

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 10th April 2018, 6pm in the Staffroom

Item no.	
1	Karakia read by all. RC welcomed everyone.
2	Attendance 2.1 Present: Rosemarie Costar, Jo McIntosh, Rebecca Bills, Aaron Reese, Natalie Smith, Jonelle Hewitt, Stewart Foote, Rereokeroa Shaw, Elliot Lancaster, Simon Craggs, Rima Taua (arrived at 6:45pm). 2.2 Apologies: Tina Klay. 2.3 Declaration of conflicts of interests or pecuniary conflicts - nil
3	Confirmation of Minutes RESOLUTION The minutes from the previous meeting were approved. M. Simon Craggs S. Jonelle Hewitt
4	Strategic decisions The following policies were then reviewed / discussed: (a) Home Learning policy – no changes identified, no changes required. (b) Financial Control & Expenditure policy, no changes identified however it was discussed that processes needed to be defined and put in place to better support this policy. It was agreed that the finance committee work on processes to support policy. (c) Education Outside the Classroom – Jamie L’Huillier attended the meeting to present the recommended policy and procedure changes he had submitted. JL talked through the change rationale and the benefits. There was questions asked and discussion around several points. RESOLUTION: It was moved that the Board accepts the 3 policies (Education outside the classroom, Driving and Swimming) as presented. M. Rosemarie Costar S. Simon Craggs JL advised that the documents were ready to go, liaison with School Docs would now need to take place to get these published and accessible online. JL also advised that further work needed to be done on the parent help component and now that the staff detail and documents had been finalised, this was the next step. There was a discussion around what this could potentially include. JL also advised that moving forward analysis would be completed post trips to help assess trip types, currently no reviews are being completed. RC thanked JL for all the work he had done on this and what a huge benefit to the school this was.
5	Strategic discussions (a) SC talked through the new format of his Principal’s report and highlighted some specifics in his report. Questions and discussion then took place around school wellbeing and what was currently being done to survey this. SC confirmed a survey for all staff had been undertaken. There was discussion around the staff appraisal cycle and why this was moving from term 2 to term 2 each year and will now be by calendar year. (b) The SENCo report was tabled and RB talked to this. The Board thanked RB for her really informative report, saying that it was big help to them to understand what’s in place. (c) The Analysis of Variance for 2017 was tabled and discussion around data not being available to analyse took place. There was also discussion on school devices and what was available along with why some students don’t bring devices to school currently. AR suggested that a local business may wish to do a sponsorship program to assist in this area.

	<p>MINUTE: The Analysis of Variance for 2017 was accepted as tabled. M. Simon Craggs S. Jonelle Hewitt</p> <p>(d) RB presented the PAT results (from March 2018). RB talked about the frequency of the reporting being completed (twice a year – beginning and end of year). RB talked about student feedback from completing the tests and the benefits of the reporting. There was discussion around the systems that have been put in place around collecting and saving data to ensure the data being worked with is correct. There was a discussion around what information and how (format) it is reported to the Board.</p>
<p>6</p>	<p>Monitoring and Review</p> <p>6.1 Policies were assured as follows:</p> <p>(a) 10 Year Property Plan (10YPP) – it was assured that there was a 10YPP in place.</p> <p>(b) Risk Management – was assured, SC adding that it ties in with current H&S policy.</p> <p>(c) Medicines, Minor/Moderate Injury or Illness – SC advised that there was some minor detail to be updated (eg: storage of stuff) and that office staff were treating head injuries at a higher level than detailed in the policy as an extra precaution.</p> <p>(d) Length of School Year – policy assured.</p> <p>6.2 (a) February 2018 and (b) March 2018 Finance reports were discussed. There were several points agreed that needed to be followed up by SC. SC advised that the 1st of March roll return had been completed and that the school was getting an additional \$60K. SC advised that when looking at previous years information, the correct data was not captured. The Board asked that special thanks be passed on VM and JL for their hard work to ensure accurate information was being submitted in roll returns, it has had a very positive result to the school and what a huge impact this funding boost will have.</p> <p>RESOLUTION The February and March 2018 Finance reports were accepted. M. Simon Craggs S. Aaron Reese</p> <p>(c) Draft financial statements FYE 31 Dec 2017 – there was a query around what was included under ‘Interest Paid’ and also how the \$20K debt from one of the International Homestays had been recorded and if the Board were comfortable that this was going to be 100% collectible after non-payment to date.</p> <p>RESOLUTION The Draft financial statements FYE31.12.17 were received, this draft is not accepted at this point due to some clarification required from Edtech around timing of specific invoices. M. Rosemarie Costar S. Jo McIntosh</p> <p>MINUTE: The final draft budget for 2018 is adopted as approved by 100% email approval by all Board members.</p> <p>6.3 The Staff report was tabled and RB talked through. RESOLUTION That the staff report be received.</p> <p>6.4 The Student Rep report was tabled and EL talked through. RESOLUTION That the Student Rep report be received.</p> <p>6.5 RS reported that the OAS Matariki evening has been scheduled for the 28th June and will be held at Te Awamarahi marae at TeKohanga. RS would like to start having meetings with the OAS team involved to start preparations. RESOLUTION That the Whanau report be received.</p> <p>6.6 The April (first one for 2018) Health & Safety report was tabled. SC discussed the audit response (also referred to in agenda item 7.1(d)) that KP was currently working on. KP was compiling evidence to send back as an addendum. There was discussion about the very low volume of care cards lodged (16 from Nov to Mar – 3 months’ worth), approx. 5 per month. SC advised that KP plugs this every week. RC asked what the Board can do to support KP with this. RESOLUTION That the Health & Safety report be received.</p>
<p>7</p>	<p>BOT Administration</p> <p>7.1 General</p>

