

**Minutes from the Onewhero Area School Board of Trustees meeting held
Wednesday 27th February 2019 at 6:30pm in the Staffroom**

Item no	
1	<p>Karakia by all, RC welcomed everyone to the meeting.</p> <p>Attendance</p> <p>1.1 Present: Rosemarie Costar, Simon Craggs, Tina Klay, Jo McIntosh, Rebecca Bills, Elliot Lancaster, Rereokeroa Shaw, Natalie Smith, Jonelle Hewitt, Aaron Reese, Stewart Foote.</p> <p>1.2 Apologies: Rima Taua</p> <p>1.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p> <p>1.4 MOVE that the following items be added to the agenda: 4(d) Parent involvement – amendment required to policy 7.1(k) Resolution re school van funding. 7.5(a) Overnight trip proposals x 3</p> <p>M. Jonelle Hewitt S. Simon Craggs</p>
2	<p>2.1 RC advised that she was not running for the chairperson role therefore remained in the chair and called for nominations for chairperson. JH nominated Aaron Reese, SC seconded the nomination. Aaron accepted nomination and was appointed Chair for 2019. SC acknowledged and thanked Rosemarie for her years of service in this role.</p> <p>2.2 Election of Deputy Chair for 2019, AR called for nominations for Deputy Chair, RC nominated Tina Klay, JM seconded the nomination. AR nominated Jonelle Hewitt, RS seconded the nomination. This was then put to vote, Tina Klay elected Deputy Chair.</p> <p>2.3 There was then a discussion around trustee portfolios and the purpose of being on these committees. It was agreed the following members form subcommittees for the following: (a) Health & Safety – Jo McIntosh, Natalie Smith, Simon Craggs, Jonelle Hewitt (b) Finance – Rosemarie Costar, Simon Craggs, Aaron Reese, Tina Klay (c) Property – Tina Klay, Stewart Foote, Simon Craggs, Elliot Lancaster (d) Personnel – all members able to participate, this will be determined by who is available at the time of requirement. (e) Discipline – all members except Principal, this will again be determined by who is available at the time of requirement.</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the minutes from the November meeting be approved.</p> <p>M. Jonelle Hewitt S. Simon Craggs</p>
4	<p>Strategic decisions</p> <p>Review / update of policies:</p> <p>(a) Medicines policy, RB advised that an amendment was required and explained why. Everyone agreed the second bullet point is to be amended to the following: <i>Members of the school administration staff and other staff authorised by the Principal have the authority to administer medication on behalf of parents/caregivers, and ensure that medication is stored safely, and appropriate records kept.</i></p> <p>M. Rebecca Bills S. Rosemarie Costar</p> <p>(b) Surrender and Retention of Property and Searches policy, RB explained the need to amend some wording. All agreed to the amendment as follows: <i>Only persons with the specific authority from the board to conduct a search, may do so. At Onewhero Area School, the board has authorised the principal and deputy principals to conduct searches.</i></p> <p>M. Tina Klay S. Natalie Smith</p>

