

CONFIRMED MINUTES

OLSOS BOARD MEETING JUNE 2026



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

Name: Our Lady Star of the Sea School
Date: Tuesday, 30 June 2026
Time: 6:30 pm to 8:41 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, Linda McQuade, Louise Campbell, Fr Robert O'Brien, Sharon Yeh, Shasta Dang
Apologies: Jordi Boix-i-Coll
Guests/Notes: Karen Noble-Campbell

1. Opening Meeting

1.1 Prayer

Led by Edel.

1.2 Interests Register

1.3 Apologies / BOT Leave with Prior Approval

Edel - will be absent for the August meeting.

1.4 Confirm Minutes

OLSOS Board Meeting May 2026 26 May 2026, the minutes were confirmed as presented.



Board Meeting - 26 May 2026 minutes were confirmed as presented

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconder: Bernice Chiam
Outcome: Approved

1.5 Correspondence

Two items of correspondence for the month:

- 1) Catholic Diocese of Auckland - notification that the ACFL and CES Annual Reports are available.
- 2) Term 1 Report from Bizzy Bodz (pre/after school provider).

2. Principal and Management Reports

2.1 Principal's Report

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

- The Principal presented the monthly report. Key matters discussed included:
 - Student roll growth across multiple year levels, with members acknowledging the positive increase in enrolments.
 - An update on progress against the Annual Plan for Semester One, aligned to the Strategic Plan priorities.
 - The proposed property redevelopment of the field. Members reviewed the concept designs and expressed support for the preferred provider, Murphy Landscape, and the range of equipment proposed. It was noted that the Principal had undertaken due diligence through the Principals' network regarding comparable installations, including schools with flying foxes. At this stage, no concerns had been identified. At this stage, it is evident very few 'city' schools have them, with caution advised by local Principals, mention of a consent at enrolment at one rural school and locking the system at another rural school.
 - The Board endorsed management continuing discussions with Murphy Landscape to further develop the concept designs and obtain detailed costings.
 - The Board endorsed the Finance, Property, Health and Safety Subcommittee acting as the Board's working group for the project, liaising with the Senior Leadership Team and reporting back to the Board (refer Finance section).

Members considered proposed refinements to the Strategic Plan to better align with the updated curriculum language and incorporate the Catholic Evaluation Lens. The revised strategic goals focus on self, learning and service and were endorsed as:

- Confidently LIVING with Jesus as our Guide - Growing the wellbeing of our students as children of God - Encounter with Christ
- Confidently LEARNING with Jesus as our Guide - Growing our rich curriculum to ensure students succeed as children of God - Growth in Knowledge
- Confidently SERVING with Jesus as our Guide - Growing our students' faith within our Catholic community to serve God's world - Christian Witness

The Board acknowledged the significant work undertaken by the leadership team in reviewing and refining the Strategic Plan and supporting documents.

Members also considered Community Consultation Outcome #4. The updated Strategic Plan roadmap beneath each strategic goal was presented, outlining the key knowledge, priorities and evaluative measures that will support ongoing monitoring of progress and impact. The Board endorsed the proposed updates.



Endorsement for proceeding further discussions with Murphy Landscape (field redevelopment)

Approved my members.

Decision Date: 30 Jun 2026
Mover: Louise Campbell
Seconder: Bernice Chiam
Outcome: Approved



Endorsement - adopt the new wording of the three strategic goals including roadmap

Approved by members.

Decision Date: 30 Jun 2026
Mover: Louise Campbell
Seconder: Alina Hooper
Outcome: Approved

2.2 Policy Committee

Five draft Role Descriptions were presented for ratification.

- Special Character Sub Committee 2025
- Finance, Property, Health & Safety Sub Committee 2026
- Policy Sub Committee 2026
- Presiding Trustee 2026
- Staff Trustee 2026

Members discussed the governance arrangements for the Disciplinary Subcommittee. The Board agreed that, as the Subcommittee operates in accordance with the Ministry of Education's prescribed disciplinary process, a separate Terms of Reference is not required.

The Board further agreed that the Schedule of Delegations be updated to remove the reference to the Subcommittee "acting under the terms of reference for this committee."

