

# CONFIRMED MINUTES

## OLSOS BOARD MEETING - AUG 2024



At the **OLSOS Board Meeting - Sept 2024** on **24 Sept 2024** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Our Lady Star of the Sea School   |
| <b>Date:</b>          | Tuesday, 27 August 2024   |
| <b>Time:</b>          | 6:30 pm to 7:50 pm (NZST)   |
| <b>Location:</b>      | Via ZOOM link, .  |
| <b>Board Members:</b> | Alina Hooper (Chair), Anil D'Silva, Bryan Mills, David Wu, Linda McQuade, Louise Campbell, Lucy Rogers, Sharon Yeh, Shasta Dang |
| <b>Apologies:</b>     | Maria Kelly, Vernon Chun  |
| <b>Guests/Notes:</b>  | Karen Noble-Campbell  |

### 1. Opening Meeting

#### 1.1 Prayer

Led by Louise.

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

Anil to be out of town for September meeting, TBC if attending via Zoom.

#### 1.3 Interests Register

#### 1.4 Confirm Minutes

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



#### **Confirm Minutes Approved: Board Minutes from 30 July 2024**

Approved by members.

|                       |              |
|-----------------------|--------------|
| <b>Decision Date:</b> | 27 Aug 2024  |
| <b>Mover:</b>         | Alina Hooper |
| <b>Seconded:</b>      | Bryan Mills  |
| <b>Outcome:</b>       | Approved     |

#### 1.5 Correspondence

Correspondence:

1. Letter from Auckland Common Fund to advise Catholic State Integrated Schools within the Diocese of attendance dues rates for 2025.
2. Ministry and NZSBA are conducting a survey to understand Board members' experience with NZSBA's services.
3. Board letter of thanks drafted by Alina to Sue Yandell, thanking her for hard work in receiving a refund from Watercare in relation to recent leak.

## 2. Principal and Management Reports

### 2.1 Principal's Report

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

- Different timings for parent interviews due to staff changes. Strong engagement with families through high levels of attendance.
- Update of property matters (fence on back field).
- Attendance data update from term 2.



#### Table as Accepted

Approved by members.

**Decision Date:** 27 Aug 2024  
**Mover:** Louise Campbell  
**Seconders:** Anil D'Silva  
**Outcome:** Approved

### 2.2 Policy Committee

Louise presented the Policy sub-committee update:

Old framework is slowly being updated with the new policy documents (some policy names are changing).

Presentation of draft "Responsibility of the Principal Policy". As we continue to utilise the NZSTA/NZCEO proformas to review and update our policies, some elements of our current policies are distributed differently amongst our updated policies.

Retirement of old Strategic Planning, Self Review & Reporting Policy (old NAG 2).



#### Ratify: Draft Principal Responsibility Policy

Approved by members.

**Decision Date:** 27 Aug 2024  
**Mover:** Louise Campbell  
**Seconders:** Alina Hooper  
**Outcome:** Approved



#### Retirement old Strategic Planning, Self Review & Reporting Policy

Approved by members

**Decision Date:** 27 Aug 2024  
**Mover:** Louise Campbell  
**Seconders:** Alina Hooper  
**Outcome:** Approved

## 2.3 Finance, Health and Safety



### Approval of Balance Sheet budget and Cashflow budget

Approved by members.

**Decision Date:** 27 Aug 2024

**Mover:** Sharon Yeh

**Seconded:** Bryan Mills

**Outcome:** Approved

Sharon presented the Finance, Health and Safety Report for the month.

Highlights include:

- Presentation of School Finance Hub Balance Sheet Budget and Cashflow Budget
- Discussion on document destruction relating to financial years 2014 and 2015 and student records prior to 1999 - documents to be destroyed in accordance with MOE's School Records - Retention and Disposal Schedule
- Continuing good progress with the Health and Safety Risk Register
- Setting Sharon up as a ASB Fastnet token holder/approver is underway.



### Approval of items for document destruction per policy

Approved by members.

**Decision Date:** 27 Aug 2024

**Mover:** Sharon Yeh

**Seconded:** Alina Hooper

**Outcome:** Approved

## 2.4 Special Character

Anil presented the Special Character Committee Report for the month.

The Special Character Committee had a meeting on August 12.

Dimensions of Catholic Character- Termly Report was tabled - highlights include:

- Grandparents Day Liturgy, well attended
- Sacramental programme, congrats to 35 children who participated during terms two and three.
- Focus for term three is "Te Atua God". Each year group will have a different lense on the same theme.
- Detta, Louise and Brooke attended Catholic Education Convention in Wellington in June.
- Donations of fruit & veges to the Parish Foodbank.

Members watched 4th video from Manual Beazley focusing on the relationship between Mana and Tapu.

Continued Education for Catholic School aged children - #41, Catholic character can be diluted if values are chosen which are not gospel values.

Importance of the development of our young people as Disciples of Christ.

Next meeting to be on Sept 10.



### Table as Accepted

Approved by members.

**Decision Date:** 27 Aug 2024

**Mover:** Anil D'Silva  
**Seconded:** Shasta Dang  
**Outcome:** Approved

## **2.5 Parish Report**

Bryan presented for the Parish update for the month:

1. Retreat, fantastic! Very successful. Fr Richard back coming in October.
2. Sacramental program very successful, thank you to OLSOS for having children participate. Linda Lerkhe did a terrific job as co-ordinator.
3. Safeguarding review - Linda has done a lot of work (last review was in 2021). Linda/Bryan did a self review a few weeks back and Leadership team has met to review with Safeguarding coordinator for Auckland (Lisa May).
4. Youth group is going strong.
5. Special announcement this weekend (31 Aug - 1 Sept)! Stay tuned!

## **2.6 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

Louise - provided answers to questions from July 30th meeting:

1. Similar to Maori students, are Pacifica students elevated by ethnicity for data gathering and reporting purposes? Several ethnicities can be captured on the enrolment form and this determines how data is gathered. The first ethnicity is what is recorded for data purposes. The only exception is Maori students - students are elevated to Maori roll automatically if Maori ethnicity selected at any stage. This is not the same for Pacific students (First ethnicity only).
2. Disproportionate for yr 3/5 writing and mathematics - how many are special needs students in the "working towards" category? Louise reported that 1 in 5 in writing stats are "working towards" and 1 and 4 for maths are special needs students.

### **3.2 Newsletter**

Suggestions include:

- Board continued Manual Beazley presentations
- Catholic Education of School Aged children.
- Thank you for Linda Lehrke for leading the Sacramental programme
- Attendance stats - how stats are 10% improved from same time last year.
- Updating policies

### **3.3 Parents Committee Update**

Next meeting 2 September - Lucy to attend.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

5. Close Meeting

5.1 Close the meeting

**Next meeting:** OLSOS Board Meeting - Sept 2024 - 24 Sept 2024, 6:30 pm

With there being no other business the meeting concluded at 7:50pm

Signed as a true and correct record

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



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

1 Nov 24