	<p>(c) CARRY OVER - Legislation & Administration policy, more information required with regard to the 'Records Officer' role and if an amendment is required to who this person/s should be.</p> <p>(d) Parent Involvement policy, SC explained the detail around why an amendment was required. All agreed to the following update to bullet point number: <i>At our school, we police vet parent volunteers for camp or overnight activities and all other volunteers that have the potential to be alone with students.</i> M. Jonelle Hewitt S. Rosemarie Costar</p> <p>There was a discussion around policy and the need to have this engrained, staff are not expected to know every policy however they are expected to know where policies are held and look up policy when not sure what to do to ensure policy is not being breached. There was a discussion around the importance of policy and actions to put in place.</p>
<p>5</p>	<p>Strategic discussions</p> <p>5.1 Principal's report was tabled. There was a discussion around highlighting areas in the annual plan not being met, and detailing where we are at with the area and what potential support may be required. It was likened to school reporting 'at risk', 'achieving' etc. An example was given around all of the red crosses detail against the last 2 actions of pg 2 of the Principals report – RC asked what could have been done to ensure these actions were completed instead of red crosses. Continuing that it was frustrating to get to the end of the year and hear things haven't been done. There was a discussion around this. M. Simon Craggs S. Rosemarie Costar</p>
<p>6</p>	<p>Monitoring and Review</p> <p>Policies for Assurance this meeting were:</p> <p>(a) Length of School Year – SC assured this policy. There was a discussion around this and SC advised how this is determined.</p> <p>(b) EEO (Equal Employment Opportunities) Policy – SC assured. There was a brief discussion around where the policy states 'the board appoints a member to be the EEO officer – this role may be taken by the Principal'. This wording is to be updated. MINUTE At OAS this role is taken by the Principal. M. Rosemarie Costar S. Rebecca Bills</p> <p>(c) Police vetting for Non-Teachers – this policy was also assured by SC.</p> <p>(d) School Planning & Reporting submissions – SC assured that the requirements for the following had been met:</p> <ul style="list-style-type: none"> • Charter update • Preparation of annual report for auditor <p>6.2 Finance Reports:</p> <p>(a) Draft December 2018 was tabled. SC advised that the surplus offset the loss from the previous year and has put OAS in a good financial position. There was a brief discussion around the overspend in the grounds budget which had been approved by the Board.</p> <p>RESOLUTION That the draft Dec 2018 financial report be received. M. Tina Klay S. Rosemarie Costar.</p> <p>(b) Draft 2018 Accounts were tabled. There was a brief discussion to clarify that this was still in draft as it had to go through the audit process. SC highlighted the \$170K adjustment, there was a discussion around this with a request for more information to clarify. SC advised that VM had picked up that the school had not claimed for (invoiced) entitled funding from ACC dating back some years, VM has resolved this and a lump sum has been deposited to resolve this.</p>

MINUTE: It was agreed to write off the debt of \$24570 from one of the 2017 International Homestay visits as there was no way to recover this money from the agent.

M. Rosemarie Costar S. Simon Craggs

RESOLUTION That the draft 2018 Accounts be received.

M. Jo McIntosh S. Elliot Lancaster

- (c) 2019 budget was tabled. There was a discussion around the reduction in the school roll (25 students) over the last year / year and a half, SC explained that this has meant that the school has lost 1 unit for staff remuneration from the entitled MOE allocation. SC asked for Board funds to cover 1.5 units. SC gave an overview of what these would be for. There was discussion around this. SC talked about the ballot process and increasing numbers to get the roll back up and the unit back moving forward. RC gave an overview of funding the school receives for in zone students vs out of zone students and the need to retain in zone students. There was further discussion around this, the Board would like this monitored closer moving forward. RC advised that they needed to be mindful of spending additional funds that don't necessarily benefit student achievement.

MINUTE The Board agreed with some reluctance to fund the 1.5 units from bulk grant for the remainder of this year only. This is a one off and there is no commitment that this will continue past 2019, at which point SC is to then manage units within the MOE allocation.

M. Rosemarie Costar S. Elliot Lancaster

SC talked through funding allocated for developing wellbeing resources and curriculum development. This was a discussion around capital for learning equipment and grounds. RC asked about the \$5K allocation in the budget for improvement of signage. There was a discussion around the war memorial for the veterans.

The Property renovation (school house) budget was discussed and it was identified that once the painting was completed this would leave \$3K for the rest of the year. There was a discussion to clarify renovation/improvements versus maintenance and an example given.

RESOLUTION That the 2019 budget be approved. M. Rebecca Bills S. Jonelle Hewitt

6.3 Staff Trustee Report was tabled. RB gave a brief overview of her report.

RESOLUTION That the staff trustee report be received. M. Natalie Smith S. Simon Craggs

6.4 Student Trustee Reporting: There was a discussion around the student and staff trustee roles and reporting.

MINUTE There is no requirement from this meeting onwards for there to be a written report submitted by the staff and student trustees unless the Board request one on a specific topic.

M. Tina Klay S. Rosemarie Costar

6.5 Whanau Report – RS talked about the contact she had had from Marcus Purua, who was elected on the OAS student council, requesting a korowai for school. RS said she had made one and then got hold of more feathers so had made 2 for the school. They were both presented to the school at the first assembly this year. RS passed on her thanks to Marcus for this.

There was a discussion around Matariki this year, SC advised that criteria had gone out and was being talked about by teachers already. RS spoke of the potential Marae options to hold this event this year.

