

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - APRIL 2024



At the OLSOS Board Meeting ~~May 2024~~ on ~~28 May 2024~~ these minutes were confirmed as presented.

*June 25 June*  
*\*MAY meeting cancelled due to illness - April minutes presented and accepted at June's meeting.*

**Name:** Our Lady Star of the Sea School  
**Date:** Tuesday, 30 April 2024  
**Time:** 6:30 pm to 8:34 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, Maria Kelly, Shasta Dang, Vernon Chun  
**Apologies:** David Wu, Sharon Yeh

### 1. Opening Meeting

#### 1.1 Prayer

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

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

**OLSOS Board Meeting - March 2024 26 Mar 2024**, the minutes were confirmed as presented.

#### 1.5 Correspondence

Letter from ACPPA (Auckland Catholic Primary Principal's Association) to the board about diocese property capital works. They are seeking to conduct a review in Auckland and want to gather some voice from the board.

Feedback to ACPPA based on discussion:

- A list of approved contractors for board funded capital works projects would be helpful to ensure efficiency for the quoting and selection process.
- Feedback around our COLA project – it would *have been* helpful to know what the diocese expected from us at the start of the project in terms of additional due diligence (detention tank and ground works assessments prior to the project being approved) to more accurately estimate our timing and budget.
- Transparency around the diocese 10 year property plan across the network would be helpful to ensure efficient allocation of capital works planning and funding for projects.

Louise is to fill in the google form on board behalf. A link has been emailed.

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented the Principals Report for the month. Highlights included:

- TOD Tuesday 4 th June. This is the SECKA day repurposed. SECKA day will be in 2025. All board members approved TOD on Tuesday 4 th June.
- School Gala- No overall Logistics Person or Gala Lead to lead the event. Without these two pivotal roles filled a Gala cannot proceed this year. The team are still keen to work towards a scaled back community event such as a twilight market.
- ERO update: Board criteria for appointing a principal. Link shared. Board needs to be aware.
- Water leak- has been handed over to the Diocesan property team as is over \$5K. Major leak has been detected and sorted - ongoing monitoring is being undertaken to ensure we are not still losing water through other yet-to-be-detected leaks.
- Visit to ECE centres in April holidays by Louise - well received. Suggested the same the pamphlet goes into the church foyer as well.
- Strategic plan update presented. RE PD- our school teaching staff are very confident in this area
- Learning support update presented - Lots of initiatives to support these learners
- ESOL support update presented



#### MOE Curriculum Teacher Only Day 4.6.24

The board approved the Ministry allocated Curriculum Teacher Only Day which needs to be undertaken between Monday 27th May and Friday 7th June take place on Tuesday 4th June.

This TOD will replace the SECKA TOD previously allocated to this day. The SECKA TOD will take place in 2025 instead.

**Decision Date:** 30 Apr 2024  
**Mover:** Louise Campbell  
**Seconded:** Alina Hooper  
**Outcome:** Approved



#### Principal's Report Accepted

Principal's Report Accepted

**Decision Date:** 30 Apr 2024  
**Mover:** Anil D'Silva  
**Seconded:** Linda McQuade  
**Outcome:** Approved

### 2.2 Policy Committee

no Policy Subcommittee meeting in April

### 2.3 Finance, Health and Safety

Louise presented the April Finance Report

Health and Safety Risk Register update: Louise, Sharon and Alina have begun work on updating the risk register. Sharon is supporting this process. The board will be presented with the updated risk register when this work is complete.



#### Finance and Health and Safety Report Accepted

Finance and Health and Safety Report Accepted

**Decision Date:** 30 Apr 2024  
**Mover:** Alina Hooper  
**Seconder:** Bryan Mills  
**Outcome:** Approved

## 2.4 Special Character

Subcommittee did not meet as school holidays.

- Board watched the second video from Manuel Beazley- exploring Maori Spirituality do further understanding of Tūturu Māori Tūturu Katorika - Authentically Māori Authentically Catholic
- Board looked more closely at pages 1-7 of 'The Catholic Education of School Aged Children' document which Linda presented at the last board meeting. In small groups, the board reflected on where they could see elements in the document in place at OLSOS then reported back to the group. It was decided this was a good format to proceed with; one month Linda introduces a part of the document, the following month the board discuss how this is evidenced at OLSOS.

## 2.5 Parish Report

Bryan presented highlights:

- Good start to the year. New times for masses working well. Easter weekend was busy with good participation.
- Tea and Coffee after 9am Mass once a month is working well. 40-50 people attending after Mass
- Retreat coming up for 2 weeks at the parish. (week beginning 29th July). This will affect our July meeting. Proposed new Board Meeting date of Tuesday 23rd July.



### July Board Meeting shifted from July 29th to July 23rd

July Board Meeting shifted from July 29th to July 23rd to accommodate the Parish retreat which is happening the week of July 28th.

**Decision Date:** 30 Apr 2024  
**Mover:** Louise Campbell  
**Seconder:** Alina Hooper  
**Outcome:** Approved

## 2.6 Time Sheet

Completed by members

## 3. Other Business

### 3.1 Other Business

Board Code of Conduct fully signed by all Board members

Draft ERO report was presented to the Board. The Board were happy with the contents of the report.

Alina as Presiding Member will fill in the response to ERO via email seeking to remove the question mark at the end of the second bullet point under the 'Strengths' section as it is included in error.

### 3.2 Newsletter

Ideas could include :

- Term 1 strategic plan actions tabled and accepted by the Board
- Parish retreat dates

- Board PD in Tikanga Māori
- Fun run success - thanks to the PTA

### 3.3 Parents Committee Update

Amazing work done by PTA with the Colour Run near the end of last term - Bryan to attend the PTA meeting on behalf of the board on May 6th 7pm and express the boards thanks to the PTA for this event.

## 4. In Committee Meeting

### 4.1 Declaration into Committee

### 4.2 Staff & Personnel Report

### 4.3 Confirm in committee minutes

## 5. Close Meeting

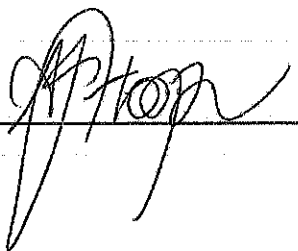
### 5.1 Close the meeting

**Next meeting:** OLSOS Board Meeting - May 2024 - 28 May 2024, 6:30 pm

With there being no other business the meeting concluded at 8:48pm

Signed as a true and correct record

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

4/07/24.