

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from meeting held Tuesday 21st February 2017, 6:00pm in the Staff Room

No.	
1	<p>Karakia by KH.</p> <p>Cam Cameron was welcomed to the meeting. CC gave a presentation on PB4L, talking through what the focus areas for 2016 had been along with the goals for 2017. The presentation also covered expected behaviours in all settings and behavior management, which is a working draft for 2017. Action point: CC was asked to supply RB with the Behaviour Management flow chart so RB could upload to school docs as procedures. CC supplied the behaviours 'Majors and minors' table for the Board to have knowledge of. Action point: The Board to consider from their perspective in terms of disciplinary hearings. There was a discussion around recording positive behavior in kamar, enabling the Board to have a full picture of a student if they were to come in front of the Board for any disciplinary hearings.</p> <p>JA asked about the induction process and how new staff were brought up to speed. CC responded that as she also looks after induction this is covered with new staff. RC thanked CC on behalf of the board for her presentation. CC then left the meeting.</p> <p>KH then called for nominations for Board Chair, JL nominated Rosemarie Costar, RS seconded the nomination, all agreed. Rosemarie accepted.</p> <p>RC called for nominations for Deputy Board Chair, RC nominated Rebecca Bills, JA seconded the nomination, all agreed. Rebecca accepted.</p>
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Tuene Henderson, Koren Hopoi, Rebecca Bills, Rereokeroa Shaw, Julian Austin, Jonathan Lovatt, Stacey Ingram (minute taker).</p> <p>Late arrivals: Rima Taua and Greg Shortt.</p> <p>2.2 Apologies from: Stewart Foote.</p> <p>2.3 Approve Minutes from Nov meeting. M. Rebecca Bills. S. Jonathan Lovatt.</p> <p>Approve Minutes from Dec extraordinary meeting. M. Rebecca Bills. S. Jonathan Lovatt.</p> <p>2.4 Matters arising from November meeting:</p> <ul style="list-style-type: none"> • CARRIED OVER TO MAR - The Property Committee gave an update on their meeting around the School House property maintenance required. A lot of work required at Hall Rd and this was the property focused on at the sub-committee meeting. It is recommended that the property be vacant for the work to be carried out as it is quite extensive. The subcommittee are currently in the process of getting quotes for the work required. Action: Property Sub-committee to present quotes at Mar meeting. • CARRIED OVER TO MAR MEETING: There was a discussion around alternative options, eg: removing the house, gym extension, selling the property. Action: In

GF's absence, KH to investigate with MOE possibilities of what we can and can't do with the property and have this information for the March meeting. These options to be reviewed again once the costs for the extensive work have been compiled.

CARRIED OVER TO MAR MEETING: There was a discussion if the property is renovated / upgraded that a Property Manager then be brought in to carry out property inspections and provide monthly reports. Action: Review the Property Manager services if house upgrade / renovation goes ahead.

- The board agreed that an alarm is to be put on the back of room 1 so it could be heard clearly at OECC in the case of an emergency. Action: KH to speak to HA about alarm installation asap and meantime put a runner process in place to alert OECC in the event of an emergency. In the event of an emergency OECC will assemble in the years 1 to 6 assembly area.
- KH updated the Board on her meeting with School Tex and that a hoodie (in school colours) had been selected for team uniform. KH stated that there was no minimum order quantity and that the embroidery can be done through School Tex, or if sponsors wanted they could arrange printing. These would be ordered for teams as required. It was suggested that a maximum size logo be implemented to ensure that any sponsorship details were restricted to the agreed area only. Action point: KH to look at maximum size for logo and ensure all relevant people are aware of the size restriction.
- JL advised that the Asset Register was summarised to SE and submitted to Edtech.
- CARRY OVER TO MAR: JL talked more on the Assets Register audit completed last Friday. JL's recommendation is to complete this every 3 years. He also suggested setting up an Asset suspense code. JA advised Xero can do this. Action: JL / SE to look into Xero input now that Xero has been implemented for a few months.
- CARRY OVER TO MAR: A better way of locating assets is required, getting a scanner that can barcode and track through. Action: PO working on this requirement as next part of project once bus tracking set up. KH to speak to PO to get an update for March meeting.
- CARRY OVER TO MAR: RC confirmed that SI had provided the Finance sub-committee with answers to the finance questions raised at the last meeting. A discussion then took place around some of the content in the responses from KM from Edtech. Action: GF to speak to KM around service agreement when she is next in.
- JA updated everyone re the Fuji Xerox agreement, confirming this is not something we are able to get out of. Action point: Delegations of authority needs reviewing to establish who can sign for what.
- CARRY OVER TO MAR MEETING: Voice over IP. GF advised this is sitting with JL. There was a discussion around the benefits, for example – offsite access, skype, growing phone capability. Action: JL and KH to look into and gather info for March meeting.
- CARRY OVER TO MAR MEETING: There was a discussion around HA currently having to use his own vehicle or school van to carry out jobs on school grounds. A solution to this was discussed along with the benefits of a tractor versus a gator. Action: GF to prepare proposal with options and come back to the Board.

