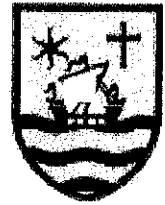


CONFIRMED MINUTES

OLSOS BOARD MEETING - NOV 2024



At the **Board Meeting** on **17 Dec 2024** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 26 November 2024
Time: 6:30 pm to 9:00 pm (NZDT)
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, Louise Campbell, Lucy Rogers, Sharon Yeh, Shasta Dang, Vernon Chun
Apologies: Anil D'Silva, Maria Kelly
Guests/Notes: Karen Noble-Campbell; Jordy Boix

1. Opening Meeting

1.1 Prayer

Led by Louise

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Lucy - apologies received for December Board meeting.

1.4 Confirm Minutes

OLSOS Board Meeting - Oct 2024 29 Oct 2024, the minutes were confirmed as presented.



Confirmed: Board minutes from October 29, 2024

Approved by members.

Decision Date: 26 Nov 2024
Mover: Alina Hooper
Seconders: Bryan Mills
Outcome: Approved

1.5 Correspondence

Two items of correspondence:

- Letter from external provider offering services for Board Selection/Election in 2025 - Finance Sub-committee discussed and agreed that Sue will do this for 2025 as she has done many times for OLSOS in the past.
- Outgoing item of correspondence from Alina to Louise - letter expressing acknowledgement and thanks of behalf of the Board for success and leadership of Twilight Market.

2. Principal and Management Reports

2.1 Principal's Report

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

- Well attended parent meeting for Keeping Kids Safe online seminar. In attendance were parents from other schools also.
- PPCB Professional Coaching, Louise proposed a motion regarding the annual allocation of Professional Learning and Wellbeing Support fund. Louise would like to roll the 2024 allocation of \$6k (alongside \$4k from 2023) through to 2025 for use whilst on Sabbatical. Unanimous endorsement from Board.
- Update on property matters including - Diocese is re-carpeting rooms 4,5,7 and 8. Other property activities underway during remainder of the year and into summer holidays.
- Setting up Room 3 to host the Parish Office team whilst Parish Center's refurbishment is underway.
- OLSOS have agreed to be a pilot school for a MN3 managed network firewall upgrade through N4L in February delivering faster, safer internet.

Louise presented the term four update to the activities in the Annual Plan. Members reflected on the range of activities which had taken place during the year and reflected back on those activities which took place earlier in the year.

Louise reminded the Board that there is one more year under the current strategic goals, which will require review at the back end of 2025 and re-engagement with the community in 2026.



Professional Learning and Wellbeing Support Fund - Accrual of 2024 allocation (\$6k) through to 2025

Approved by members

Decision Date: 26 Nov 2024
Mover: Louise Campbell
Seconder: Linda McQuade
Outcome: Approved



Table as Accepted - Principals' Report

Approved by members

Decision Date: 26 Nov 2024
Mover: Alina Hooper
Seconder: Sharon Yeh
Outcome: Approved



Endorsement of Strategic Plan and Annual Plan Update

Approved by members.

Decision Date: 26 Nov 2024
Mover: Alina Hooper
Seconder: Vernon Chun

Outcome: Approved



Professional Learning and Wellbeing Support Fund - Accrual of 2023 allocation (\$4k) through to 2025

Approved by members.

Decision Date: 26 Nov 2024
Mover: Louise Campbell
Seconder: Linda McQuade
Outcome: Approved

2.2 Policy Committee

No meeting.

2.3 Finance, Health and Safety

Sharon provided the Finance, Health and Safety Sub-committee notes for the month. Highlights include:

- With two months to go, still expecting to be in an overall deficit position for the year ended December 2024, however is not expected to be as high as the budgeted deficit (\$90k).
- 2025 budget will be brought to the Board at the first meeting in 2025; early indications is that it will be a deficit budget in the region of ~\$200k, although Louise and Sue are still working it through. Finance Sub-committee is comfortable that through being prudent with funds over the past years has allowed adequate cash reserves to be built up to be utilised in future years.
- Sue has been working with ASB to set up some on-call accounts to maximise interest.
- \$17k was raised during the Twilight Market. The fundraising purpose was to support the construction of a confidence course and towards the renovations of the Parish Center. The Finance Sub-committee suggested that \$1,500 would be an appropriate amount as a donation from OLSOS towards the project. Sharon raised this to members for awareness - no concerns raised.
- Sharon also provided members an update on the Health & Safety Risk Register and outlined the approach the Sub-committee has taken in bringing together the Risk Register.



Table as Accepted

Approved by members.

Decision Date: 26 Nov 2024
Mover: Allna Hooper
Seconder: Linda McQuade
Outcome: Approved

2.4 Special Character

Linda provided an update on behalf of Anil.

- School-Parish connection, looking at how OLSOS and the Parish work together. One of the goals for 2024, was to come up with induction for new students and family in relation to Catholic Special character (Internal Review goal). Brooke has prepared on a 12 minute video for parents prior to induction, in conjunction with Fr John. Congrats to Brooke on the great initiative!
- Over the course of the year, members have been watching Manual Beazley content (Authentically Catholic, Authentically Maori), plus parts of Catholic Education of School

Aged Children. Linda questioned the Board as to whether this is too much (do one at a time or continue as is). Members happy to continue as is.

- Discussion on the Draft Proprietors Reports for the Bishop - Parts B, C and D ratified by members (to include with the ratified Part A from October meeting). Alina signed document as Presiding Member.
- Discussion on Catholic Education of School Aged Children, sections 57 - 64.



Ratification of Draft Proprietors Reports for the Bishop - Parts B, C and D

Approved by members.

Decision Date: 26 Nov 2024
Mover: Alina Hooper
Seconder: Bryan Mills
Outcome: Approved

2.5 Parish Report

Bryan provided an update on Parish matters:

- Youth camp numbers, battling to find enough chaperones to attend, but numbers of attendees is a positive.
- Counting numbers for masses in November - numbers looking well attended.
- Survey being undertaken regarding Transparency, Integrity, Accountability.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Alina - informed members that this meeting is Lucy's last Board meeting as Lucy will be absent for the December meeting.

Alina expressed thanks for Lucy for her service to the Board over the past years and presented her with a gift on behalf of members.

3.2 Newsletter

Alina to prepare content for the next newsletter.

Ideas include:

- Annual Report Submission
- Budget for next year underway
- Term 4 update actions which sit between annual plan; Board very pleased with progress.
- Property update -happening over holidays
- Hosting Parish center ladies at OLSOS during renovations.
- Donation to Parish center renovations (highlighting Parish-School connection).

3.3 Parents Committee Update

Shasta provided an update:

- Thanks for Twilight Committee for fabulous event!
- Plans for 2025 - Color run in March
- Leavers picnic coming up
- Financial support for camp, gratefully received
- Funds for new gymnastic uniform and cricket team

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

5. Close Meeting

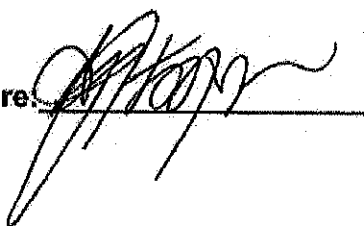
5.1 Close the meeting

Next meeting: Board Meeting - 17 Dec 2024, 5:00 pm

With there being no other business the meeting concluded at 9:00pm

Signed as a true and correct record

Signature: _____



Date: _____

20 January 2025