

CONFIRMED MINUTES

BOARD MEETING - MAY 2025



At the **Board Meeting - June 2025** on **24 Jun 2025** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 27 May 2025
Time: 6:30 pm to 8:30 pm (NZST)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), Anil D'Silva, David Wu, Linda McQuade, Maria Kelly, Sharon Yeh, Shasta Dang, Vernon Chun, Bernice Chiam, Jordi Boix-i-Coll
Attendees: Karen Noble-Campbell
Apologies: Louise Campbell

1. Opening Meeting

1.1 Prayer

Led by Vernon

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

No leave requested.

1.4 Confirm Minutes

Board Meeting - March 2025 25 Mar 2025, the minutes were confirmed as presented.



Board Meeting - March 2025 confirmed as presented

Approved by members.

Decision Date: 27 May 2025
Mover: Alina Hooper
Seconder: Anil D'Silva
Outcome: Approved

1.5 Correspondence

Members had a discussion about the incoming correspondence from the Diocese, regarding a new Policy on Treatment of Student Enrollment Status with Non-Payment of Attendance Dues.

Anil expressed concern about the principle of the document, as it doesn't appear to align with Catholic values. Members queried what percentage of students would be impacted by this new policy, noting that the policy doesn't differentiate for those who are genuinely experiencing financial hardship.

Linda explained that this relates to attendance dues specifically, which are used to pay Proprietors debt and reminded members that all families agree to pay attendance dues when registering students for Catholic schools. There is a hardship grant available for those in genuine financial need.

Members discussed the fairness of enabling families to get into high debt through non payment of fees and the responsibility of not supporting it becoming unmanageable.

2. Principal and Management Reports

2.1 Principal's Report

Karen presented the Principal's report for the month including supplementary schedules. Highlights include:

- Update on reporting to parents - staff working to formulate a report on new English and Maths progress outcomes. Adding in a new section focusing on Engagement (how well the student is engaging in the classroom and managing themselves day to day).
- Two articles showcasing OLSOS, published in Hi Ha! Newsletters
- Update on PLD, property matters
- Presentation of Term 1 attendance summary. Members discussed process undertaken when student leave is requested (for holidays etc). Highest attendance day is Wednesday, lowest is Friday. Term 1, 2025 regular attendance is 78% compared with 77% in Term 1, 2024. Main reason given for absence in term 1 was medical absence (65%) followed by holidays (21%). Year 4 had the highest level of attendance in Term 1.
- There was a real fire evacuation during the month due to smoke from a science experiment setting off the fire alarms. Fire units were in attendance. This was a good opportunity to test the procedures and some actions were identified to improve for next time. Sue is working on a Fire Evacuation plan with FENZ.

Supplementary Schedules:

- **Mitey Update to the Board** - update provided to members on the journey of the program (OLSOS in the Implementation phase)
- **Learning Support Program** - Some students have specialist support for learning assistance which sits alongside the students. MOE provides funding for ESOL, in class support. The Board funds additional teacher aides over and above MOE funding. Karen explained to members the increase in teacher aid funding being included in the 2025 Government budget. Members reflected on how this ties into the earlier conversation around the payment of school fees. Payment of school fees enables OLSOS to fund not only additional teachers but resources over and above what the Government funds for. Members reflected on the broad range of learning support programs available at OLSOS and how this is a point of difference compared to other schools.
- **ESOL program** (document prepared by Karen Waters - ESOL teacher). Currently out of 286 students, 83 are ESOL (however not all require Karen's direct assistance). Members understand to qualify for ESOL funding, parents must be born overseas or the student is born overseas.



Table as Accepted - Principals Report including Supplementary Schedules

Approved by members.

Decision Date: 27 May 2025
Mover: Karen Noble-Campbell
Second: Alina Hooper
Outcome: Approved

2.2 Policy Committee

Refer to notes of Finance, Health and Safety section 2.3 regarding draft Policy (Asset Protection Policy).

2.3 Finance, Health and Safety

Sharon presented notes from the Finance, Health and Safety Sub Committee meetings which were held during March and April 2025. Highlights include:

- Audit visit underway in April
- Review of Asset Protection Policy (also reviewed by Policy Sub-Committee)
- Repairs of capping on retaining wall
- Request of neighbor to contribute to cost of fence
- Cyclical review of Risk Register in progress, to complete throughout the year.



Ratification: Asset Protection Policy

Ratified by members.

Decision Date: 27 May 2025
Mover: Vernon Chun
Second: Linda McQuade
Outcome: Approved



Approval of Finance, Health & Safety Sub-Committee reports

Approved by members.

