

ONEWHEREO AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 20th February 2018, 6pm in the Staffroom

1	<p>Karakia read by all.</p> <p>1.1 SC called for nominations for Board Chair, RS nominated Rosemarie Costar. All members in favour, agreed. RC accepted.</p> <p>RC called for nominations for deputy board chair, NS nominated Aaron Reese, RC seconded the nomination. It was accepted and carried that AR be deputy chair.</p> <p>1.2 Allocation of the following portfolios was then agreed as follows.</p> <ul style="list-style-type: none"> (a) Health & Safety - JM, SC, EL (b) Finance - AR, TK, SC (c) Property - RS, SF, AR (d) Personnel - All (e) Discipline - All <p>Board chair is a member of each of the above portfolios.</p>
2	<p>Attendance</p> <p>2.1 Present: Rosemarie Costar, Tina Klay, Jo McIntosh, Rebecca Bills, Aaron Reese, Natalie Smith, Jonelle Hewitt, Stewart Foote, Rereokeroa Shaw, Elliot Lancaster, Simon Craggs</p> <p>2.2 Apologies: Rima Taua</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts - nil</p>
3	<p>Confirmation of Minutes</p> <p>The minutes from the previous meeting were approved.</p> <p>M. Rereokeroa Shaw S. Jo McIntosh</p>
4	<p>Strategic decisions</p> <p>Review / discussion of the School Planning and Reporting policy. Charter document to be updated in School Docs to new version.</p>
5	<p>Strategic discussions</p> <p>5.1 Principal's report tabled. SC advised that he would be using a new reporting template from March onwards. RC advised that NZSTA recommend that we don't have 'become a 1:1 ratio school by 2019'. SC confirmed that this is not detailed in this years plan.</p> <p>There was a discussion around the NCEA results and the positive improvement in results from previous year. RC reiterated that the level 1 and 2 results were excellent and congrats to all on this result. SC advised that there had been targeted intervention which had paid dividends, he talked through detail of this, it was a reflection of a lot of hard work.</p> <p>There was discussion around accelerated learning.</p> <p>TK suggested creating a dashboard with goals / KPIs and being able to measure like for like. This tool could then be utilised to assist and help identify if / when resources are required before it's too late. There was further discussion around assessing students and wanting to avoid over assessing students in years 1 to 10, RB talked about utilising kamar in terms of recording results and having better quality information to work with than what has been available in the past. This was something being worked on at present.</p> <p>A question was asked around community consultation in regard to a school marae, there was discussion around this.</p> <p>5.2 2018 Annual Plan and Charter were tabled. SC talked through changes to the charter, changes made improve accountability and give more focus on key areas. SC talked through how tracking will be detailed in his Principal report. A question was raised around policy education for staff, SC advised this will sit under leadership. It was also reiterated that ERO had talked about having really specific targets that were measurable. SC advised that Student Achievement is measurable, other headers are qualitative.</p>

	<p>5.3 Student achievement data tabled. There was discussion around the report and how we are engaging to achieve. There was further discussion on format of parent interviews and reporting.</p> <p>5.4 SENCO report (term 4, 2017) was tabled.</p> <p>5.5 2018 Staffing Entitlement was tabled. SC gave a brief outline and there was a discussion on bank staffing and status of this.</p>
<p>6</p>	<p>Monitoring and Review</p> <p>6.1 Policies assured by principal as follows:</p> <ul style="list-style-type: none"> a) EEO Policy, SC confirmed that this is now being followed. b) Vetting requirements for non-teachers assured by SC. Documentation available in Stacey's office. <p>6.2 Finance Reports were tabled.</p> <ul style="list-style-type: none"> a) November 2017 b) December 2017 <p>There was a discussion around interim versus final report for Dec 2017. Dec report will change due to invoices from last year not being paid. There was a discussion around \$20K income not being received by OAS from one of the International homestays (that took place in Jul/Aug 2017).</p> <p>RESOLUTION That the November and December 2017 financial reports be accepted. M. Rebecca Bills S. Simon Craggs</p> <ul style="list-style-type: none"> c) Revised 2018 draft budget – SC talked through the changes and updated deficit figure. The final budget will be able to be completed after 1st of March when we know confirmed income from MOE. There was discussion around this. Donations / invoicing discussed and clarified. There was clarification and discussion around increases versus last year and what these were attributed to. <p>RESOLUTION That the revised (version 2) 2018 draft budget be accepted as tabled. M. Jonelle Hewitt S. Jo McIntosh</p> <p>6.3 Staff Report: RB talked through key points. RESOLUTION That the staff report be received. M. Rebecca Bills S. Rosemarie Costar</p> <p>6.4 Student Rep Report: EL talked through his report. RESOLUTION That the Student Rep report be received. M. Elliot Lancaster S. Tina Klay</p> <p>6.5 Whanau verbal report: RS advised that there would be a blessing of the Hub on Friday at 7am. Local kaumatua doing the blessing, all welcome.</p> <p>6.6 Health & Safety Report: SC advised that there was no H&S report to date as the Feb meeting is scheduled for tomorrow. The Injury and Incident report for Dec 17 and Jan 2018 was tabled.</p>
<p>7</p>	<p>BOT Administration</p> <p>7.1 General</p> <ul style="list-style-type: none"> (a) There was a discussion around due dates for MOE 2018 Submissions. SC clarified that the Annual Plan was due 1st March and the Annual Report and AOV due 31st May. (b) Health & PE Delivery Statement 2018 – 2019 (Draft) was tabled and there was a brief discussion around sexuality education, SC advised this had been compiled with some consultation, it is clear there is an opt out option for this. RESOLUTION That the Health & PE delivery statement 2018 – 2019 is approved. M. Simon Craggs S. Tina Klay (c) The existing Governance Manual was tabled and feedback sought, RC ran through a list of changes to update the manual. Setting of Board fees for 2018 was tabled and agreed as follows: \$55 per meeting for trustees / \$75 per meeting for board chair.

