CONFIRMED MINUTES

BOARD MEETING - DECEMBER 2025

At the **OLSOS Board Meeting Feb 2026** on **24 Feb 2026** these minutes were **confirmed as presented.**

Name:	Our Lady Star of the Sea School
Date:	Monday, 8 December 2025
Time:	5:30 pm to 6:38 pm (NZDT)
Location:	Louise Campells Home, 16 Cockle Bay Road, Cockle Bay 2014
Board Members:	Alina Hooper (Chair), Anil D'Silva, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang, Vernon Chun, Mr Vernon Chun, Jordi Boix-i-Coll, Fr Robert O'Brien, Edel Roughton, Ailsa Thorpe
Apologies:	Bernice Chiam

1. Opening Meeting

1.1 Prayer

Led by Alina.

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Bernice sends apologies for this meeting.

No other leave requested.

1.4 Confirm Minutes

Board Meeting - November 2025 25 Nov 2025, the minutes were confirmed as presented.

Board Meeting - 25 November 2025, minutes were confirmed as presented

Approved by members.

Decision Date:	8 Dec 2025
Mover:	Alina Hooper
Seconder:	Jordi Boix-i-Coll
Outcome:	Approved

1.5 Correspondence

2. Principal and Management Reports

2.1 Principal's Report

Presentation of end of year data which forms the final element of the annual report (the first part, the annual activity towards OLSOS goals, was presented at the November meeting).

In 2025, the two new curricula require schools to report on a child's learning in relation to their progress and achievement against the progress outcomes of their year level using these descriptors:

- Needing Support
- Working Towards (learning aligned to year-level expectations
- Proficient (working confidently within year-level expectations)
- Exceeding (engaging in deeper exploration of year-level learning).

It was noted that a fifth description "Consolidating" has been added following sector feedback and will be implemented from 2026. OLSOS will proactively trial this update and provide feedback to the Ministry of Education in April 2026.

Data reflected similar trends to previous years, with male students more commonly experiencing challenges in writing and female students more commonly experiencing challenges in mathematics.

The Executive Summary indicated any disproportionate results (+/- 10%). At a high level:

For reading: 74% (mid-year: 66%) of OLSOS students ended the year working proficiently, or exceeding the curriculum delivered at their year level.

For maths: 72% (mid-year: 61%) of OLSOS students ended the year working proficiently, or exceeding the curriculum delivered at their year level

For writing: 80% (mid-year: 56%) of OLSOS students ended the year working proficiently, or exceeding the curriculum delivered at their year level.

Alina shared gratitude to Louise & leadership team for all the hard work during the year, particularly with working with the new curriculum and reporting of student progress.

Table as Accepted - end of year data Board update

Approved by members.

Decision Date:	8 Dec 2025
Mover:	Alina Hooper
Seconder:	Sharon Yeh
Outcome:	Approved

2.2 Policy Committee

2.3 Finance, Health and Safety

There was no Finance, Health and Safety Committee meeting this month; however, members discussed the school hall sound system upgrade.

The current system is inadequate for full-school gatherings, with instability when using the data projector with embedded audio, and frequent feedback and sound dropouts during liturgies and other key events.

Three supplier quotes were received, ranging from approximately $12,000 to $23,000. Two suppliers provided tiered options based on budget and desired functionality. Members noted that the higher-cost option from the preferred supplier offers a modern, future-proof solution, including QR-code access for external hirers, reducing the risk of interference with school settings.

Hall hire generates approximately $47,000 annually, with similar revenue expected in 2026. Members endorsed the expenditure from the 2026 capital budget as a practical and value-for-money investment.

2.4 Special Character

2.5 Parish Report

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Members discussed the recent periods of extreme heat and the potential installation of air conditioning in selected classrooms. As diocesan funding is not available, members considered whether this could be Board-funded. There is an opportunity to investigate air conditioning options for the most heat-affected rooms, with portable units also identified as a potential interim solution.

3.2 Newsletter

Alina to prepare the Newsletter on behalf of Bernice. Ideas include:

- Board received end of year data; very pleasing to see continued progress
- Seasons Greetings to the school community.
- Thanks to staff for another terrific year.

3.3 Parents Committee Update

Update provided by Jordi:

- Dates for key PTA activities next year
- Date set for 2026 twilight market
- Upcoming Leavers Bbq
- Upcoming Santa parade
- Disco not profitable - first time ever the disco event had a minor loss. Potentially due to the clash with Mission Day and money committed elsewhere.

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 6:57pm

Signed as a true and correct record

Signature:_____ **Date:** 24/02/26