6.6 School House Report

- (a) AR talked through the report. AR noted that there were a couple of minor things to sort in the Hall Rd school house that he had been made aware.

AR advised that re 67 Parsons Rd, that the only thing required left to do was the passing over of the bond to tenancy services.

AR said he had a potential tenant for 65 Parsons Rd, there was a discussion around this. AR also advised this family had a cat. It was requested that photos be taken of

	<p>the current state of the house prior to tenant moving in. It was advised that KF is arranging the maintenance that was required.</p> <p>RESOLUTION That 65 Parsons Rd school house be tenanted subject to positive reference checks and that the rent for this house is as per the recent rental appraisal of \$395 per week.</p> <p>M. Aaron Reese S. Simon Craggs</p> <p>There was a discussion around the school houses being fenced, RB raised that this would ensure students are kept from these areas. There was a brief discussion around this showing clear boundaries and that the fence didn't however need to be of a standard to ensure it was dog proof.</p> <p>RESOLUTION That the school house report be received.</p> <p>M. Aaron Reese S. Rosemarie Costar</p> <p>(b) RESOLUTION As per email correspondence (01/02/2019) and agreement, the rent for 19 Hall Road has been set at \$465 per week in line with rental appraisal. The tenants approved for this house are staff members. M. Rosemarie Costar S. Aaron Reese</p> <p>(c) RESOLUTION As per email correspondence (28/01/2019) and agreement, the rent for 67 Parsons Road has been set at \$410 per week in line with rental appraisal. The tenant approved for this house is a non-staff member. M. Rosemarie Costar S. Aaron Reese</p> <p>(d) CARRY OVER - Pets in school houses.</p> <p>6.7 Health & Safety Report – not received / completed. SC gave an update to advise that the person who had previously been appointed the H&S lead role within school no longer wished to do the position and that he had had one expression of interest however this person would need to be transitioned into the role, with KP assisting in the handover. There was a discussion about the importance of H&S and how not having reporting leaves us vulnerable, it is a necessary requirement to have a report for every meeting. SC advised that he was only aware of one hazard that had been identified. RC advised that she had raised a care card at the end of last year when 2 students had been locked in the pool area however there was no reporting on this. It was reiterated that care card reporting should be viewed as keeping our students safe.</p> <p>RESOLUTION That the Dec 2018 Injury & Accident report be received.</p> <p>M. Aaron Reese S. Rosemarie Costar</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) 2019 Voluntary parent donations discussion. SC advised that the number of families contributing a donation had come down. There was a discussion around what the donation amounts were last year, the following was agreed to:</p> <p>Activity donation, one child - \$52.00 Activity donation, two children - \$104.00 Activity donation for three or more children - \$125.00 Breakfast club donation - \$5.00</p> <p>(b) Tomorrow schools - Education review; Governance recommendations. SC gave an overview of this advising that this was open for anyone to give feedback, details of how you can do this can be found on the 'our schooling futures' site. SC advised that there was an open meeting being held at Papatoetoe High School in which he would be attending and would encourage any Board members to attend also.</p> <p>(c) NCEA and Yr 1 to 10 results for 2018 – RB gave an overview of how the year 1 to 10 data is made/works and explained that percentages can swing drastically with small cohorts. RB also advised that moving forward the aim was to have data for across multiple curriculum not just reading, writing and maths. RB also explained that up to curriculum level 2 that students are learning skills to learn, then after that they are</p>

