

CONFIRMED MINUTES

OLSOS BOARD MEETING APRIL 2026



At the OLSOS Board Meeting May 2026 on 26 May 2026 these minutes were confirmed as presented.

Name: Our Lady Star of the Sea School
Date: Tuesday, 28 April 2026
Time: 6:30 pm to 7:50 pm (NZST)
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, Bernice Chiam, Edel Roughton, Jordi Boix-i-Coll, Linda McQuade, Louise Campbell, Sharon Yeh, Shasta Dang
Apologies: Fr Robert O'Brien

1. Opening Meeting

1.1 Prayer

Led by Linda.

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Fr Rob, apologies.

No requests for future leave noted.

1.4 Confirm Minutes

OLSOS Board Meeting March 2026 31 Mar 2026, the minutes were confirmed as presented.



Board Meeting - 31 March 2026 minutes were confirmed as presented

Approved by members.

Decision Date: 28 Apr 2026
Mover: Alina Hooper
Seconded: Edel Roughton
Outcome: Approved

1.5 Correspondence

Two items of correspondence for the month:

Inward correspondence - from Diocese recognising collection of Catholic Special Character dues.

Outwards correspondence - from Board to the Liturgy Team, thanking them for their work and involvement in the Stations of the Cross during the Easter period.

2. Principal and Management Reports

2.1 Principal's Report

Louise presented the Principal's Report for the month. Highlights include:

- There is a 10% increase in attendance from Term 1 data. Term 1 "regular" attendance 88%, compared to 77% last year and national data of 65.9% in Term 1 2025.
- Property update - maintenance activities taken place over the holidays.
- Educational Learning Support and Extension Programmes Update - The Board receives an update twice per year. There are Board Funded Support programmes, School Extension Programmes, MOE Funded Support Programmes, Board & MOE Supported Programmes, Community Initiated Programmes and new for 2026, a MOH funded programme - Kia Ora Ake.
- Learning Support - an extra .7 FTE to facilitate the IEP/ILP students (from 2027).



Table as Accepted - Principals' Report and Supplementary Schedules

Approved by members

Decision Date: 28 Apr 2026
Mover: Alina Hooper
Secondar: Anil D'Silva
Outcome: Approved

2.2 Policy Committee

Louise presented the draft **Delegations and Subcommittee Terms of Reference**.

Louise will share role descriptions to each of the sub committee for review and updates for the Policy committee to review thereafter.

2.3 Finance, Health and Safety



Table as Accepted

Approved by members.

Decision Date: 28 Apr 2026
Mover: Alina Hooper
Secondar: Bernice Chiam
Outcome: Approved

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

- Monthly accounts indicate a healthy surplus year to date so far, however income has been received but expenditure will come later in the year.
- Some unbudgeted costs due to fuel surcharges being placed by three suppliers to date.
- Property maintenance grant top up - all funds have been spent now on roof, gutters and COLA wash.

2.4 Special Character

No meeting.

2.5 Parish Report

Linda provided a summary of Parish matters.

- Fr Rob due back on Wed 29th.
- Easter celebrations were wonderful - OCIA programme, both new adults and children admitted to the church.
- A New Vicar of Education is being appointed to the Diocese.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

3.2 Newsletter

Ideas include:

Add to the March newsletter - attendance statistics, Learning support activities shared with the Board and property update.

3.3 Parents Committee Update

No meeting.

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 May 2026 - 26 May 2026, 6:30 pm

With there being no other business the meeting concluded at 7:50pm

Signed as a true and correct record

Signature: _____



Date: _____

26/05/26