- CARRY OVER TO MAR MEETING: The Finance Variance Report template was discussed and if the Board felt it captured the information we needed it to. Action: The Finance Sub-committee (JL, JA, RC, GF) to review report and provide feedback.
- CARRY OVER TO MAR MEETING: Action: BOT to meet to look at proposed action points (in response to the hui feedback) to bring back for staff input in February and proceed from there. Teachers to email through ideas / input beforehand if possible. Action point: Once Board have met to discuss compile action points, from there a hui to be organized as a follow up to the Eat & Greet.
- CARRY OVER TO MAR MEETING: From the November report there was a discussion around the toilets in the junior learning centre and the foul odor generated from these and how to resolve. Action: KH to speak with HA to arrange the roof vent to be fixed plus get plumber to check floor / gravity. Expel air and extractor fans to be looked at as well. Girls and boys toilets to both be addressed.
- Get Licensed letter. KH updated the Board on this licence and what it included, also advising that it is a bit cheaper now.
- Quotes for new fittings and worktops for OAS. RC advised that all 3 quotes had benchtop expenses detailed however it had been indicated to her that this may become a teaching space. The question was asked if we would be better to get movable (not fixed) furniture so if the area does change we have flexible furniture that can be utilised anywhere. KH advised that it had been suggested to move the teaching space to the sunroom. KH also said she understood about the benches however we did still need benches for around the computer space, saying that we were now getting desktops and that something was needed to put them on. RC stated that it was her understanding that the computer room was going ahead. There was a discussion around the existing quotes and if the computer room was separated on the quotes. Motion that the Franklin Laminates quote relating to the computer room section of the quote only (\$7428 +GST) is accepted and approved by board in the current budget.
M. Rosemarie Costar S. Jonathan Lovatt
All agreed.
Action point: KH to advise HA to engage the services of Franklin Laminates for the above purpose.
RC asked if there was potential for the staffroom wall to be knocked out and a room built for a teacher workspace. RB stated that if we wanted teachers working collaboratively that they would need a workspace to promote this.
Minute / action point: That further conversation with GF and MOE needed to look at appropriate teacher workroom space.
- CARRY OVER TO MAR MEETING: Procedures for complaints policy, this is a work in progress.
- School house rent review – this to be discussed later in meeting.
- CARRIED OVER MAR MEETING: RC presented late inwards correspondence received (not on agenda). Correspondence from a local internet provider requesting to share the schools fibrenet connection. The letter suggests that local MOE and school would need to approve before an agreement is entered into. RC read the proposal out. This raised discussion around no mention of contribution, talks of students at home having a reduced cost (no detail around this). It was pointed out that we would have no control over commercial agreement or charges this company would pass on to customers / locals. There was discussion around the need for transparency and understanding of the commercial gain. Action: GF to talk to TTS to understand the implications this type of agreement may have to the school and report back to Board.

