

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 26<sup>th</sup> March 2019 at 6:00pm in the Staffroom**

Item no.	
1	Karakia led by EL. TK welcomed everyone to the meeting, advising that she was stepping in as Chair with AR having given his apologies.
2	<p><b>Attendance</b></p> <p><b>2.1</b> Present: Tina Klay, Rosemarie Costar, Rebecca Bills, Simon Craggs, Jo McIntosh, Elliot Lancaster, Natalie Smith, Jonelle Hewitt, Stacey Ingram (minute taker).</p> <p><b>2.2</b> Apologies received from: Aaron Reese, Rima Taua, Stewart Foote, Rereokeroa Shaw.</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil.</p> <p><b>2.4 MOVE</b> that the following item be added to the agenda: 4(c) Vetting requirements – amendment required to policy. M. Rosemarie Costar S. Simon Craggs</p>
3	<p><b>Confirmation of Minutes</b></p> <p><b>RESOLUTION</b> That the February meeting minutes are approved. M. Rosemarie Costar S. Jonelle Hewitt.</p>
4	<p><b>Strategic decisions</b></p> <p>Polices for review:</p> <p>(a) Swimming Pool policy: RB advised that she had received the new community guidelines through which will be sent to School Docs to update, advising that the rules have changed and have been condensed down. JM advised that the compliance check of this policy needs to go in the H&amp;S review to ensure this is scheduled to happen prior to the swimming season opening each year. It was confirmed that it had been completed as part of the external audit carried out last year. SC advised that the first aid kit that the school had put in place had been destroyed, there was a discussion around this.</p> <p>(b) Alcohol, Drugs and Other Harmful Substances policy: A question was raised if there is a behavior management plan in place for this. RB confirms yes. SC spoke of the various ways in which alcohol and drugs were addressed at school and that the school was being proactive around this. No changes to policy required.</p> <p>(c) Vetting requirements – there was a discussion around the background as to why an update was required. An amendment to this policy was agreed as follows <i>'At our school , we police vet parent volunteers for camp or overnight activities, and all other volunteers (except for current students of OAS) that have the potential to be alone with students'</i>. M. Simon Craggs S. Rebecca Bills</p>
5	<p><b>Strategic discussions</b></p> <p><b>5.1</b> Principal's report – there was a discussion around using a colour system to be able to identify easily when things are not being achieved as they happen. The possibility of creating a dashboard of half a dozen areas (a one pager around student achievement) and what this could look like and what was do-able was discussed. A question was asked around how risk is minimised when change is implemented, there was a discussion around how research is used to make the best possible informed decisions. There was a question raised around what measures parents look for. RB and SC describe engagement as being key, if a student is not engaged they won't get the results. Engagement is what the school is working on, giving an example of the introduction of semesters. There was a discussion around how management know that what happens in the classroom aligns with the plan.</p>

	<p>SC advised that appraisals had been realigned and include observations plus the goals link back to the annual plan. M. Simon Craggs S. Jonelle Hewitt</p>
<p><b>6</b></p>	<p><b>Monitoring and Review</b></p> <p><b>6.1</b> Policies for Assurance:</p> <p>(a) Risk Management – SC advised that he is working on the ‘regular audits’ with JM. SC also suggested a review of the reference of ‘hazard identification form’ in this policy, adding that hazard reporting comes via care cards or to the hazard email address - <a href="mailto:hazards@onewhero.school.nz">hazards@onewhero.school.nz</a></p> <p>(b) 10 Year Property Plan (10YPP) – SC assured.</p> <p>(c) Medicines, Minor/Moderate Injury or Illness – SC assured.</p> <p><b>6.2</b> February 2019 Finance Report – it was advised that the finance sub-committee had met and reviewed this reporting, SC advised that in doing this it has been identified that there has been a significant overspend on the allocated budget for the Hall Rd school house. There were questions raised as to how this could have happened, it had been reported at the Nov meeting that cost was on track with budget. The exact cost of the overspend and reasoning as to how this has occurred is to be reported at the next meeting by the property sub-committee. It was expressed that this was disappointing and these funds could have been used to help student achievement or adventure playground etc.</p> <p><b>RESOLUTION</b> That the February 2019 financial report be accepted. M. Rosemarie Costar S. Jo McIntosh</p> <p><b>6.3</b> Whanau Report – SC advised that all the criteria has already gone to the teachers with regards to Matariki. SC talked of the group that has been set up for tutoring to take place on the marae, whaea RS is assisting with this and has also sourced learning tools for the students.</p> <p><b>MINUTE</b> A huge thank you to Rereokeroa Shaw for volunteering her time to do this.</p> <p><b>6.4</b> The school house report was discussed, TK advised that she understood from AR that the bathroom sink had been replaced and the bathroom window frame had been fixed (65 Parsons Rd).</p> <p><b>RESOLUTION</b> That the school house report be received. M. Elliot Lancaster S. Jo McIntosh</p> <p><b>6.5</b> Health &amp; Safety Reporting was discussed. SC said a big thank you to JM for her time and the new system she had put in place around recording and reporting. JM talked through next steps which include risk mitigation with alerts being put in place by month. There was a discussion around the monkey bar incidents that happened recently, RC advising that previously a process had been put in place where they were dried by the grounds staff at the beginning of each day. SC also advised that the bark/chip had also been fluffed up.</p> <p><b>RESOLUTION</b> That the Health &amp; Safety reporting be received. M. Rebecca Bills S. Jonelle Hewitt</p>
<p><b>7</b></p>	<p><b>BOT Administration</b></p> <p><b>7.1</b> General.</p> <p>(a) The day of the week for Board meetings was discussed and reviewed by members. Due to availability and schedules it was agreed to leave meeting day as per schedule.</p> <p>(b) There was a brief review of the voluntary parent donations for 2019 and the background given as to why the amount for 3 or more children needed to change. The following was agreed:</p> <p>Activity donation, one child - \$52.00 Activity donation, two children - \$104.00 Activity donation for three or more children - \$115.00 Breakfast club donation - \$5.00 M. Simon Craggs S. Tina Klay</p> <p>(c) Review of the Schedule of Delegations for 2019 took place.</p>

