2 pieces to share
- ERO review - began three year engagement with partner (and changes) - OLSOS has been on boarded. ERO partner visiting soon to look at documentation
- Board Assurance statement - board confident with contents.
- SECKA combined Board meeting, four key work streams lead by four Across School Teachers.

3.3 PTA Update

Sharon provided an update of PTA AGM and meeting in October.

- Appointment of Officers for 2024
- Planned activities for 2024

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Staff & Personnel Report

4.3 Confirm in committee minutes

5. Close Meeting

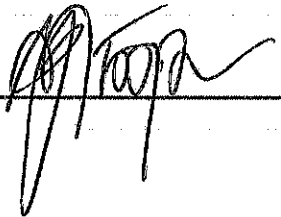
5.1 Close the meeting

Next meeting: OLSOS Board Meeting - November 2023 - 28 Nov 2023, 6:30 pm

With there being no other business the meeting concluded at 8:39pm

Signed as a true and correct record

Signature: _____

A handwritten signature in black ink, appearing to be 'M. Topa', written over a horizontal line.

Date: _____

28/11/23