	<p>2.4 Matters arising from extra-ordinary December meeting:</p> <ul style="list-style-type: none"> • RB confirmed that the school policy review cycle had been populated in the school calendar. <p>2.5 Declaration of interests – nil.</p>
<p>3</p>	<p>Strategic decisions</p> <p>3.1 Review of Policies.</p> <p>EOTC Policy – JA advised that legislation had changed, this needs to be as per guidelines. Guidelines need to be embedded, RC adding as well as process itself. KH advised that she had met with KC and talked in-depth around this, they had talked through the areas that they need to highlight to staff. The new document clears up questions of who does what. RB added that school docs would separate out policy / procedures. JA asked what happens when someone was away. KH advised that she was the one that had been doing it previously, so it would be her and that SG had also been trained on the same course as KC. RB stated that RAMs needed to be done well in advance and that this would ensure that everyone involved had all of the information. RC asked if this policy was physically talking outside of school grounds, KH responded to say that it could be within school grounds. RC suggested we needed clarification on this. KH responded saying it could just be a wording thing. Action point: KH to clarify.</p> <p>The proposed EOTC draft had been completed by KC and SG who attended a training course on EOTC, this was discussed at length. The following agreed amendments required as a result:</p> <p>Page 3 – Under ‘What is EOTC?’ the word ‘field’ to be removed so it reads ‘trips’. The second sentence to have the following highlighted words added so it reads ‘...that takes place outside the school class / grounds ranging from....’</p> <p>Page 3 – Under ‘Scope at Onewhero Area School’, from the third bullet point delete ‘sports’ so it reads ‘Overnight trips and exchanges’</p> <p>Page 5 – Under ‘Annual Safety Calendar’, bullet point 2 needs to reflect that this is for all staff.</p> <p>There was a discussion around safety reviews, RC asking what we have in place. JA expanding that question by giving an example of ‘electrical tag and test’. RC asked how do we know our vehicles are safe. KH advised that AC (Automotive teacher) had been taking van to do tests / checks on it and that he had picked up quite a bit. There was a discussion about the need for a checklist for each of the school vans and that the person taking the school van was to complete the checks prior to taking the vehicle. KH advised that recently van 2 had slid out whilst JM (part-time caretaker) was driving it down the hill, stating that until this happened it had not been picked up that the tyres were bald. JM had ordered new tyres as a result. There was further discussion around this. It was decided that a checklist needs to be implemented and put in each of the new van packs that KH talked through. These packs include fuel card, log book to enter mileage, key and once developed the checklist. The packs are to be held locked in the back room of the office and issued to staff for van bookings only. Action required: KH to liaise with the H&S team regarding putting together the checklist, it was suggested that AA (Automobile Association) potentially have one to model this off. KH to update staff of new process for implementing.</p> <p>Page 8 – Under ‘The Board of Trustees and the principal will ensure that:’ bullet point 4 where it states ‘a senior staff member’ – RC asked for clarification of what roles this encompassed. This needs to be clear here, suggestion to detail which roles these encompass so it’s clear.</p>

Page 8 – Under ‘The EOTC Co-ordinator ensures that’ bullet point 2, RC raised a question around do staff sign off to say they are aware. KH advised that they would do professional development on this, saying that there are low, med and high levels of incidents and that this would be introduced to staff by tier – this would take 2 to 3 sessions. RC suggested that at this point staff would sign off to say they had been inducted into the policy. **Action point:**

At the last session of training on this EOTC PD KH to ensure staff are given a form to sign. This is to be returned to SI to retain on personnel files.

Page 9 – re the 10th bullet point, it should be highlighted that only the Board Chair is to deal with media (as per school policy).

Action point: The above amendments to be made to the EOTC policy in preparation for the policy to be ratified at the March meeting.

RC asked how the Board would know if there was an issue. KH responded to say the Principal would be notified, an incident report completed and it would feature in the H&S report.

Recognition of Cultural Diversity Policy – RC called for suggestions / amendments. RS responded to say that it is fine and happy with policy and asked for clarification around a bullet point. KH advised that it depends on the curriculum area. RB responded to say that they incorporate a Maori perspective through it, giving an example of how they did this through local history. RS asked if somebody looked over this. KH responded to say that this is part of our appraisal process, teachers need to have an understanding of and use Treaty of Waitangi in class. If this is not happening it will be identified in appraisals. RB added that teachers will also go to KR (Teacher in charge of Maori) to check. RS stated that the Treaty was signed by crown and hapu, and that we should be talking to hapu not just Maori. GS asked how the school roll was trending, do we need to recognise and diversify. RC said that if parent ticks on form as being European then that’s what is entered, what the computer recognises. JA stated that you can only tick 2 choices. RC saying that we can get the data however questioned how accurate it would be. RS advised that if they don’t tick any box then they are registered as European. KH responded to say that they have to tick / chose ethnicity.