Decision Date: 27 May 2025
Mover: Jordi Boix-i-Coll
Second: Vernon Chun
Outcome: Approved

2.4 Special Character

Vernon presented then notes of the Special Character Sub Committee for the month. Highlights include:

- Delta provided an update as DRS.
- Key stats on Sacramental Program, split according to junior and senior including percentage according to preference rankings 5.1 - 5.6. Reminder to members that 5.6 (non preference) is 5% of the maximum roll (600).
- Members discussed students enrolling in categories 5.2 and 5.3, is OLSOS doing as much as practical/possible to encourage them into the Sacramental Program. By year six, 80% of current students have received all three Sacraments of Initiation.

- A survey was taken to gather a snapshot of the impact that the 2024 PLD around contemplative and meditative prayer was having. Meditative prayer is preferred.
- Catholic Schools' Day coming up.
- Members had a discussion regarding how to get and keep parents involved with the Parish-School connect relationships (difficult to influence from the Parish side). Discussion around building upon Fr John's orientation video's as a way to foster Parish-School connection.



Table as Accepted: Special Character Sub-Committee Report

Approved by members.

Decision Date: 27 May 2025
Mover: Alina Hooper
Seconded: Shasta Dang
Outcome: Approved

2.5 Parish Report

Anil provided and update of Parish matters:

- We have a new Pope
- Parish centre renovations continuing; Parish office being hosted at OLSOS during renovations
- Priests at Assembly, no masses during the week.
- Strong and continuing relationship with Anglican church in Howick

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- Karen - request to look at and confirm the **term dates for 2026**. MOE requires 191 whole days or 382 half days for the school year. Proposed dates for 2026: Term One - 3/2/26 - 2/4/26. Term Two - 20 April - 3 July. Term Three - 20 July - 25 Sept. Term Four - 12 Oct - 16 Dec.
- Karen - **Kapa Haka** tutor would like to run an evening sleepover in the school hall (subject to hall availability). Maori whanau who do not have children in the Kapa Haka group would also be invited to attend. Karen would also take the opportunity to have a hui with Maori community at the same time. Proposed date is Thursday June 19, ahead of the Matariki weekend. Plan would be a shared meal in the evening, Kapa Haka practice, activities, parents leave, star viewing in morning, breakfast the next day and go home. Adults include Karen, John Henry, Pam Robertson. Expected number of children = 50. All adults are to be Police vetted if not completed already. Karen and Alina will prepare and sign off the Health & Safety requirements (same requirements as for camp). Members discussed appropriate child to adult ratio and agree 15 children to 1 adult would be reasonable.
- Sharon - **Quiz night** - Board to put in a table for the 13th of June. Vern, Alina, Anil and Sharon interested - Sharon to ask if Louise/Paul would like to join.
- Alina - Proposal that next meeting may need to be online for 24 June 2025, however TBC closer to the time. Members agreed.



Recommendation to accept proposed term dates for 2026

Approved by members.

Decision Date: 27 May 2025
Mover: Karen Noble-Campbell
Seconder: Shasta Dang
Outcome: Approved



Board endorsement of proposed Kapa Haka sleepover in hall

Approved by members, subject to confirming 1 adult : 15 children ratio is achievable.

Decision Date: 27 May 2025
Mover: Alina Hooper
Seconder: Sharon Yeh
Outcome: Approved

3.2 Newsletter

Ideas include: (for 11 June)

- Learning Support - positive to highlight as might not well known to community
- Mitey update
- Special character metrics
- School roll numbers increasing
- Food bank collection - thanks for generosity.

3.3 Parents Committee Update

Anil shared an update of the Parents Committee meeting held on 31 March:

- Principal's report,
- Review of the Welcome Picnic and Color Run. Parents Committee discussed improving event marketing for the Color Run and streamlining the registration process. A marketing plan is needed from Term 4 to make next year's event more appealing.

Upcoming Events include:

- Disco: 16 May
- Hot Dog Day: 29 May
- Quiz night: 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

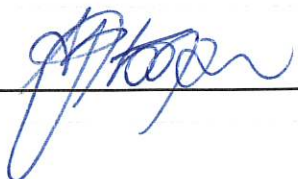
5.1 Close the meeting

Next meeting: Board Meeting - June 2025 - 24 Jun 2025, 6:30 pm

With there being no other business the meeting concluded at 8:30pm

Signed as a true and correct record

Signature: _____



Date: _____

25/06/25