Website to be updated to show the new documents.



Endorsement of the five new Sub Committee role descriptions

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconder: Linda McQuade
Outcome: Approved

2.3 Finance, Health and Safety

Sharon presented the minutes of the Finance, Property, Health and Safety Subcommittee meeting.

Key matters discussed included:

- Management's responses to the three matters raised by the auditors in the 2025 year-end management letter had been provided for audit review.
- The Subcommittee endorsed the updated Finance, Property, Health and Safety Subcommittee Terms of Reference and referred them to the Policy Subcommittee for consideration.
- The Subcommittee reviewed the Matariki Sleepover Risk Analysis and Management System (RAMS) documentation and endorsed the event proceeding, subject to final Board approval.
- The Principal presented concept designs from six landscape companies for the proposed redevelopment of the top field. Following evaluation against agreed criteria, the Senior Leadership Team recommended Murphy Landscape as the preferred provider.



Board endorsement for the Matariki Sleepover

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconders: Anil D'Silva
Outcome: Approved



Approval of the Financial Statements

- Budgeted Statement of Financial Position
- Budgeted Statement of Cashflow

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconders: Bernice Chiam
Outcome: Approved



Table as Accepted - Finance Report

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconders: Ailsa Thorpe
Outcome: Approved



Approval: Begin discussions with preferred contractor for field redevelopment

Approved by members

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconders: Sharon Yeh
Outcome: Approved



Finance, Health & Safety Sub committee will work with OLSOS leadership re field redevelopment

Approved by members.

Decision Date: 30 Jun 2026
Mover: Alina Hooper
Seconders: Sharon Yeh
Outcome: Approved

2.4 Special Character

Anil provided an update of the Special Character Sub-Committee meeting for the month. Key highlights include:

- Ministries data as presented
- Celebration of culture during Pentecost week
- Update on Knitting club, Jammies in June etc.
- Discussion on the parent comments on the Religious Education workbooks
- Proclaiming the Word competition for Years 5/6
- Special thanks to Delta for preparation of the Report

Members discussed the document "Being Church in Aotearoa New Zealand Catholic Schools". Members discussed statements 2,3 and 4.

2.5 Parish Report

Fr Rob provided an update on Parish activities.

- Confirmation finished this week. First Holy Communion will take place in term 3.
- Fr Terry, 60 yr Ordained this week, celebrating after 9am mass on Sunday.

2.6 Time Sheet

Completed by members.

3. Other Business

3.1 Other Business

Members held a discussion on improving roll numbers (as referenced in the May Board minutes).

- OLSOS roll losing another large cohort at the end of 2026. Non preference numbers are a restriction, there certainly is a high level of interest from non pref families/students. Surveys shows that OLSOS is meeting needs of more families, but fewer numbers of children.
- Potentially promote priority one link to Sancta as a pathway for College.
- Raising profile of OLSOS on website/google searches.

Discussed an "Open Day" - however this needs to be targeted for prospective students, not existing students/parents.

3.2 Newsletter

Ideas include:

- Members reviewed the Strategic plan & goals
- Viewed term 1 activities/updates towards goals
- Agreed on a company to engage with to start to discuss property development
- Wish children in Sacramental Program well.

3.3 Parents Committee Update

Shasta provided an update at the latest Parents' Evening.

- Twilight market plans on track
- Thanks to the Parents Committee for funding for parents to attend camp & disco
- Disco did better this time, profit wise.
- Sausage sizzle was a success
- Bingo night was a success.
- "Knowledgeathon" coming up

4. In Committee Meeting

4.1 Declaration into Committee

4.2 Confirm in committee minutes

4.3 Staff & Personnel Report

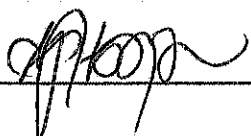
5. Close Meeting

5.1 Close the meeting

Next meeting: OLSOS Board Meeting July 2026 - 28 Jul 2026, 6:30 pm

With there being no other business the meeting concluded at 8:41pm

Signed as a true and correct record

Signature: _____

Date: 30/8/26