It was agreed that the OAS Governance Manual be ratified on the basis that the agreed updates / changes are made and that the Board fees are set as per above amounts.

M. Aaron Reese S. Rereokeroa Shaw

There was further discussion around a Board code of conduct and that there is a confidentiality agreement currently being worked on for all Board members to sign to protect the school. This will be ready for the next meeting.

There was a brief discussion around a community get together to increase whanau engagement.

A question was asked around new board members being able to (as part of induction process) speak to different areas of the school to get a better understanding of how everything works. SC confirmed that there was no issue with this.

- (d) CARRY OVER - NZSTA Trustee professional development, no details published on NZSTA website to date.
- (e) Circular 2006/07 – Conflicts of interest for school trustees tabled. There was a discussion around the need for everyone to read and understand this document.
- (f) There was a discussion around the annual requirement to report to the community (data for whole school, not broken down therefore no individuals can be identified). SC advised that NCEA data had been reported to community.
- (g) CARRY OVER - External audit report, School health & safety systems, was received.

7.2 Action list from last meeting:

(a) November 2017

1. SC advised that the phone system was changing to Kiwilink VOIP as of next Monday.
2. Re bulk storage of chlorine for pools, RC advised that we can't legally store this volume of chlorine.
3. SC had followed up the outstanding credit card receipts/invoices that were required.
4. CARRY OVER - SC advised that the Tutor teachers reporting had not been completed as yet.
5. SC advised that the new government may make changes to the Co-hort entry guidelines / requirements that this was not finalised and therefore he had put on hold.
6. CARRY OVER - SC's PD proposal.
7. Re the Emergency Kit detail to be followed up with KP with regard to our requirements, SC advised that first aid kit, student rolls and form of comms were all in place.
8. Re Insurance quotes to be completed on school houses, RC advised that she had a meeting booked with FMG at 9am this Friday.

(b) December (extraordinary meeting) 2017

1. CARRY OVER - There was a discussion around the delay of receiving the completed 2016 audit and it was highlighted that the end of year visit from the auditor for 2017 should have been completed by now.

7.3 Inwards correspondence

- (a) Email from Building & Compliance Management re 'Owners Inspection'.
- (b) Email from Building & Compliance Management re 'No water test results received'.
- (c) Copy Right Licensing NZ re 'Reminder – your school is not licensed to copy'.
- (d) NZ Education Gazette (27 Nov 2017) - volume 96, number 21.
- (e) NZ Education Gazette (11 Dec 2017) - volume 96, number 22.
- (f) NZ Education Gazette (29 Jan 2018) - volume 97, number 1.
- (g) NZSTA news: Nov/Dec 2017, issue 278.
- (h) NZSTA 2018 Resource Annual.
- (i) NZSTA 2018 AGM.
- (j) Email re Te Kura dual tuition.
- (k) Emails (x2) from a parent re School buses / emergency procedures were discussed. SC talked through, communication had been a big issue. The ability for drivers to make

	<p>contact with school / bus company on parts of this bus route is very limited due to no cellphone coverage. SC advised that bus monitors had been appointed and training with them is to be completed. A process in the office had also been implemented around communication, SC talked through this. There was a discussion around bus lists and recording of students travelling on buses. SC advised that the MOE guidelines were being met.</p> <p>(l) Thank you letter from Judy Pryor read out. (m) Heart Foundation re Heart Lift, Summer 2018 edition. (n) NZ Education Gazette (12 Feb 2018) - volume 97, number 2.</p> <p>7.4 Outwards correspondence (a) AR tabled correspondence relating to school houses. RESOLUTION That inwards correspondence be received & outwards be approved. M. Simon Craggs S. Rereokeroa Shaw</p> <p>7.5 Overnight trip proposals approved as follows: (a) Level 2 Geography Trip – Tongariro National Park. (b) Year 10 Leaders – Wainui Heights Akaroa Harbour, CHCH.</p> <p>7.6 No agenda items raised for next meeting.</p>
8	In committee and Personnel
9	<p>Meeting closure: Karakia read by all. Meeting closed at 9pm.</p>