

CONFIRMED MINUTES

OLSOS BOARD MEETING - JUNE 2024



At the **OLSOS Board Meeting - July 2024** on **23 Jul 2024** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 25 June 2024
Time: 6:30 pm to 8:17 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, David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Sharon Yeh, Shasta Dang, Vernon Chun
Apologies: Maria Kelly
Guests/Notes: Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Linda, highlighting links between school values and Gospel.

1.2 Apologies / BOT Leave with Prior Approval

Request for leave with prior approval - Maria Kelly, putting in request for absence for the next two meetings in term three and may seek for an additional one or two meetings in term four (due to maternity leave). Maria would like to remain on the Board.

Members agree in principle that Maria can/shall remain a Board member- approved leave with absence for the next two meetings on the provision that Louise clarifies definition "absence with prior approval" with NZSTA. Members discussed section 10.4 of the "Board Roles & Responsibilities Policy" (attendance of 80% meetings, minimum), queries raised around whether this is over the course of a board cycle or annually. Louise to clarify with NZSTA.

Members suggest offering Zoom/online for meetings in term four if it suits Maria.

1.3 Interests Register

1.4 Confirm Minutes



Approved: Board Minutes from 30 April 2024

Approved by members.

Decision Date: 25 Jun 2024
Mover: Alina Hooper
Second: Bryan Mills

Outcome: Approved

1.5 Correspondence

Members received an email from Detta Fairweather on 25 June - thank you for the opportunity to attend the recent Catholic Education Convention.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented Principals' reports for May and June.

Highlights included:

- updates of PLD
- update on property matters (water leak investigation completed)

Term 2 updates on Annual Plan progress.

Members discussed data presented on attendance, in particular, metric on "regular attendance" (defined as attending school for 90% of time). Ministry provides reporting based on data submitted. Goal is to have 80% of children attend 90% of the time. Currently OLSOS is at 77% attending 90% of the time.

Members discussed school roll numbers - monitoring number of enrollments for 2025. Have some students enrolling for later in the 2024 year. Visiting local ECE's and publication of "Settling in" Magazine has produced a flurry of enrollments (mostly non preferential). However, members are pleased about the progress of raising the School's profile in local community. Managed declining roll through natural staff attrition.

Seeking approval of Teacher Only Day - Monday 11 November 2024. All in favor.



Approved: Principals' Report for May/June 2024

Approved by members

Decision Date: 25 Jun 2024
Mover: Alina Hooper
Seconder: Anil D'Silva
Outcome: Approved

2.2 Policy Committee

Review of "Board Roles and Responsibilities Policy".

10.4: Define length - attendance at 80% of meetings (minimum) across the 3 years or annually?

Louise to phone NZSTA to get advice about this point and to report back at next meeting.

Policy to be re-presented at July meeting.

2.3 Finance, Health and Safety

Sharon presented the Finance, Health and Safety meeting notes for June 2024. Highlights include:

- Good progress continuing on the Health and Safety Risk register.
- Financial Year 2023 accounts receive for signing; MOE bulletin dated 18.6 reporting audit delays impacting the completion of this years annual financial reporting across all schools.



Accepted by members

Approved by members.

Decision Date: 25 Jun 2024
Mover: Sharon Yeh
Seconder: Alina Hooper
Outcome: Approved

2.4 Special Character

Anil presented the Special Character Sub Committee Report. Sub Committee met in May and June. Defer video until next meeting.

Highlights include:

- Term 2 Thurs morning staff meeting, focus on shared meditative prayer
- Proclaiming the word competition - OLSOS hosting
- Sacramental Program, 35 enrolled
- "Jammies for June", 151 pairs of PJ's
- Fantastic job tying Parish to school (eg Proclaiming the word and knitting club). Appreciate the effort to get the children to Mass.

No sub committee meeting planned for July.



Accepted: Special Character Report

Approved by members.

Decision Date: 25 Jun 2024
Mover: Anil D'Silva
Seconder: Alina Hooper
Outcome: Approved

2.5 Parish Report

Bryan presented update on Parish matters:

- all go for Parish retreat
- Fr Richard having dinner with Parish Leadership team
- Looking at bringing School mass once a term on a Sunday

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Alina - Thanked Louise for paying Board table at PTA Quiz night.

Thank you for Louise and Anil for attending Board table.

Teacher appreciation month - morning tea, Thursday 4th. Alina to attend on behalf of the Board.

3.2 Newsletter

Ideas include:

- Thanks for PTA for Quiz night
- "Jammies in June"
- Upcoming Parish events with Fr Richard
- Attendance - Board has oversight over attendance, supports endeavors to raise awareness of importance of attendance and attendance rates.

3.3 Parents Committee Update

Louise provided update regarding the June Parents' Committee meeting:

- Working towards quiz night
- More to report at the next Board meeting - Parents Committee meeting on 1 July.
- Purchased a fridge to use in the old tuck shop
- Color run prizes went out.

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 - July 2024 - 23 Jul 2024, 6:30 pm

With there being no other business the meeting concluded at 8:17pm

Signed as a true and correct record

Signature: _____



Date: _____

23/07/2024