using the skills to learn. There was discussion around the year 3 to 4 jump being difficult then again from level 4 to 5. RB continued to talk through graphs and results. Continuing that the plan moving forward was that writing was going to be our focus, RB gave an overview of why this would be the focus and what they were doing. TK asked how quickly the results would be seen, there was further discussion around this. RB talked about the pockets of acceleration in learning and looking at what had caused this, giving an example of some students in year 9 writing where they moved 2.5 curriculum levels in one year – looking at what it was that they did to achieve this and what we can do. RB also talked about making sure that all students that are at risk have access to programs and extra support. AR asked if we teach at a curriculum level, how does this work in a class of 25 that are at different levels. SC explained that there are ability groupings within the class. There was a discussion around the year 9/10 data being missing, RC advised that it was her understanding that the data had been collected and that it hadn't been analysed / entered. RB explained that it hadn't been kept in a central place, SC advised that there had been no requirement to report on 9/10s. RC raised a concern around the year 4 2017 vs year 5 2018 maths result and asked what had been put in place around this. Questioning if any resources were required to be able to set up success. SC talked about targeted programs. RC reflected on what ERO had said in terms of the biggest single influence is having a teacher in front of kids. There was an in-depth discussion around mathematics and the results. SC advised that the focus is on writing this year and that this was going to take time however he would expect to see accelerated results. SC explained why writing was being focused on first and continued to say it will take a whole year to change a program. SC also explained the rationale for only having the one focus. TK asked if at mid-year would we be likely to see some changes to help reassure parents. RB said that she would hope we would see numbers move. NS asked how teachers identify students that need the help, RB responded that this info was in kamar where it details at risk students, so they are identified through the student management system. There was a discussion around the Y9 and 10s mathematics program, this was talked through along with what has been put in place. AR indicated that due to time the meeting needed to move on, the report had triggered conversation and said that we need to monitor in a timely manner. There was a question asked around NCEA and clarification given around why there were no scholarships. RB gave an overview of the 3 week turnaround process put in place for internal assessments.

- (d) Analysis of Variance for 2018 was tabled. SC asked for questions / feedback. There was a discussion around the targets that were set, RC stating that there needs to be an achievement target for all levels. RC asked the question what they as a Board could have done if they had of known this was a problem (referring to the result that was 63% below the target), continuing that the Board didn't see this coming. That in her years as Chair every year there had been surprises that the Board was uninformed of as no issues had been communicated prior. She asked how do we stop the surprises. SC advised that they had now put things in place to capture surprises in the future. RB added that there were systems now with everything central and tracking in place, this ensures a much clearer view. RB also talked about the creation of school wide language around assessment. TK asked about the setting of targets, do we look at our school and set realistic targets. JH also gave an example of where data transferring with the student from year to year had not happened. RB advised that this was all now captured in kamar to avoid this from happening. TK reiterated that there was now understanding from everyone that systems and frameworks have been

put in place to stop surprises and that any surprises moving forward should be part of the Principal appraisal.

M. Elliot Lancaster S. Rosemarie Costar

- (e) Draft 2019 Annual Plan was tabled. There was a discussion around the need for the goals to be measurable. RC adding that there needs to be a starting point, what is going to be achieved and when this will be achieved by. There needed to be more 'SMART' goals with clear actions to ensure they were achieved.
RC raised that the targets for achievement should be for all levels and should be a minimum of what was being aimed for. There was discussion around this and targets for achievement agreed to as follows: level 1 – 80%, level 2 - 85%, level 3 - 70%
 - (f) 2019 Unit allocation was discussed under agenda item 6.2(c).
 - (g) Roll decrease, this was also discussed under agenda item 6.2(c).
 - (h) CARRY OVER due to time - PLD Proposal
 - (i) Kaahuiako update – SC gave an overview around this, OAS has been allocated 3 'in school' positions (this is based on roll size). SC proposed that 1 of these positions is given up to go back into the Community of Learning (COL) pool to be allocated to another school. SC advised that TeKohanga School had not been allocated one. These roles have been set up to help achieve the goals of the COL. SC continued on to explain the Kaahuiako roles. SC asked if anyone was against his proposal to give up one of the 'in school' positions, no one was against or opposed to SC's proposal. There was a discussion around the 'out of school' role and the affect this would have on OAS students to have the teacher out of class, it was determined that more discussion was required around this. SC advised that there was a Super Board meeting being held next month and he would communicate date and detail.
 - (j) 2019 Triennial elections were discussed with the following agreed by all:
 - Election date to be as per the recommended date: 7 June 2019
 - Lee-Anne Annemans is appointed the OAS Returning officer for both the parent rep and staff elections.
 - The number of Parent Rep positions to be filled is 3.
- M. Rosemarie Costar S. Jonelle Hewitt
- (k) **RESOLUTION** As per email correspondence (29/11/2018), Grassroots Trust provided funding to the school of \$30,000 to put towards the purchase of a new school van. The Board approved by email that the shortfall of (approx. \$22,000) was to come from the 2018 unspent capital expenditure budget. M. Rosemarie Costar S. Elliot Lancaster

