

CONFIRMED MINUTES

BOARD MEETING - OCTOBER 2025



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

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 28 October 2025
Time:	6:30 pm to 8:08 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, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang, Mr Vernon Chun, Bernice Chiam, Jordi Boix-i-Coll, Ailsa Thorpe
Guests/Notes:	Karen Noble-Campbell; Edel Roughton

1. Opening Meeting

1.1 Prayer

Led by Alina

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

None noted.

1.4 Confirm Minutes

Board Meeting - August 2025 26 Aug 2025, the minutes were confirmed as presented.



Board Meeting - 26 August 2025, minutes were confirmed as presented.

Approved by members.

Decision Date: 28 Oct 2025

Mover: Anil D'Silva

Seconder: Jordi Boix-i-Coll

Outcome: Approved

1.5 Correspondence

Two items of correspondence for the month:

- Principals' Professional Collective Board (PPCB), seeking support for the teachers and principals union claims.
- Office of the Hon Erica Stanford, thanking for OLSOS's participation in the term 4 Phonics Check results.

2. Principal and Management Reports

2.1 Principal's Report

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

- Attendance update for term three. 62% of students regularly attended school in term three, compared with 57% Auckland wide and 54% at the same time, 2024. Members commented that it is very pleasing to see improvements on prior year, above Auckland region and above other schools in NZ.
- H&S matters.
- Louise presented the term three update to the Annual Plan goals. Recognition to all teachers who contributed to updating the goals, sharing the activities for the term.
- Louise presented the Educational Learning Support Update (update from April), noting the various programmes in place. There are Board Funded Support Programmes, School Extension Programmes, School Initiated Programmes, Ministry of Education funded Programmes and Community Supported Intervention/Extension Programmes. Members commented that as a school we are very fortunate and appreciative that we are in a position to be able to provide our students with access to such a wide range of opportunities.



Table as Accepted

Approved by members.

Decision Date: 28 Oct 2025
Mover: Alina Hooper
Seconder: Sharon Yeh
Outcome: Approved

2.2 Policy Committee

Members discussed the Draft Asset Protection Policy (presented at the April Board meeting but re-presented). Key change is the responsibility of non-integrated parts of the school - separating Proprietor and Board roles, to improve clarity.

Feedback on the draft Proprietors roles/responsibilities was provided by members ahead of the meeting. Thanks to Linda for her in depth review of the proposed changes.



Ratification of Asset Protection Policy, with changes described

Approved by members.

Decision Date: 28 Oct 2025
Mover: Louise Campbell
Seconder: Linda McQuade
Outcome: Approved

2.3 Finance, Health and Safety

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

- New term deposit set with Catholic Development Fund
- Budget for 2026 is being worked on during October/November. Likely to be some expensive Capital Expenditure items next year eg, upgrade to phone system and sound system in the hall.
- All existing risks on the risk register have been reviewed for 2026; one new risk to be discussed at the November sub committee meeting.
- Sharon presented the sub committee's recommendation for the school fees for 2026. Attendance dues and Catholic Special Character contributions have increased by \$12 and \$10 respectively. OLSOS will hold Proprietor Contribution and General Purpose fees at the same level as 2025 and will absorb \$2 of the increases mentioned above. Total increase for 2026 will be \$20, setting total fees at \$1,088 for the year.



School fees for 2026 will be \$1,088

Approved by members.

Decision Date: 28 Oct 2025
Mover: Sharon Yeh
Seconder: Bernice Chiam
Outcome: Approved

2.4 Special Character

Vern presented the notes to the special character report for the month. Highlights include:

- Dimension 1: Buddy masses concluded at end of term 3. Family masses continue. Throughout October, the school gathers in the hall three times a week to pray a decade of the Rosary together.
 - Dimension 2: Workbooks and responses from parents.
 - Dimension 3: Extra support for some students, Kiwi Christmas Books, supported by a multi day to be held in November.
- OLSOS Board is due to submit the annual Internal Review Report, which comprises of commentary across four areas:
- A - Special Character
B - Assurance
c - Internal Evaluation
d - External Evaluation & next steps

A draft of Part A was presented for review/commentary. This is first part of the report which goes to the Proprietor annually. The second part will be presented at the next board meeting.

Sub Committee members were each assigned critical readings. Members commented that some are useful and informative but not necessarily practical for everyday use. Discussion on the "Being church" document (focus for term 4) - which members found more practical and more appropriate to be used to develop the Catholic character. OLSOS needs to continue to respond to challenge put by the Diocese to what it means to be a Catholic school.



Annual Internal Review Report - Part A approved

Approved by members

Decision Date: 28 Oct 2025
Mover: Anil D'Silva

Seconder: Sharon Yeh
Outcome: Approved



Table as accepted.

Approved by members.

Decision Date: 28 Oct 2025
Mover: Mr Vernon Chun
Seconder: Alina Hooper
Outcome: Approved

2.5 Parish Report

Anil provided an update of parish matters

- New Parish Priest, Father Rob will be welcomed on Sat, 8 November.
- Farewell & Handing Over of Fr John on Sun, 9 November to his new parish of Christ the King, Owairaka. A group from Parish will go with Fr John to support him.
- Parish Council election on hold for the time being.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

- End of year Board dinner - proposed & confirmed as Monday 8 Dec, 5:30pm at Louise's house.
- 2026 Community Dreaming Day (7 March 2026). This is a six year cyclical community review of OLSOS's vision, values and goals to gather the voice of the community, in conjunction with a three year goals review. The Board will engage with the Leadership team who are further developing content for the day. Early in 2026, the Board and staff will work together to confirm contents. Louise will start communicating about the day through weekly news bulletins.

3.2 Newsletter

Ideas include:

- Update to annual plan
- Thank you to the Twilight Market Committee
- Update on Learning Support programmes
- Attendance - 10% improvement from 2024 same time

3.3 Parents Committee Update

Shasta provided an update of the latest Parents Committee meeting.

Highlights include:

- Success of the production, painting of the games lines

- PTA funding leavers gifts, camp in 2026
- OLSOS float in Howick Santa Parade
- Frozen Fridays very popular
- End of year leavers picnic and final disco of 2025 coming up.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

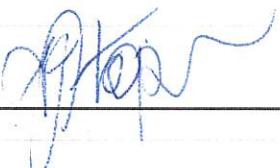
5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - November 2025 - 25 Nov 2025, 6:00 pm

With there being no other business the meeting concluded at 8:08pm

Signed as a true and correct record

Signature: 

Date: 12 December 25

