

# CONFIRMED MINUTES

## OLSOS BOARD MEETING MARCH 2026



At the **OLSOS Board Meeting April 2026** on **28 Apr 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Our Lady Star of the Sea School
<b>Date:</b>	Tuesday, 31 March 2026
<b>Time:</b>	6:30 pm to 7:52 pm (NZDT)
<b>Location:</b>	Staff Room, Our Lady Star of the Sea School, 14 Oakridge Way, Northpark, Auckland
<b>Board Members:</b>	Alina Hooper (Chair), Ailsa Thorpe, Anil D'Silva, Bernice Chiam, Edel Roughton, Jordi Boix-i-Coll, Louise Campbell, Sharon Yeh, Shasta Dang
<b>Apologies:</b>	Linda McQuade, Fr Robert O'Brien

### 1. Opening Meeting

#### 1.1 Prayer

Led by Anil.

#### 1.2 Interests Register

#### 1.3 Apologies / BOT Leave with Prior Approval

Linda & Fr Rob prior apologies.

#### 1.4 Confirm Minutes

**OLSOS Board Meeting Feb 2026 24 Feb 2026**, the minutes were confirmed as presented.



#### **Board Meeting - 24 February 2026 minutes were confirmed as presented**

Approved by members.

<b>Decision Date:</b>	31 Mar 2026
<b>Mover:</b>	Alina Hooper
<b>Seconder:</b>	Anil D'Silva
<b>Outcome:</b>	Approved

#### 1.5 Correspondence

## 2. Principal and Management Reports

### 2.1 Principal's Report

Louise presented the Principal's Report and supplementary schedules for the month. Key highlights included:

- **Community Dreaming Day:** A summary was shared along with an invitation for further feedback. Louise will circulate this to the OLSOS community, with responses invited via email or survey by 30 April. The Board endorsed distribution to the community.
- **Kinetic Sand Update:** The MOE has confirmed that the remaining cost of carpet replacement will be covered through its one-off property grant fund. This means the full cost of remediation has been met by the MOE.
- **Parent/Teacher/Student Goal-Setting Conferences:** Achieved an average attendance rate of 97% across the school, reflecting a strong level of engagement.
- **Board Targets 2026:** Following the introduction of a fifth category, "Consolidating," by the MOE for 2026, Louise presented a summary of students disproportionately represented as "working towards" in the 2025 end-of-year data. These students will form the basis of the 2026 Board Targets.
- **Strategic Plan:** The Strategic Plan is due to be submitted to the MOE on 31 March 2026. As it must incorporate community voice, the submitted document will outline the consultation process undertaken in Term 1, with the full plan to follow later this year.



#### Approval of Principals' Report and Supplementary Schedules

Approved by members.

**Decision Date:** 31 Mar 2026  
**Mover:** Alina Hooper  
**Seconders:** Shasta Dang  
**Outcome:** Approved

### 2.2 Policy Committee

No meeting. Schedule of Delegations to presented at the April meeting.

### 2.3 Finance, Health and Safety

Sharon presented the notes from the Finance and Health & Safety Subcommittee meeting. Key highlights included:

- **2026 Budget Revision:** A revised budget was presented and endorsed at the March Board meeting. The updated budget reflects a deficit of \$125,116, an increase of \$23,000. This variance is attributable to two items: (a) a \$5,000 formula error in the utilities budget, and (b) \$18,000 of unspent property maintenance funding recognised as revenue in 2025, which cannot be carried forward to offset expenditure in 2026.

**Audit Update:** The audit is currently underway, with draft FY25 accounts indicating a deficit of \$5,827



#### Endorsement of re-presented budget for FY26 (deficit \$125,115)

Approved by members.

**Decision Date:** 31 Mar 2026  
**Mover:** Alina Hooper  
**Seconders:** Edel Roughton  
**Outcome:** Approved

## 2.4 Special Character

Anil presented the Special Character Subcommittee notes for the month. Key highlights included:

- Appreciation was noted for Detta's Termly Report.
- A total of 31 students in Years 4–6 are enrolled in the 2026 Sacramental Programme.
- The Liturgy Team and Student Council attended the Caritas Justice Chats.
- The annual Lenten Foodbank appeal was undertaken.

**Part C: Internal Evaluation** (to be submitted at year-end):

The Diocese has sought greater visibility of the internal review process. OLSOS has an established internal review system, which has been shared with Christine Smith. Feedback confirmed satisfaction with the current approach, and no additional requirements have been identified beyond existing practice.



### Table as accepted

Approved by members.

**Decision Date:** 31 Mar 2026  
**Mover:** Alina Hooper  
**Seconded:** Bernice Chiam  
**Outcome:** Approved

## 2.5 Parish Report

**Holy Week and Easter Services:** Holy Week is being observed this week, with a Thursday service and a Good Friday procession planned. Easter services will be held on Saturday and Sunday.

**Acknowledgement:** The Board acknowledged the service of the Liturgy Team, led by Detta. Alina will write to the team on behalf of the Board to express appreciation for their ongoing contribution.

## 2.6 Time Sheet

Completed by members.

## 3. Other Business

### 3.1 Other Business

- **NZ School Board Elections:** OLSOS is eligible to vote for up to eight candidates. Members discussed and selected nominees.
- **Code of Conduct:** Members who were not present at the February Board meeting signed the Code of Conduct.

### 3.2 Newsletter

Proposed content includes:

- Acknowledgement of the Liturgy Team for their involvement during the Easter season.

- Thanks to the community for participation in the Community Dreaming Day, with encouragement to provide further feedback via the survey. Appreciation also noted for staff preparation for the day.
- A welcome back message and acknowledgement of the upcoming busy Term 2.

### 3.3 Parents Committee Update

Jordi provided an update on the Parents Committee meeting held in March. Key points included:

- Review of the Committee constitution.
- Clarification and agreement of shared roles and responsibilities.
- Discussion and planning of events for the year.

## 4. In Committee Meeting

### 4.1 Declaration into Committee

### 4.2 Confirm in committee minutes

### 4.3 Staff & Personnel Report

## 5. Close Meeting

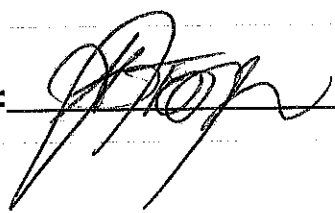
### 5.1 Close the meeting

**Next meeting:** OLSOS Board Meeting April 2026 - 28 Apr 2026, 6:30 pm

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

Signed as a true and correct record

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

28/03/26