(a) CARRY OVER: There was a discussion around the Schedule of Delegations for 2018, it was agreed that there were adjustments that were required to be made before this can be accepted and applicable staff members sign it.

(b) SC requested approval to run two Out of Zone enrolments 2019 - ballot schedule. SC talked through the rationale for his request. A discussion took place around the timing of the ballots. All Board members gave their approval for SC to run two ballots moving forward.

M. Rosemarie Costar S. Rebecca Bills

(c) It was agreed that two funding applications for replacement minivans be submitted.

RESOLUTION Onewhero Area School apply to the New Zealand Community Trust for \$97092.16 excluding GST or \$113156.00 including GST. This funding is for the replacement of the minivans currently at School.

M. Simon Craggs S. Elliot Lancaster

RESOLUTION Onewhero Area School apply to The Southern Trust for \$97092.16 excluding GST or \$113156.00 including GST. This funding is for the replacement of the minivans currently at School.

M. Simon Craggs S. Elliot Lancaster

(d) SC gave an update on the result from the External audit report (School health & safety systems) received. Advising that there was an addendum being worked on by KP (as discussed earlier in meeting) and will be prepared for the May meeting.

(e) There was a discussion around the insulation in the Hall Road school house, it had been discovered that there is no insulation under one room of this house. It wasn't known if this was there and had been removed or if this section had not been completed when the whole house was done. There was further discussion around work that needed to be carried out on this house. Initially \$10K had been the approved spend on this house however the extent of the work identified requires an adjustment to this.

RESOLUTION That \$40K of additional funds is approved by the Board to spend on required work to be completed on the Hall Road School house. This brings the total budget allocation for this project to \$50K maximum.

M. Simon Craggs S. Rima Taua

7.2 Action list from last meeting (February 2018)

(a) SC advised that he had included detail in the school newsletter to introduce the idea of having a school marae and the benefits of a school marae to students however he had not received any feedback to date.

(b) SC clarified what the increase in the 'General' expense was attributed to.

(c) Confidentiality agreements were distributed for all Board members to sign.

(d) Copies of the updated governance manual were distributed to all.

(e) Reporting to community on data for whole school completed.

(f) A Tutor teacher report from Digby Cameron was received. There were no questions around this.

(g) SC gave an overview to new Board members of his PD proposal presented last year. SC advised that he is still working on this and waiting on Murphy's to advise any cost implications. There was discussions around this with additional feedback and ideas given to SC to consider in his proposal.

(h) SC confirmed that the school cellphone has been implemented and the office staff pass this to SLT when they leave. The school cellphone number has also been published in the school newsletter for parents.

7.3 Inwards correspondence received:

(a) Education Gazette, vol 97 #3 26 Feb 2018

(b) NZSTA News Jan/Feb 2018, issue 279

	<p>(c) Education Gazette, vol 97 #4 12 Mar 2018</p> <p>(d) Email from NZEI re Your employment Relations Education Leave (EREL) allocation for 2018</p> <p>(e) Correction email from NZEI re Your employment Relations Education Leave (EREL) allocation for 2018</p> <p>(f) Education Gazette, vol 97 #5 26 Mar 2018</p> <p>(g) NZSTA Trusteeship – A guide for school Trustees 2018</p> <p>(h) NZSTA 29th Annual Conference brochure and registration form.</p> <p>(i) NZSTA News March 2018, issue 280</p> <p>7.4 Outwards correspondence sent:</p> <p>(a) Email correspondence re overdue account for 2017 International Homestay group fee.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Rereokeroa Shaw S. Rebecca Bills</p> <p>7.5 Overnight trip proposal forms (initially due to timing these were emailed out for approval).</p> <p>a) Karangahake Gorge – Dickey Flat Campsite (submitted by Kramer Ronaki).</p> <p>b) Coaching clinic – Te Awamutu (submitted by Sharon Guard).</p> <p>c) NZ Area Schools – Christchurch (submitted by Sharon Guard).</p> <p>d) Year 5 / 6 Camp – OAS and surrounding areas (submitted by Maxine Pattinson).</p> <p>MINUTE That the above trip proposals were approved by Board members via 100% email approval.</p> <p>a) Level 3 overnight Geography Trip to Muriwai (submitted by Tess Ritchie)</p> <p>RESOLUTION The above overnight trip was approved by the Board. M. Rosemarie Costar S. Rebecca Bills</p>
8	In committee and Personnel
9	Meeting closed at 9:38pm. Karakia by all present.