RB put forward a suggestion of having bilingual signs up at school. KH adding that we feel that we have taken a big step, we don’t want to drop the ball now. RC suggested looking at budget for bilingual signs or asked if technologies could make them as a project. JA also talked of making a signpost for all the nationalities we have at school stating how far to these countries. KH said that she would highlight this to staff, gain feedback for a couple of ideas for integration. **Action point: KH to update Mar meeting.**

RS said in terms of kapa haka this is done at lunchtime or after school – RS asked the question if there was any way this could be introduced as part of the curriculum. KH advised that KR has started to build and that they had discussed at length, this was not just Te Reo but how students could learn and get credits. JA advised that this had been introduced at Pukekohe High this year and that rather than reinvent the wheel that this expertise could be shared with OAS. **Action point: JA to look into and provide information through to KH.**

RC again called for any amendments / changes, no changes highlighted.

Motion to ratify the Recognition of Cultural Diversity Policy.

M. Rereokeroa Shaw S. Jonathan Lovatt.

All in favour, all agreed.

Review of Out of Zone policy was discussed at length. It was identified that some students are coming to OAS and we are unaware (through lack of information provided) as to learning difficulties, criminal history, academic history. RB stating that if the child does come to OAS

	<p>it's about being organised for the child and having an understanding of this background / history.</p> <p>It was suggested that part of the application criteria for out of zone enrolments should be for the student to obtain and provide history from their previous school to include in with their application so teaching staff can be prepared from day one when the new student starts. It was discussed that when OAS requests this information from previous school the request does not always happen, or there is a delay in this coming through.</p> <p>Action point: KH to speak to MOE around if we are able to (legally) ask any student who is out of zone and wishing to come to OAS for: Criminal history, academic and learning difficulties and report back at the March meeting.</p> <p>There was a discussion on buses and what the schools obligation was to provide transport to in zone students. There was a discussion around the historical agreement with relation to the van school run. KH asked the question, do we form a subcommittee and look at stats to make a strategic decision moving forward. Action point: KH to talk to MOE to get a better understanding on this and report back at the March meeting before the review is completed.</p> <p>There was a group discussion around the boundaries for in zone.</p> <p>OAS Uniform / Dress policy – this was discussed with RB reading staff feedback to consider in any changes. The following changes were identified and agreed to by the Board.</p> <p>Amendments required:</p> <p>No student is to have obvious dyed hair or extreme hairstyles.</p> <p>Students are allowed to wear one set of simple studs <u>or</u> sleepers (one in each ear only). No other body piercings are permitted.</p> <p>No facial studs can be worn at school.</p> <p>No coloured nail polish.</p> <p>No offensive or obtrusive body art.</p> <p>Addition to boys: Clean shaven and sideburns must not extend beyond the earlobe.</p> <p>It was also suggested that there be a line added 'Please speak to the Senior Leadership Team before making any drastic / radical change to your appearance to understand what implications there may be in relation to school policy.</p> <p>School Policy Framework template – it was decided due to timing to carry this over to the March meeting to allow the time required to discuss / consider. Action point: All Board members to read the template in preparation to provide feedback at the March meeting.</p>
4	<p>Strategic discussions</p> <p>Principal's report tabled.</p> <p>RC raised the changing of the assembly time on a Monday morning to a Monday afternoon and questioned if this had gone out to the community for parental consultation. RC suggested that it may be easier for parents to attend assemblies in the morning on their way to work as opposed to midafternoon. KH confirmed that there had been no parental consultation. KH updated the Board that after the first afternoon assembly she had asked staff for feedback. There was a discussion around this and RC asked about the bus impact if the assembly ran late. There was a further discussion about gaining parental consultation and the best way to do this. Action point: KH to gain feedback via school newsletter plus obtain through teacher interview evenings later this term. KH to compile feedback and present back to the Board.</p> <p>RC questioned what the small leaks in the pool pumps related to and also the issue with the pump for the big pool. KH reported back with what JM (part-time caretaker) had advised her.</p> <p>M. Koren Hopoi. S. Rebecca Bills.</p> <p>RC thanked KH for stepping up as Acting Principal, KH thanked the Board for the opportunity.</p>

