

# CONFIRMED MINUTES

## BOARD MEETING - MARCH 2025



At the **Board Meeting - May 2025** on **27 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Our Lady Star of the Sea School
<b>Date:</b>	Tuesday, 25 March 2025
<b>Time:</b>	6:30 pm to 8:33 pm (NZDT)
<b>Location:</b>	Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
<b>Board Members:</b>	Alina Hooper (Chair), Anil D'Silva, David Wu, Louise Campbell, Sharon Yeh, Vernon Chun, Bernice Chiam, Jordi Boix-i-Coll
<b>Attendees:</b>	Karen Noble-Campbell
<b>Apologies:</b>	Linda McQuade, Shasta Dang, Maria Kelly

### 1. Opening Meeting

#### 1.1 Prayer

Led by Anil.

#### 1.2 Interests Register

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

Apologies received from Shasta, Linda and Maria for March meeting.

Reminder that Louise will be on Sabbatical and will be away for future meetings - refer to section 3.1.

#### 1.4 Confirm Minutes

**Board Meeting - Feb 2025 25 Feb 2025**, the minutes were confirmed as presented.



#### February 25, 2025 Board Minutes Confirmed

Approved by members.

<b>Decision Date:</b>	25 Mar 2025
<b>Mover:</b>	Alina Hooper
<b>Second:</b>	Anil D'Silva
<b>Outcome:</b>	Approved

## 1.5 Correspondence

Members were delighted with the complimentary letter sent from the Diocese regarding Proprietors Representative Report, submitted by OLSOS at the end of 2024.

Congratulations to all members of the Special Character Sub Committee - wonderful acknowledgment of the work and effort throughout the year.

Anil expressed thanks and recognition to OLSOS leadership team and DRS (Brooke) and every teacher who contributed.

Louise will share with staff members.

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented the Principals' report for the month, plus supplementary schedules.

Highlights include:

- Summary of PLD activities.
- New curriculum, still a work in progress. Reporting templates are still pending; tools which MOE thought they could update to meet the new curriculum are now too cost prohibitive to update. MOE searching for platform to load data (could indicate collection of national data in future). Revised target date is term four, 2025.
- As a result, there will be interim reporting. There has been a shift from the traditional "1B, 1P, 1A.. etc" into "working towards, working at, receiving extension etc."
- Discussion on "Maths No Problem"; challenging for all educators, but the inquiry into the maths practice is the main inquiry for the year. Literacy curriculum doesn't appear so heavy, more of a natural progression from where OLSOS has been working to date.
- Strategic Plan update for term 1 was presented which has been reviewed by staff and leadership. Focus on staff well-being during the term.
- Update on students targeted for supported learning progression (a further update will be provided at mid year).
- Attendance levels at parent interviews (not included within Board pack). 94% attendance at March 2025 meetings (97% in 2024). Board very pleased with level of family engagement.



### Approved: Principals' Report

Approved by members.

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

### 2.2 Policy Committee

Louise presented the Financial Planning and Condition Policy for Board ratification, noting it had been reviewed by both the Policy and Finance Sub Committees.



## **Ratification of Financial Planning and Condition Policy**

Endorsed by all members.

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

## **2.3 Finance, Health and Safety**

Sharon presented the Finance, Health and Safety meeting notes. Highlights include:

- Unaudited deficit for the year end 31/3/2024 is \$113k versus a deficit budget of \$96k. Sharon explained to members the key reasons for this including two unexpectedly large year end audit adjustments which had not been recorded in financial results throughout the year (year end adjustments only).
- Summary of bank accounts continue to indicate strong financial position; term deposits maturing in April, Sue to work with ASB to roll with a good rate.
- Audit on site 29 - 30 April to complete year end work.



### **Accepted by Members**

Approved by members.

**Decision Date:** 25 Mar 2025  
**Mover:** Alina Hooper  
**Seconder:** Bernice Chiam  
**Outcome:** Approved

## **2.4 Special Character**

Vernon provided an update from the Special Character Sub Committee which met on 10 March.

Delta provided the Termly Report with update on Dimension activities. Highlights include:

- Family masses, Sacramental program underway.
- RE curriculum rolled out across the whole school
- PLD activities
- Lenten Foodbank annual appeal
- Welcome picnic prayer/presentation in hall
- Internal review elements established and agreed for the year
- Focus on Dimension 1: Encounter with Christ (Sub Committee believes OLSOS is stronger on Dimensions 2 and 3).



### **Accepted by Members**

Approved by members.

**Decision Date:** 25 Mar 2025  
**Mover:** Alina Hooper  
**Seconder:** Sharon Yeh  
**Outcome:** Approved

## **2.5 Parish Report**

Anil provided an update:

- Sacramental program underway.
- Stations of the Cross happening.
- Renovations of Parish center are progressing, application for building consent underway, however cost has increased from original budget.

## **2.6 Time Sheet**

Completed by members.

## **3. Other Business**

### **3.1 Other Business**

- Louise - Update from February meeting regarding keyholders/lockbox. Fire Dept is comfortable with arrangement so OLSOS has since purchased a lockbox. School key and alarm code inside the lockbox. Between 6am - 6pm, David and Louise will get a phone call (from Security company). Outside these hours Security will respond. Louise will have a discussion with staff regarding who the school person will be whilst she is away. Reminder that there is a need to followup with whoever takes the key out of the lockbox to ensure that the key is back in. Jordi, David and Anil have agreed to be Board members with the lockbox code.
- April 2025 Board meeting - discussion on the Board Plan for the year, keeping in mind that Louise is on Sabbatical (currently three Board meetings impacted with the existing scheduling). The April 2025 Board meeting is the first week back from holidays. Alina proposed to cancel the April meeting and spread the remainder of the Board Plan across subsequent meetings. Members are in agreement. Members are also to review Sub committee scheduling during this time. April Special Character sub committee to be cancelled. Louise will be away for the May and June Board meetings with this revised schedule.

### **3.2 Newsletter**

Ideas include:

- Summary letters from Diocese - thanks to all involved.
- Received term 1 Annual Plan update, Board is pleased with progress.
- Student achievement targets for 2025.

### **3.3 Parents Committee Update**

Sharon provided an update of the Parents Committee meeting, held on March 3:

- First meeting of the year; Lara gave an update of the purpose of the Parents Committee, initiatives and activities planned for the year. Colour run is the next big event.
- Website update; just received working prototype, plans to use the website as a way to collect money for activities
- Quiz nite planned for 13 June.

## **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:** No date for the next meeting has been set.

With there being no other business the meeting concluded at 8:33pm

Signed as a true and correct record

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



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

28/05/25

