

CONFIRMED MINUTES

BOARD MEETING - NOVEMBER 2025



At the **Board Meeting - December 2025** on **8 Dec 2025** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 25 November 2025
Time: 6:00 pm to 8:43 pm (NZDT)
Location: Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members: Alina Hooper (Chair), Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang, Vernon Chun, Bernice Chiam, Jordi Boix-i-Coll, Fr Robert O'Brien, Ailsa Thorpe
Apologies: Mr Vernon Chun, Edel Roughton, Anil D'Silva
Guests/Notes: Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Jordi.

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Apologies as noted, no leave with prior approval requested.

1.4 Confirm Minutes

Board Meeting - October 2025 28 Oct 2025, the minutes were confirmed as presented.

 **Board Meeting - 28 October 2025, minutes were confirmed as presented.**

Approved by members.

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

1.5 Correspondence

Letter from Catholic Diocese of Auckland informing of the Proprietor's Representative appointments. The term of office is for three years and terminates when elections for school Boards are held in 2028.

2. Principal and Management Reports

2.1 Principal's Report

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

- Annual Report commentary provided for term four activity. Members continue to be impressed with the depth and variety of activities carried out during the year. An appendix to this document will be the end of year school data (available at the December meeting).
- Louise provided a progress update on the precautionary response underway relating to historical kinetic sand use in several learning spaces.
 - OLSOS is working with a Grade A asbestos assessor and following Worksafe parameters.
 - Due to the time of year and availability of specialist services, it is unlikely that rooms 8 and 10 will return to use in 2025.
 - Potential remediation and replacement costs are being worked through. Insurance coverage and Ministry support are still being clarified.
 - Board members are satisfied that a pragmatic response is (and has been taken in accordance with MOE and Worksafe guidelines



Table as Accepted

Approved by members.

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

2.2 Policy Committee

Louise presented a Draft Attendance Management Policy, (which is required to be in place by the start of 2026).

OL SOS has used the guidelines from the Ministry of Education to develop this and turned it into outcomes statement *"The Ministry of Education has defined regular attendance as 80% of students being present 90% of the time. Our Lady Star of the Sea School's goal is to reach the Ministry's goal for regular attendance by 2030".*

Included in the policy are thresholds which are monitored by office staff and includes the expectations on parents/guardians and the school. The policy also outlines the roles of the MoE Attendance Services and Regional/National teams



Endorsement of the Draft Attendance Management Policy

Approved by members.

Decision Date: 25 Nov 2025
Mover: Linda McQuade
Seconder: Ailsa Thorpe

Outcome: Approved

2.3 Finance, Health and Safety

Sharon presented the Finance, Health and Safety Sub Committee notes for the month. Highlights include:

- Karen has prepared an updated EOTC Health and Safety document. Sub Committee will review and pass onto the Board for awareness.
- Year to date position is tracking favorably compared to overall planned budget deficit. Unlikely to be at the budgeted deficit position of \$166k (full year) due to receiving unplanned income which is never assumed in the original budget. Received a Property Maintenance grant top up of \$18k which will need to be utilised by end of term 1, 2026.
- Draft budget discussed at the November Sub Committee meeting. Planned deficit for 2026 will not be as large as the planned deficit for 2025. Budget will come to the Board in February 2026 for endorsement.
- Exploring options to optimise the delivery of key finance functions. This includes reviewing responsibilities and processes to ensure activities such as GST returns and payment preparation are completed efficiently and effectively.



Table as Accepted

Approved by members.

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

2.4 Special Character

Jordi and Linda presented the Special Character Sub Committee notes.

- Termly update provided by Detta. Mission Day raised \$1,200.
- Parts B and C of the Annual Proprietors Report was shared by the Special Character Sub Committee. Alina expressed thanks for the hard work which goes into completing this documentation each year. Parts B and C are to be added to part A which was presented at the October Board meeting.
- In addition, school leavers and preference data was shared. Members noted that there is an increase in leavers going to Sancta Maria College from prior years and fewer going to Sacred Heart and Baradene.
- Members endorsed all documents for Alina to sign.



Table as Accepted

Approved by members.

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

2.5 Parish Report

Fr Rob provided an update of Parish matters:

- Fr Rob noted a very welcoming introduction to all communities and has been busy meeting the different groups involved in Parish activities.
- First leadership meeting has been held.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Other business:

- Members discussed having a "Thank You" morning tea for staff before the end of the year. Agreed to defer to 2026 as there are other recognition activities taking place before the end of the year.
- Members discussed the Community Dreaming Day and the need for preparation/communication between staff and Board. Agreed that on Thursday 29th January at 2pm, the staff and Board will meet to discuss who will be working on which tables on the day in order to prepare accordingly.
- Louise has been approached from a parent who is interested in what OLSOS's stance is to the proposed changes of the Education and Training Amendment Bill. The Bill requires removal of the provisions related to Te Tiriti o Waitangi from the Education and Training Act. Specifically, it removes the section requiring school boards to give effect to Te Tiriti.
 - Members discussed and agreed that the passing of this Bill into law does not change the position of either the New Zealand Catholic Education Office (NZCEO) or indeed Our Lady Star of the Sea School on Te Tiriti o Waitangi. Feedback has been provided by NZCEO on behalf of all Catholic Schools to the Minister. Louise to respond to the inquiring parent accordingly.

3.2 Newsletter

Ideas include:

- Members received the term four update to the Annual Plan.
- Attendance Policy
- Completion of the Proprietor Annual Report.

3.3 Parents Committee Update

Sharon provided an update of the Parents Committee meeting (and AGM) held on 3 November. Highlights include:

- Chairperson Lara provided a summary of the year and strategic goals. The launch of the website has been very successful but has had some challenges.
- Over \$20k has been raised for the school (excluding Twilight Market).
- Parents Committee will continue to support activities such as camp, leavers candles.
- Lara has indicated she will be stepping down as Chair at the end of 2026, very happy to work with a successor during 2025.

- Election of officers took place.
- Discussion of up coming activities including disco, leavers picnic.
- Discussion around schedule of events for 2026.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

5. Close Meeting

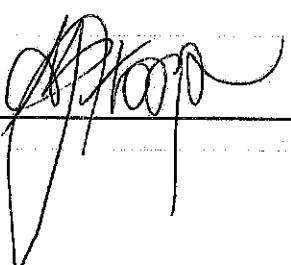
5.1 Close the meeting

Next meeting: Board Meeting - December 2025 - 8 Dec 2025, 5:30 pm

With there being no other business the meeting concluded at 8:43pm

Signed as a true and correct record

Signature:



Date:

9 December 2025

