

CONFIRMED MINUTES

OLSOS BOARD MEETING - OCT 2024



At the **OLSOS Board Meeting - Nov 2024** on **26 Nov 2024** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 29 October 2024
Time: 6:30 pm to 8:27 pm (NZDT)
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, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang, Vernon Chun
Apologies: Maria Kelly, Lucy Rogers, David Wu
Guests/Notes: Karen Noble-Campbell; Bernice Chiam

1. Opening Meeting

1.1 Prayer

Led by Shasta

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

David, Lucy apologies in advance for October meeting.

Anil - apologies in advance for November meeting.

Maria, requested to have leave extended through to term 4, 2024.

1.4 Confirm Minutes

OLSOS Board Meeting - Sept 2024 24 Sept 2024, the minutes were confirmed as presented.



Minutes from 24 September confirmed

Approved by members.

Decision Date: 29 Oct 2024

Mover: Alina Hooper

Seconder: Vernon Chun

Outcome: Approved

1.5 Correspondence

No correspondence.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principals' report for the month.

Highlights include:

- EEO update - objectives and summary of outcomes for 2024
- Property update, back fence completed.

Members viewed an article interviewing Louise and promoting OLSOS in a recent Local Times newspaper. Awesome job!



Table as Accepted

Approved by members.

Decision Date:	29 Oct 2024
Mover:	Alina Hooper
Seconder:	Bryan Mills
Outcome:	Approved

2.2 Policy Committee

Louise presented two policies for ratification:

The old Nag 3 Employment and Personnel Policy has been reviewed and split into two policies - the Appointments Policy and the Personnel Policy. Previously the draft Appointments Policy was at procedure level, however the subcommittee is utilising the NZSTA / NZCEO exemplars as guides and have brought this procedure back to the policy level and updated it.

In ratifying these two new policies, the Board also acknowledges the need to retire the old Employment and Personnel Policy.



Ratification: Personnel Policy and Appointments Policy

Approved by members

Decision Date:	29 Oct 2024
Mover:	Linda McQuade
Seconder:	Sharon Yeh
Outcome:	Approved



Retire former NAG3 Employment and Personnel Policy

Approved by members.

Decision Date:	29 Oct 2024
Mover:	Linda McQuade
Seconder:	Sharon Yeh
Outcome:	Approved

2.3 Finance, Health and Safety

Sharon presented the Finance, Health & Safety Report for the month. Highlights include:

- Current year to date surplus of \$10k vs full year forecast deficit. Term deposits are earning good interest.
- Property - Internal paint and roof wash. We have received two quotes so far for internal painting which is broken down into sections. Finance Committee agreed to spend ~\$12k on areas of most urgent attention (sick bay, school hall entrance, toilets, roof wash, gutters).
- Continue to make good progress on the Health & Safety Risk Register; to be shared with Board members as soon as practical.



Table as Accepted

Approved by members.

Decision Date: 29 Oct 2024
Mover: Alina Hooper
Second: Bryan Mills
Outcome: Approved

2.4 Special Character

Anil presented the Special Character Sub Committee meeting notes for the month. Highlights include:

- Board is due to submit the annual Internal Review Report, which comprises of commentary in across four areas:

A - Special Character

B - Assurance

c - Internal Evaluation

d - External Evaluation & next steps

The Special Character Sub Committee met and worked on part A, for which a draft report has been tabled to members for review/provide input. Part A is split into Dimensions one, two and three.

Alina expressed gratitude and thank to the Special Character Sub Committee and Brooke Crowe (DRS) for the hard work and effort put into comprising this report. Anil expressed thanks to Louise, Brooke, Bryan and Linda for their input.

Linda commented that there will be an additional (new) required regarding safeguarding which will need to be approved at the November Board meeting.

- Parts B, C, D to be presented to the Board at the November meeting, along with a with covering letter for Alina as Presiding Member to sign.

Linda continued discussion around Catholic Education of School Aged Children document.

- Para 50 - Catholic character is woven into everything we do (facilitating Discipleship)
- Para 51 - Members had a discussion of examples of where this is evident at OLSOS, - eg buddy masses, physical signage, invitation of involvement of parents, prayer schedule, masses in hall, crucifix in classrooms, interaction between students is respectful, deep understanding from children, buddy bus stop, extension into community, awareness of what it means to help others, christian witness/outreach.
- Members continued discussed of Manuel Beazley notes #7.



Annual Internal Review Report - Part A approved

Approved by members.

Decision Date: 29 Oct 2024
Mover: Anil D'Silva
Seconder: Sharon Yeh
Outcome: Approved

2.5 Parish Report

Bryan presented an update of Parish matters:

- 30 youth going to camp at end of January 2025 - biggest group ever sent.
- Completed retreat with Fr Richard Shortall, summary of notes will be made available to Parishioners.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- Board survey - Alina to collate feedback and present outcomes at the November Board meeting.

3.2 Newsletter

Ideas include:

- Update property work
- Preparing for submission of the upcoming Special Character report for the year.
- Twilight market – thanks to Committee for great event.

3.3 Parents Committee Update

Shasta provided an update of recent meeting

- AGM nominees
- Twilight market prep update
- Hot dog lunch
- Leavers disco & picnic planned

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 - Nov 2024 - 26 Nov 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: _____

20 January 2025