

CONFIRMED MINUTES

OLSOS BOARD MEETING FEB 2026



At the **OLSOS Board Meeting March 2026** on **31 Mar 2026** these minutes were **confirmed as presented**.

Name:	Our Lady Star of the Sea School
Date:	Tuesday, 24 February 2026
Time:	6:30 pm to 8:30 pm (NZDT)
Location:	Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
Board Members:	Alina Hooper (Chair), Ailsa Thorpe, Anil D'Silva, Edel Roughton, Jordi Boix-i-Coll, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang
Apologies:	Fr Robert O'Brien, Bernice Chiam
Guests/Notes:	Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Alina.

1.2 Election of Board Chair/Deputy Chair+Trustee Code of Conduct+delegations

Election of Presiding Member and Deputy Presiding Member

Louise called for nominations for the appointment of Presiding Member and Deputy Presiding Member.

- Linda nominated Alina for Presiding Member, seconded by Sharon.
- Anil nominated Sharon for Deputy Presiding Member, seconded by Alina.
- All members favor appointments and Alina and Sharon accepted appointments for 2026.

Code of Conduct

Louise shared the OLSOS Board Code of Conduct, outlining its key objectives. No changes were noted from 2025. All present members signed the Code; the two absent members will sign at the next meeting.

Draft delegations

Louise proposed that the Policy Sub Committee review the Schedule of Delegations to bring all role descriptions into one document. All members agreed that this is a good opportunity to view all roles and descriptions. Members agreed that the Delegations will be re-presented, with relevant descriptors at the March 2026 Board meeting.

All Board members will remain on their existing committees. The two new board members have agreed to join the following committees: Fr Rob will join the Special Character Sub-Committee, and Edel will join the Policy Sub-Committee.

Draft Work Plan

The 2026 Draft Board Work Plan was reviewed, and no changes were noted.

1.3 Interests Register

1.4 Apologies / BOT Leave with Prior Approval

Bernice and Fr Rob apologies for the February meeting.

Linda, apologies for the March 2026 meeting. It is likely that Fr Rob will away too. A Zoom alternative to be considered for Fr Rob for the March meeting if Fr Rob would like to attend.

1.5 Confirm Minutes

Board Meeting - December 2025 8 Dec 2025, the minutes were confirmed as presented.



Board Meeting - 8 December 2025 minutes were confirmed as presented

Approved by members.

Decision Date:	24 Feb 2026
Mover:	Alina Hooper
Seconder:	Anil D'Silva
Outcome:	Approved

1.6 Correspondence

No correspondence for the month.

2. Principal and Management Reports

2.1 Principal's Report

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

- Kinetic sands update - Ministry of Education acknowledged OLSOS's application for support (for schools dealing with asbestos issues), however this will not cover carpet replacement costs (for OLSOS, carpet costs were minimal in comparison to other elements of the remedial work performed). In addition, the assessment and certification of asbestos free status, will not be covered by MOE.
- Excellent feedback was received from teachers and hall hirers regarding the newly upgraded sound system in the hall.
- The termly report from Bizzy Bodz was received, providing key highlights of their activities.
- Members discussed roll numbers. There is a large cohort of Year 6 students (62) leaving OLSOS at the end of 2026. The school is expected to finish 2026 with similar overall numbers to 2025. It was noted that, although the OLSOS community includes more families, there are fewer children per family than in the past, which impacts roll numbers.



Table as Accepted

Approved my members.

Decision Date: 24 Feb 2026
Mover: Alina Hooper
Seconder: Anil D'Silva
Outcome: Approved

2.2 Policy Committee

No meeting.

2.3 Finance, Health and Safety

Sharon provided an update of the Finance, Health and Safety Sub Committee meeting. Highlights include:

- The 2025 budgeted deficit was \$166k; final projections indicate a deficit of less than \$10k, reflecting careful management of staffing and revenue. Alina will write to Karen and Sue to acknowledge this result.
- The FY26 draft budget was presented for endorsement, showing a deficit of \$102,112 and capital expenditure of \$185k. This includes the hall sound system work but excludes the phone system (quotes pending). The Finance Committee endorsed allowance for up to six air conditioning units at \$5.5k per classroom. Teacher records showed classroom temperatures regularly above 31°C alongside the COLA.
- The Board is collectively responsible for Health and Safety for the upcoming Year 6 camp. Karen prepared the documentation for Alina's sign-off; it was earlier reviewed by Sharon and Alina and made available for other Board members.



Approval: 2026 budget deficit of \$102,112

Approved by members.

Decision Date: 24 Feb 2026
Mover: Sharon Yeh
Seconder: Ailsa Thorpe
Outcome: Approved



Approval of Camp Bentzon "RAMS" (H&S)

"Risk Assessment Method Statements" - Approved by members.

Decision Date: 24 Feb 2026
Mover: Alina Hooper
Seconder: Jordi Boix-i-Coll
Outcome: Approved

2.4 Special Character

No meeting for the month, however Special Character sub committee members shared a document "*Process for Supporting Kura with Internal Inquiry and Next Steps for External Evaluation*".

In 2026 there will be an internal review only. Louise and Delta are meeting with Diocese on Feb 26 and will share details at the first Proprietors meeting.

2.5 Parish Report

Linda provided an update on behalf of the Parish:

- Teen Life camp very successful. Terrific to see youth who are/were in leadership roles now being involved in the Parish Leadership team.

- Due to Fr Rob's injury, Fr Terry taking Mass. Priests from Pakuranga assisting as required.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Reminder of the Community Dreaming day - 7 March.

Two items of pre-reading have been circulated so far. All items to be printed in hard copy and sent to families the week prior.

3.2 Newsletter

Ideas include:

- Appointment of Presiding member & Deputy
- Finances - grants received during 2025, budget for 2026 has been approved
- Update on property work taken place over the holidays/ new sound system in hall
- Reminder of the Community Dreaming day.

3.3 Parents Committee Update

Meeting on Monday 2 March (Alina to attend).

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: OLSOS Board Meeting March 2026 - 31 Mar 2026, 6:30 pm

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

Signed as a true and correct record

Signature: _____



Date: _____

31/03/2026