

CONFIRMED MINUTES

OLSOS BOARD MEETING - FEB 2024



At the **OLSOS Board Meeting - March 2024** on **26 Mar 2024** these minutes were **confirmed with the following changes:**

Amend to be 'Sharon was nominated by Alina' - (section with Board appointments).

Update end time to be 9:20pm

Name: Our Lady Star of the Sea School
Date: Tuesday, 27 February 2024
Time: 6:30 pm to 9:20 pm (NZDT)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Maria Kelly, Sharon Yeh, Shasta Dang, Vernon Chun
Apologies: Bryan Mills, Anil D'Silva
Guests/Notes: Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Linda.

1.2 Welcome Board Member/Election of Board Chair/Deputy+Trustee code of conduct

Louise welcomed Vernon to the Board and wished a happy return to the Board for the other members.

Election of Presiding Member & Deputy Presiding Member.

Louise called for nominations for Presiding Member - Sharon nominated Alina, seconded by Vernon, all favor. Alina accepted as Presiding Member for 2024.

As elected Presiding member, Alina called for nominations for Deputy Presiding Member.

Sharon nominated by Alina, seconded by Lucy, all favor. Sharon accepted as Deputy Presiding Member for 2024.

Louise presented the OLSOS **Board of Code of Conduct** for 2024. Included (in blue) were draft additions in light of our special Catholic Character through the lens of Catholic Social Teaching Principles. Members agreed to sign off on the Code of Conduct at the March meeting.



Code of Conduct Accepted

Accepted by members.

Decision Date: 27 Feb 2024

Mover: Alina Hooper

Seconded: Sharon Yeh
Outcome: Approved

1.3 Apologies / BOT Leave with Prior Approval

Bryan & Anil apologies for February meeting.

Maria reminded Board of pre-approved leave booked for April.

1.4 Interests Register

1.5 Confirm Minutes

OLSOS Board Meeting - December 2023 12 Dec 2023, the minutes were confirmed as presented.



Minutes of Meeting: 12 December, 2023

Approved by members.

Decision Date: 27 Feb 2024
Mover: Alina Hooper
Seconded: Maria Kelly
Outcome: Approved

1.6 Correspondence

Three items for correspondence:

- 1) Thank you from Karen Noble-Campbell for the staff Christmas gift.
- 2) Kōtui: School & Policy Updates - Term 1 Issue 1 2024 (NZCEO)
- 3) Letter from Diocese "2023 Annual Report to the Bishop and your Special Character Compliance Report".

Board extended congratulations to the Proprietors' Committee for the letter from the Diocese.

Lucy passed on acknowledgement to the Board from staff for morning tea at end of 2023 year.

1.7 Draft Work plan for 2024

Louise presented the Draft Work plan for 2024. No official Board meeting set for September 2024, however date left available for Board PLD activities.



Acceptance of 2024 Draft Workplan

Approved by members.

Decision Date: 27 Feb 2024
Mover: Alina Hooper
Seconded: Lucy Rogers
Outcome: Approved

1.8 Delegations

Members updated the Board Delegations register.

- Policy Committee - add Shasta and remove Lucy.

- Suggestion that Finance Committee is renamed to be "Finance, Property and Health & Safety Committee" (to reflect H&S commitments).



Delegation Schedule is Approved

Approved by members.

Decision Date: 27 Feb 2024
Mover: Alina Hooper
Seconders: Shasta Dang
Outcome: Approved

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principals' report for Feb 2024, including the draft Annual Plan for approval.

One of the 8 elements of the "ERO School Improvement Framework" is 'Stewardship'. As this is Board related, Louise asked members to consider and discuss where we OLSOS sits on this matrix.

Consensus of members is that we consider we sit right for all elements, except for: *"The board strengthens scrutiny of its **own** and the school's performance in achieving equity and excellence in order to inform the refining of planning and resourcing for ongoing improvement. Stewardship and governance policies align with coherent school practices. The school strengthens legal and statutory roles and responsibilities"*.

Members reflected that the Board could benefit from reflecting on own performance.

and:

"Stewardship strategically and consistently enhances school performance and learner outcomes. Equity for Māori and Pacific learners is strategically planned with ongoing input from learners and Māori whānau, hapū and iwi, and parents, families and community. Learners with diverse learning requirements are also a priority".

Members noted that these concepts are addressed within the Annual Plan.



2024 Draft Annual Plan approved

Approved by members.

Decision Date: 27 Feb 2024
Mover: Alina Hooper
Seconders: Linda McQuade
Outcome: Approved

2.2 Policy Committee

No meeting for Feb 24.

2.3 Health and Safety

Louise presented the Health and Safety Register.

Members provided some feedback which will be done and register re-represented for the March meeting.

This will be reviewed in six months time and anytime an incident occurs.

2.4 Finance

Sharon presented the Finance Committee notes for the month of February.

The main item from the Finance Committee was the draft budget for 2024. Members noted that a deficit budget has been prepared, however a conservative approach is always taken to assumptions around income. Sharon explained that in 2023, a budgeted deficit was presented to the Board and indications are that this will actually be a surplus for 2023 (finalised numbers are still being prepared).



Approval of 2024 Budget

Approved by members.

Decision Date: 27 Feb 2024
Mover: Sharon Yeh
Seconder: Alina Hooper
Outcome: Approved

2.5 Special Character

Linda presented notes from the Special Character Committee for the month on behalf of Anil (apologies)

- Welcome Brooke Crowe as new acting Director of Religious Studies, noting thanks again to Detta for past work in this role.
- Special Character Committee is pleased with response received from the Diocese (refer to correspondence section)
- Session run on 30th January 2024 which Anil attended. Some video's were captured and/or notes taken - 5 * 8 mins each, members decided to review 1 video per meeting for the next few meetings.
- Royal commission instruction with an additional compliance requirement - Proprietors of each school need to prepare reporting about abuse instances. Likely to be a section about this in the end of year Proprietors Report. Level of details TBC (eg threshold report instances above/below, privacy implications).
- Work done on recommendations from the 2023 external review, goals and targets set, submitted to Diocese, working with Catherine - meeting with Brooke/Louise on 15 March to discuss schools action plan.



Special Character Report Accepted

Approved by members.

Decision Date: 27 Feb 2024
Mover: Alina Hooper
Seconder: Sharon Yeh
Outcome: Approved

2.6 Parish Report

Linda provided updates regarding Parish activities:

- New mission statement being showed on notices prior to mass
- 29 July, 5 Aug, Parish Retreat, "Spiritual Conversation".

- Request for children's liturgy to start up, operate at the 9am mass - 1st and 3rd Sundays of the month.

2.7 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

3.2 Newsletter

Ideas include:

- Welcome Vernon - small blurb, photo.
- Work plan for the year
- Welcome picnic (thanks to Parents Committee).
- Focus on variety of prayer (get to know the learner).

3.3 Parents Committee Update

No meeting, Shasta is attending as parent rep for class, so will attend on behalf of the Board.

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 - March 2024 - 26 Mar 2024, 6:30 pm

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

Signed as a true and correct record

Signature: _____



Date: _____

26/3/24.