7.2 Action list from November meeting.

- (a) RC distributed documented feedback from the parent meetings held around the PLD proposal.
- (b) SC advised that the insurance excess for a chromebook is \$500, which is more than the value of a chromebook. SC advised that parents are signing a liability document should any damage be done by their child and that any chromebooks loaned to junior students will be kept at school and will not be going home.
- (c) **RESOLUTION** To apply for funding in the amount of \$10,269.50 inc GST from the TeKauwhata Licensing Trust to purchase cushion fall (for underneath the adventure playground) to comply with the required safety standards.
M. Rosemarie Costar S. Simon Craggs
- (d) RB advised that with regard to the Reading Recovery policy that this was only in relation to schools that had a reading recovery program, that there was a requirement for a report to be done annually to the Board. As OAS does not have a reading recovery program there was no action or assurance to be given.
- (e) SC advised that the complaints register was up to date to the best of his knowledge.

	<p>(f) EL confirmed he had arranged for the student council names to be published in the school newsletter. A question was asked if the students who had left OAS were going to be replaced, EL confirmed yes.</p> <p>(g) SC advised that he had emailed staff around the importance on keeping themselves safe at school when working alone after hours.</p> <p>(h) SC confirmed a solution had been put in place re the rubbish trailer, KF was putting on the courts at the end of the school day to ensure good access for cleaners and then removing it from the courts first thing in the morning before students arrive at school.</p> <p>(i) SC confirmed that Darren Mann would be presenting on the wellbeing survey at the March Board meeting.</p> <p>(j) SC advised that he would be working on a communication plan and asked TK if she would be able to work with him around this. There was a discussion around the recent late notice communication relating to tabloid swimming sports and the affect this has. TK suggested that every event has a rain day scheduled / communicated with the event notice so that parents know in advance to be able to plan working schedules around this should the event be postponed.</p> <p>(k) Re gathering information from students who leave OAS, a suggestion was made around emailing whanau to understand and assist with understanding why the student has left, which will assist with any retention planning.</p> <p>(l) As per 6.2(b) RC had advised that we will need to ask the accountant to write off the debt from the agent (Eddie) re a group of International Students as all avenues to recover this money had been exhausted. RC gave the documents folder with all info relating to this to SC to be filed at school should the auditor require.</p> <p>(m) SC advised that he has arranged Paul Tupou-Vea to come and present to the community / Board around wellbeing and the positive education model, research and concept. Date is to be confirmed.</p> <p>(n) SC confirmed that a date mid-year had been scheduled to run another student workshop wellbeing day.</p> <p>7.3 Inwards correspondence</p> <p>(a) NZ Education Gazette vol 97 / number 21 – 26/11/2018</p> <p>(b) NZ Education Gazette vol 97 / number 22 – 10/12/2018</p> <p>(c) NZ Education Gazette vol 98 / number 1 – 28/01/2019</p> <p>(d) NZ Education Gazette vol 98 / number 2 – 11/02/2019</p> <p>(e) Letter from Mind Lab re new Digital Curriculum</p> <p>(f) Letter from NZSTA re AGM and Constitutional Notice of Motion/Remit</p> <p>(g) STA News Nov/Dec 2018 issue 288</p> <p>(h) Notice of Initiation of Bargaining – Area School Teachers</p> <p>(i) Letter Sun Smart Policy from Ben Tallon</p> <p>(j) STA News Jan/Feb 2018 issue 289</p> <p>7.4 Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Natalie Smith S. Elliot Lancaster</p> <p>7.5 Overnight trip proposals, there was a discussion around the timeframe of receiving these.</p> <p>(a) US426 Camping and US425 Tramping – 27th to 29th March 2019, Dickies Flat Campsite, Karangahake Gorge.</p> <p>(b) North Island Secondary Schools Rowing at Lake Karapiro – 7th to 10th March.</p> <p>(c) Maadi Cup at Lake Karapiro – 24th to 30th March.</p> <p>RESOLUTION That the above three overnight trip proposals be approved.</p> <p>M. Rebecca Bills S. Elliot Lancaster</p>
8	In-committee and Personnel
9	Karakia / meeting closed at 11:07pm