	<p>RC advised that with having key SLT personnel away at present that this reiterated the need to have a backup / succession plan for roles so if someone is away for a period of time, for example a broken leg that this has as little impact as possible on students, staff and day to day running of school.</p> <p>KH advised that JP is emailing through work that had been done in relation to the Analysis of Variance and that JR and KH would be picking this up in JP's absence. RC advised that KH is not teaching at all whilst being acting principal. KH adding that JR has been released from 4 hours of teaching a week and DM released from 2 hours which had been given to RP – this was to give DM extra time to help in SLT matters and also be able to do Level 3 English for students who had a clash of timetable which meant they previously couldn't do this. RC asked, TH previously couldn't do before due to clash but now is. TH confirmed. RC asked if we were still in a position that only one person could teach level 3. There was a discussion around this. Action point: KH to make inquiry and clarify at March meeting.</p>
<p>5</p>	<p>Monitoring</p> <p>5.1 Finance report tabled.</p> <p>RC questioned the BOT expenses for 2016 and what this included and how it was split. Action point: SE to provide board with expenses coded to BOT ledger for 2016 financial year.</p> <p>RC stated the need to look at delegations, continuing to say that expenditure can only go over a certain amount. RC asked the question, how have budgets got out of control. KH responded to say that some have been incorrect ledgers. RC added that the problem is process, whoever authorizes should be signing where it goes to. There was then a discussion around how internal budgets are broken down. JA suggesting there needs to be discussion around verifying and checking.</p> <p>It was decided that GS, JA, KH, RC are delegated to review the Schedule of Delegations and report back at the March board meeting. Action point: KH to facilitate meeting to review prior to the March meeting.</p> <p>Action point: SI to ensure that in November agenda of each year that a review of the Schedule of Delegations is to be included to adopt at the beginning of the new year.</p> <p>M. Jonathan Lovatt. S. Rosemarie Costar.</p> <p>5.1a 2017 Draft Operating Budget - KH advised that 2 things had come through her door since the draft was sent out.</p> <p>One being the SNUP upgrade, for the upgrade the schools contribution is \$6290 inc GST. KH proposed that this come out of the 'Wireless Network' budget of \$13K which is set aside for network expenses. JA advised that it's an asset in the essence of a building improvement. RC added that technology depreciates very quickly, asking if we had the money for capital expenditure. KH asked could she sign agreement, which would allow for 3 extra access points. Board agreed to SNUP upgrade. Action point: KH to sign agreement.</p> <p>M. Rosemarie Costar S. Rebecca Bills.</p> <p>There was discussion / talk around the school houses and if this money was renovation (capex) versus repair and maintenance. JA stating that we needed a full cost of bringing houses up to standard, that this was required. Currently \$60K in school house account. GS stated that the 2 on Parsons Rd would be approx. \$15 to \$20K. RC asked if we had a capex line in budget, JA responded \$27K.</p> <p>SI advised that SF had sent through quotes for heat pumps when he sent his apologies for not attending the meeting tonight. Quotes were read out. Action point: KH to add \$7695 +GST to capex to cover 3 heat pumps for each of the school houses.</p>

Action point: SI to query if the heat pump in the quote has a dehumidifier function and establish if they did a site visit and if there was a requirement for plates and if so does the quote include this. Plus also get them to update quote to 3.

The rent of school houses was discussed, it was decided to increase in line with the rental appraisal completed. There is a minimum notice period of 6 weeks however we will give 3 months' notice. Tenants also to be made aware that heat pumps will be installed and upgrades to houses taking place. Action point: SI to download template letter from tenancy tribunal and prepare for both Parsons Rd school house properties.

