

CONFIRMED MINUTES

BOARD MEETING - FEB 2025



At the **Board Meeting - March 2025** on **25 Mar 2025** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 25 February 2025
Time: 6:30 pm to 8:59 pm (NZDT)
Location: Room 2, OLSOS
Board Members: Alina Hooper (Chair), Anil D'Silva, Linda McQuade, Louise Campbell, Maria Kelly, Sharon Yeh, Shasta Dang, Vernon Chun, Bernice Chiam, Jordi Boix-i-Coll
Attendees: Karen Noble-Campbell
Apologies: David Wu

1. Opening Meeting

1.1 Prayer

Led by Louise.

1.2 Welcome Board Member/Election of Board Chair/Deputy+Trustee code of conduct

Louise expressed a warm welcome back to all Board members and a special welcome to two new Board members, Jordi Boix and to Bernice Chiam.

Louise called for nominations for the appointment of Presiding Member and Deputy Presiding Member.

Sharon nominated Alina for Presiding Member, seconded by Anil.

Anil nominated Sharon for Deputy Presiding Member, seconded by Alina.

All members favour appointments and Alina and Sharon accepted appointments for 2025.

Alina shared the OLSOS Code of Conduct, outlining key objectives.

All members signed the Code of Conduct in acknowledgement.



Acceptance of OLSOS Code of Conduct

Approved by members.

Decision Date: 25 Feb 2025
Mover: Alina Hooper
Seconded: Anil D'Silva
Outcome: Approved

1.3 Apologies / BOT Leave with Prior Approval

David Wu apology.

Louise reminded members of Sabbatical leave (approved during 2024). Louise will be away for 9 weeks of term 2, plus first week of term 3.

1.4 Interests Register

1.5 Confirm Minutes

Board Meeting 17 Dec 2024, the minutes were confirmed as presented.



December 17, 2025 Board Minutes Confirmed

Approved by members.

Decision Date:	25 Feb 2025
Mover:	Alina Hooper
Seconder:	Vernon Chun
Outcome:	Approved

1.6 Correspondence

Letter from Catholic Diocese of Auckland regarding planned maintenance programme.

1.7 Draft Work plan for 2025

Louise presented the draft Work Plan for 2025.



Approval of the draft Work Plan for 2025

Approved by members.

Decision Date:	25 Feb 2025
Mover:	Alina Hooper
Seconder:	Jordi Boix-i-Coll
Outcome:	Approved

1.8 Delegations

Alina presented the Schedule of Delegation & outlined functions of the Sub-Committees.

Policy Sub-Committee for 2025: Linda, Maria, Shasta

Finance Sub-Committee for 2025 - Sharon, Alina, Bernice

Special Character Sub-Committee for 2025 - Anil, Linda, Vernon, Jordi, David

2. Principal and Management Reports

2.1 Principal's Report

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

- Attendance stats including Ministry data from across the region. Comparisons vs OLSOS Term 1, 2, 3 and 4 attendance data. OLSOS is consistent with MOE data trends indicating

that term 1 is the best attendance, terms 2 and 3 are lower due to (mostly) sickness. Term 4 shows an improvement again.

- Various property works undertaken over the Christmas holidays.
- Presentation of Annual Plan activities in relation to Strategic Plan goals. Louise talked to high level contents, Board members comfortable with the contents.



Principals' Report, incl 2025 Annual Plan endorsed

Approved by members.

Decision Date: 25 Feb 2025
Mover: Alina Hooper
Seconders: Vernon Chun
Outcome: Approved

2.2 Policy Committee

No meeting.

2.3 Finance, Health & Safety

Sharon provided an update from the Finance, Health and Safety Committee who had a meeting during the month, primarily to discuss the 2025 budget.

Sharon presented the draft budget, indicating a planned deficit of \$166k - however as always, income level is conservatively estimated.

December 2024 accounts are a WIP; an update to be provided at March meeting.



2025 Budget presented and approved

Approved by members.

Decision Date: 25 Feb 2025
Mover: Sharon Yeh
Seconders: Alina Hooper
Outcome: Approved

2.4 Special Character

No meeting.

2.5 Parish Report

Linda and Anil provided an update of Parish matters:

- Linda shared congratulations on the Commissioning mass, ran well, children participated beautifully.
- Fr John health not great again, has had further lapses of AF. On new medications which have improved, but still requires ongoing monitoring. Fr Terry stepping in.
- Sacramental Programme getting underway.
- Survey of Parishioners/church - not a high level of response; approx 70 people responded to survey; ideas in survey have been put into three categories. First Sunday in March there will be a statement made saying these are the broad themes, 2nd, 3rd, and 4th Sundays in March, each one of the areas will be talked about in more detail. Looking for more feedback at Mass.
- Preparations for Lent underway.

- Parish renovations - Resource consent is lodged, out for tender
- Room 3 at OLSOS will be used for Parish office team.
- Very successful Life Teen camp.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- **Louise** - we need to update the Board Keyholders for Fire Alarm. David is a Keyholder (Fire Brigade needs to come on site to re-set the fire alarms). Discussion regarding using a lockbox & code. Anil/Jordi volunteered to be Keyholders if the lockbox/code wont work.
- **Alina** - Thanks to Sharon for preparing Board minutes - (thanks team! :))
- **Louise** - to update contact numbers and save under Governance section in Boardpro.

3.2 Newsletter

Alina will do the newsletter content.

Ideas include:

- Re-election of PM, D-PM.
- Bernice and Jordi to add a photo/blurb to newsletter introducing themselves.
- 2025 budget and annual plan approved.
- Property work undertaken during the summer holidays.

3.3 Parents Committee Update

No meeting for the year yet, but Louise provided an update of events - Colour run coming up on Friday 14th. Ice block Friday's popular. Welcome picnic taken place.

Alina to attend the Parents Committee meeting on 3 March.

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: Board Meeting - March 2025 - 25 Mar 2025, 6:30 pm

With there being no other business the meeting concluded at 8:59pm

Signed as a true and correct record

Signature: Ayeh

Date: 29 April 2025

