

CONFIRMED MINUTES

OLSOS BOARD MEETING JULY 2026



At the **OLSOS Board Meeting August 2026** on **25 Aug 2026** these minutes were **confirmed as presented**.

Name: Our Lady Star of the Sea School
Date: Tuesday, 28 July 2026
Time: 6:30 pm to 8:19 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 Alina.

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Fr Rob apologies.

1.4 Confirm Minutes

OLSOS Board Meeting June 2026 30 Jun 2026, the minutes were confirmed as presented.



Board Meeting - 30 June 2026 minutes were confirmed as presented

Approved by members.

Decision Date: 28 Jul 2026
Mover: Alina Hooper
Seconder: Linda McQuade
Outcome: Approved

1.5 Correspondence

2. Strategic and Management Reports

2.1 Principal's Report

Louise presented the Principals report for the month + supplementary schedules.

Highlights include:

- An update was provided on Professional Learning and Development (PLD) activities, including the current focus on Artificial Intelligence (AI) through a Catholic Social Teaching lens.
- Members were presented with Term 2 attendance data. 83% of OLSOS students attended for more than 90% of the term, exceeding the Ministry of Education's 2030 termly target by 3%. Provisional Term 2 data for the Auckland Central and East region indicates a regular attendance rate of 71.4%, the highest regional rate nationally and 7.4% above the national average. OLSOS's regular attendance rate was 11.6 percentage points above the regional average and 19 percentage points above the national average.
- Members received the mid-year progress and achievement data summary, showing progress against the Ministry of Education's five Progress Descriptors for Reading, Writing and Mathematics. Members noted the positive results across all three curriculum areas, with a strong proportion of students either already proficient or exceeding expectations for their year level, or on track to achieve proficiency by the end of the year. Members discussed areas where student representation was disproportionate and considered the implications for ongoing teaching and learning.
- **Property:** Six air-conditioning units were installed during the Term 2 school holidays in classrooms that experience high temperatures during the summer months.
- **Community consultation:** Consultation was undertaken during the July parent-teacher interviews. Topics included parent understanding of reporting information and progress descriptors, parent voice regarding the biennial health consultation, and preferred methods for communicating information to families.



Endorsement: Principals Report and Supplementary Schedules

Approved by members.

Decision Date:	28 Jul 2026
Mover:	Alina Hooper
Seconder:	Edel Roughton
Outcome:	Approved

2.2 Policy Committee

2.3 Finance, Property, Health & Safety

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

- Sub Committee has re-commenced a cyclical review process for risks in the Risk Register. The Sub Committee will aim to review 3/4 risks each month in order to cycle through existing risks, whilst considering if there are any new risks which require adding to the register.
- OLSOS is currently reporting a year-to-date surplus. The Board has agreed to support the implementation of the Structured Literacy programme within the allocated FTE, noting that this will result in an increase in salary costs.



Table as Accepted - Finance Report

Approved by members.

Decision Date: 28 Jul 2026
Mover: Alina Hooper
Seconders: Bernice Chiam
Outcome: Approved

2.4 Special Character

Anil presented the Special Character Sub Committee notes for the month. Highlights include:

- Sub Committee Members reviewed requirements for the Annual Report due later in the year.

Board members continued discussion of the *Being Church* document, reflecting on the topic "What is a Catholic School?", specifically Point 9.



Table as Accepted

Approved by members.

Decision Date: 28 Jul 2026
Mover: Alina Hooper
Seconders: Sharon Yeh
Outcome: Approved

2.5 Parish Report

Linda provided an update on behalf of Fr Rob.

- Parish Leadership Committee reviewed responses around the topic of Belonging, with the identification of themes from the feedback provided. There has been a number of groups identified that people suggested could be started (eg mens/womens/mums & babies). Sign up sheets have been provided and looking for coordinators.
- The next section is to do with liturgy and the final section is faith formation.
- Leadership Committee are looking at how the regular communications which Fr John used to share can be reinvigorated. Reviewing which systems would be used (mail merge, Parish app etc).
- Fr Terry 60 year Ordination celebration and birthday was well received.
- Sacramental program underway again / Alpha program starting again too.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Louise:

1. Attendance rate of recent Parent/Teacher conference was 92.4%. Members were very pleased as this is another example of excellent home/school partnerships.

2. Louise and Amelia Fonotoe (Admin/Enrolment Officer) are working on potential ideas for a refreshed marketing and advertising strategy and will share potential ideas soon.

3.2 Newsletter

Ideas include:

- Mid year data
- Attendance rates
- Air conditioning units installed over the holidays.
- Parent & teacher meeting %age.

3.3 Parents Committee Update

No meeting for the month.

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

5. Close Meeting

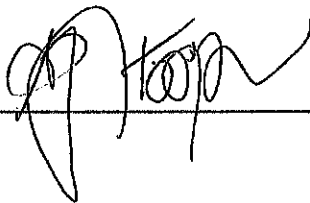
5.1 Close the meeting

Next meeting: OLSOS Board Meeting August 2026 - 25 Aug 2026, 6:30 pm

With there being no other business the meeting concluded at 8:19pm

Signed as a true and correct record

Signature: _____



Date: _____

25/08/26