

CONFIRMED MINUTES

OLSOS BOARD MEETING - SEPT 2024



At the **OLSOS Board Meeting - Oct 2024** on **29 Oct 2024** these minutes were **confirmed as presented**.

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 24 September 2024
Time:	6:30 pm to 7:25 pm (NZST)
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, Lucy Rogers, Sharon Yeh, Vernon Chun
Apologies:	Maria Kelly, Louise Campbell, Anil D'Silva, Shasta Dang
Guests/Notes:	Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Vernon.

1.2 Apologies / BOT Leave with Prior Approval

Shasta, Anil, Louise, Maria - apologies for September meeting. No leave requests for future meetings.

1.3 Interests Register

1.4 Confirm Minutes

OLSOS Board Meeting - Aug 2024 27 Aug 2024, the minutes were confirmed as presented.



Confirm Minutes Approved: Board Minutes from 27 August 2024

Approved by members

Decision Date:	24 Sept 2024
Mover:	Alina Hooper
Second:	Linda McQuade
Outcome:	Approved

1.5 Correspondence

None received.

2. Principal and Management Reports

2.1 Principal's Report

Karen presented the Principals' Report for the month on behalf of Louise. Highlights include:

- OLSOS hosted the HPPA Dance Festival at Sommerville College; congrats to the team for all the (additional) hard work preparing and presenting the event on the night.
- Back fence cost is inline with expectations, work to commence during school holidays.
- Term three update on Annual Plan; Board is very pleased with progress.
- Update and summary of Educational Learning Support and Extension Programmes at OLSOS



Table as Accepted

Approved by members.

Decision Date:	24 Sept 2024
Mover:	Alina Hooper
Seconder:	Vernon Chun
Outcome:	Approved

2.2 Policy Committee

No Sub Committee meeting for the month.

2.3 Finance, Health and Safety

Sharon presented the Finance, Health & Safety Sub Committee notes for the month. Highlights include:

- Continuing progress with Risk Register.
- Recommendation of school fees for 2025. Taking into consideration the additional \$16 attendance fees from the Diocese, the recommendation for total fees for 2025 is \$1,068 (2024: \$1,048)
- Budget for staff gifts for the year is \$55 per person.
- Members discussed the Camp Bentzon 2025 ETOC Event Proposal, Approval and Intentions document, as prepared by Karen Noble-Campbell, in conjunction with Camp Bentzon. For 2025, year 6 only are attending camp - in the past both years 5 and 6 attended every second year. Members are satisfied that complete Health and Safety precautions have been considered for camp to proceed and Alina signed the documentation.



Approval: Finance, Health and Safety Report

Approved by members, including 2025 Fees, Camp Bentzon ETOC Event Proposal.

Decision Date:	24 Sept 2024
Mover:	Alina Hooper

Seconded: Bryan Mills
Outcome: Approved

2.4 Special Character

Vernon presented the Special Character Sub Committee notes for the month on behalf of Anil.

Highlights include:

Dimensions of Catholic Character - Termly report from DRS:

- Meditative prayer practice well underway.
- Caritas Challenge, Junior & Senior school participated in activities designed to increase awareness of what life is like for people who have less than we do.
- Raised \$650; for every \$1 raised, the NZ Government will add \$3 more.
- Proclaiming the Word competition held.
- Helping hands supported 7 families.

Continuation of Catholic Education of School Age Children pages 11 - 13 (Led by Linda).

- Understanding of tagged positions within schools - recognition that there are some positions within schools which are tagged for Catholic teachers, who must lead the Catholic character within school. Recognition that there are not enough people available with the right formation and qualifications to staff all schools adequately in terms of Catholic character. Schools must advertise vacancies stating that applicants be willing and able to take part in religious education.
- Facilitating Discipleship - Religious Education is not the only aspect within school which is Catholic. There needs to be other Catholic character activities which teachers help bring to life in school outside the RE programme and flow through all aspects of the curriculum.

Linda would like the Board like to express gratitude and thanks to all involved with the Junior School Production "In The Beginning" - this is an example of the amalgamation of Catholic special character with the arts curriculum.

Manual Beazley notes on Mana and Tapu. Mana is about relationships, the quality of relationships - it is the activation of Tapu (the inherent dignity of all). Members discussed how these aspects are displayed within schools and examples.

The Proprietors report will be tabled at the October Board meeting - Sub Committee members will write a section each.



Special resolution - note of thanks and gratitude, Junior Production

Linda proposed a motion on behalf of the Board to express gratitude and thanks to all who put on the Junior Production "In the Beginning". This was a perfect amalgamation of Catholic Special Character with the Arts curriculum.

Decision Date: 24 Sept 2024
Mover: Linda McQuade
Seconded: Alina Hooper
Outcome: Approved



Table as Accepted

Approved by members.

Decision Date: 24 Sept 2024
Mover: Alina Hooper
Seconded: Sharon Yeh
Outcome: Approved

2.5 Parish Report

Bryan presented the Parish Report. Highlights include:

- Beginning restoration and renovation of the Parish center. This will start in December 2024, expected to be for 9 months.
- Fr Richard Shortall coming back end of October, small groups looking at future direction of Parish.
- It has been great having Bob (Seminarian) with the team, very encouraged by what is being done within the Parish & School.

2.6 Time Sheet

Noted by Karen.

3. Other Business

3.1 Other Business

1. Louise & Alina will put together a Board members Self Assessment. All members have a duty to meet responsibilities. This is to be done ahead of the October Board meeting. Alina will review all responses and reach out individually if needed.
2. Children's Choir - call for more children to join. Potentially a newsletter item (David to ask to church choir leader to send something through for the newsletter).

3.2 Newsletter

Ideas include:

- Board received update and endorsement on annual plan
- Board appreciation and congratulations for those involved in the junior production.
- Learning report received and endorsed
- H&S plan for Yr 6 camp in 2025 endorsed & signed off.

3.3 Parents Committee Update

Lucy attended the meeting on 2nd September and provided members with an update:

- Santa float being finalised for the Howick Christmas parade
- Twilight market on track, up to 2000 people expected
- Mercy Cross being re-positioned in Chapel
- Louise outlined term 3 events, including junior production, lolly bags and sausage sizzle
- Disco, leavers picnic coming up

Next meeting is 14 October. Vernon 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 - Oct 2024 - 29 Oct 2024, 6:30 pm

With there being no other business the meeting concluded at 7:25pm

Signed as a true and correct record

Signature: _____



Date: _____

1 Nov 24