M. Rosemarie Costar. S. Jonathan Lovatt.

The second thing that KH raised that had come through her door was around purchasing a new school van. KH had been told that there was star & gateway money put aside for a van and that SG had been asked to go and find a good deal, and that there was \$30K sitting somewhere. JA suggested accruing that \$30K from 2016 for house maintenance. He also asked if we had an asset replacement list. RC expressed that we don't have oodles of money and what money we have should be prioritized on the kids. RC continued that a proper proposal should be submitted in terms of cost, what the vans intended use it etc a full proposal so the board could make an informed / considered decision. There was then a discussion about van 1 being used for the bus route for the grand parenting agreement coming to an end. RC asked where we get this information saying as a board we should be aware of what we are funding and why. JA also questioned if this was in line with our strategic goals and planning.

Action point: RC to phone Edtech to get guidance and to discuss maintenance vs capex on school houses, how the \$30K is being handled, \$60K to spend on house, how do we split.

GS raised that the school guttering needs attention now. There was a discussion around this and the question raised, is it ear tagged in the cyclical maintenance plan. The cyclical maintenance total is \$31K.

The Board agreed to adopt the 2017 Draft Operating Budget to become the Operating Budget for 2017 with the two amendments (SNUP and heat pumps) discussed and agreed to.

M. Koren Hopoi. S. Rosemarie Costar.

All in favour, all agreed.

There was acknowledgement to KH from RC on behalf of the board, for completing her first budget, KH congratulated by all.

5.2 Staff report – RB feedback from staff re policies was good and that it was also good to see people standing up to do policy, acknowledging Pam McArley and Keryn Chitty. RC reiterating that if anyone has any feedback on policy that this is always welcome and much appreciated.

M. Rebecca Bills. S. Greg Shortt.

5.3 Student Rep Report, tabled as read.

M. Tuene Henderson. S. Jonathan Lovatt.

5.4 Maori Report – verbal report. RS advised that she is requiring dates for whanau engagement hui, expressing that she wanted to keep the momentum going. Plus in preparation for the Matariki Celebration RS would like a Kamar listing of all Maori families.

Action point: SI to provide to RS. RS would like to set a date for this event to avoid any clash of other events. This year Matariki starts in July. Action point: It was agreed that the first Matariki meeting be held on Tuesday 7th March at 6:30pm here at school.

Action point: KH to address in staff meeting to get staff involvement / attendance.

	<p>5.5 Health & Safety Report – GS advised that new teacher TW has replaced JZ on the committee. The committee is now: TW, KP, SE, HA and GS. TW had been approached by GF around this role as he has experience from his previous school. Action point: KH to establish what this previous experience is and what courses he has been on if any. Any course certificates to be obtained from TW and filed in employee file so we can establish when refresher courses etc are required. If TW and KP have not already been on a H&S course, we will look to book them on the one AP and JZ attended last year.</p> <p>There was a discussion on the fire sensor malfunction which caused a fire drill. There was a discussion around the H&S report, moving forward the committee will be using the template GS supplied. This will provide the board with information they require.</p> <p>The incident involving JM (part-time caretaker) was discussed and what actions were taken and WorkSafe notification / status. RC stating from a boards perspective we are very uncomfortable with the H&S actions. GS advising that HA has to lead risk assessment in school. KH advises that she has a suggestion that TW and KP are released from teaching time to do this. RC asked JA how they manage this at Pukekohe High. JA advised that they have a H&S teacher who is very thorough. RB asked the question that after the staff did the audit weren't we going to get an external person in to audit. GS advised that KP has a contact who did her previous school.</p> <p>GS states that GF has identified that TW has skill, we need to understand his skill. Adding that we are comfortable with KP. We need to ensure that all staff are suitably trained to perform the functions they are expected to. GS stated that HA maintains the H&S position as he is out there in the coal face. There was a further discussion around cleaning the guttering, GS advising that it's mobile and less risk getting a cherry picker in, if HA has completed a heights course. Action point: The board seek confirmation / clarity from KH that HA has completed the heights course and is operating within these guidelines and also request any other completed course / certificates to be given to SI for employee file. KH to speak with HA and report back to board.</p> <p>Minute / action point: OAS H&S Committee is actively completing a Hazard ID list.</p> <p>Action point: KH to contact MOE for assistance around identifying hazards.</p> <p>M. Greg Shortt. S. Rebecca Bills.</p>
<p>6</p>	<p>Inward Correspondence</p> <p>6.1 Application for maternity leave – in-committee discussion.</p> <p>6.2 Application for maternity leave – in-committee discussion.</p> <p>6.3 NZ Education Gazette - volume 95, number 22.</p> <p>6.4 NZSTA, STA News – Nov/Dec 2016, issue 269.</p> <p>6.5 Email – NZ Facebook Group for all BoT members.</p> <p>6.6 NZ Education Gazette - volume 96, number 1.</p> <p>6.7 ANZ Bank Audit Certificate Report. Action point: SI to give copy to Edtech to retain on file. RC identified the large discrepancy showing in the operating day-to-day account balance in the report provided by JL vs the audit certificate balance for the same account. JL advised that he had obtained the balance detailed from SE. Action point: SE to clarify.</p> <p>6.8 NZSTA Annual General Meeting notice.</p> <p>6.9 Quote from Woodworking HQ – Trophy Cabinet.</p> <p>6.10 Quote from Kitchen Inspirations – Trophy Cabinet.</p> <p>Both the above quotes read out, question around why a custom made cabinet was required, had standard premade options been explored etc. If we are looking at expenses in terms of is this going to improve students learning or is this for health & safety, the board felt it did not fall into either. Board not saying no, just asking for a full proposal to consider. Proposal to include: alternative option / costs for purchasing pre-made store bought cabinet, could this be a project worked on by technologies, could the funds from a fundraiser be used for this etc. Action point: SE / RP to submit proposal for March meeting.</p>

	<p>Medical cabinet required also discussed with the same conclusion above, more info provided with alternate pre-made store bought cabinet option. Also noted that only one quote provided for the medical cabinet, process is 3 quotes required.</p> <p>6.11 WorkSafe NZ – Confirmation of notification. RC read to Board</p> <p>6.12 WorkSafe NZ – No immediate action. RC read to Board.</p> <p>6.13 Thank you email from Joe McClunie. RC read to Board.</p> <p>6.14 Report for Careers Office 2016. RC read to Board. Action point: SI to email PM to thank her. Board members to review document and respond with any queries and also any feedback on report itself, eg: if there is anything else they would like included in it.</p> <p>6.15 NZ Education Gazette - volume 96, number 2.</p>
6A	<p>Outwards Correspondence</p> <p>6A.1 Follow up letter sent to parents / whanau re Eat & Greet.</p> <p>6A.2 Letter to Cassius Shaw acknowledging his talent / performance at the Eat & Greet.</p> <p>6A.3 Letter to Greg.</p>
7	<p>General Business</p> <p>7.1 Submission due date for MOE submission, National Standard, Charter, Analysis of Variance is 1 March 2017, however KH advised after talking to our MOE contact around key personnel currently being on leave that MOE has granted OAS a 2 week extension to have this completed. This will allow KH to complete and present to the Board prior to submitting to MOE. Action required: KH to advise board chair once completed.</p> <p>7.2 The Board were seeking from GF that seclusion is not being used in our school. There was a discussion around this. Action point: SI to provide KH with the document around seclusion for comment at March board meeting.</p> <p>7.3 Document from TR submitted for L2 Tongariro trip (overnight), TR seeking approval for trip to go ahead. Board approved trip. Action required: KH to arrange for the Trip Proposal Form (master template) to be updated to include 'Board approved' for any overnight trips.</p> <p>7.4 Update of school house maintenance program. Action point: Carry over to March meeting due to SF's absence.</p> <p>7.5 There was a discussion around the Code of Conduct and an update required on page 6. Under Performance of Duties, bullet point 7 to be changed to read: Teaching staff to contact your employer (before 7am on the day of) if you are to be absent from work due to sickness or an emergency. Support staff to contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency. Action point: SI to amend and distribute new version to all staff for signing and place on employee file.</p> <p>SI updated the Board to say she is working with JE (school guidance counsellor) around the Employee Assistance Programme and what this could look like. Action point: SI to provide options at the March meeting.</p>
8	Meeting closed at 10:50pm
9	<p>In committee</p> <p>Karakia by RT and RS.</p>