**RESOLUTION:** An amendment required to page 3, (i) 'copier lease annual fee' to be changed to 'Fuji Xerox' and 'Red Coats Cleaning Service Ltd' to be added, Program Maintenance NZ to be deleted. M. Simon Craggs S. Rosemarie Costar

- (d) Prior to the following resolution being made, RC declared a conflict of interest as she is a manager of one of the basketball teams. RC did not take part in the decision making process.

**RESOLUTION:** An application be made to Youthtown Trust for a grant of \$4,640 exc GST (\$5,336 inc GST) for the purchase of basketball uniforms (uniforms are made up of: \$3,380 +GST for 80 vests and \$1260 +GST for 30 shorts). M. Simon Craggs S. Jonelle Hewitt

- (e) **RESOLUTION:** An application be made to Southern Trust Ltd for a grant of \$1,416 exc GST (\$1,628.40 inc GST) for the purchase of 24 volleyball uniform tops. M. Rosemarie Costar S. Tina Klay

- (f) **RESOLUTION:** An application to be made to Pub Charities for a grant of \$2550 for entry fees for the 2019 Anchor AIMS games tournament. M. Elliot Lancaster S. Rebecca Bills

- (g) **RESOLUTION:** As per email correspondence (05/03/2019), the Board approved the amended 2019 Annual Plan. M. Tina Klay S. Jo McIntosh

#### 7.2 Action list from February meeting.

- (a) RB advised that she will email policies out to staff for feedback prior to the policy being reviewed. This will assist with policy awareness.
- (b) SC advised that he is the best person to replace 'Attendance Officer' as the Records Officer who oversees the schools requirements in relation to Public Records Act 2005. And that there is some work to be done to set up the system, this will need to be worked through. Meantime the policy will need to be amended with this change '*At Onewhero Area School the records officer is the Principal*'. M. Simon Craggs S. Natalie Smith
- (c) SC read out the explanation from the Accountant relating to the \$170K adjustment detailed in the draft annual report for 2018.
- (d) SC advised that the International Student debt (created by agent Eddie) was written off in last years accounts.
- (e) SC presented a summary of the roll numbers at the 1<sup>st</sup> March for years 2016 through to 2019. There was a discussion around this. SC advised that he will be presenting suggested out of zone spaces for the 2020 school year at the next meeting.
- (f) SC advised that he had been in touch with Anne Anderson re the plaque (as per discussion from Feb meeting), Anne was going to do some research and come back to him.
- (g) There was a lengthy discussion around the management of the school houses moving forward. It was decided that this should be outsourced to an external company to manage.

**RESOLUTION:** The Board delegates the authority to the property sub-committee to engage the services of Credit Control on Call to be property manager of OAS school houses from the 1<sup>st</sup> April 2019 as per the agreed pricing presented. M. Rebecca Bills S. Jonelle Hewitt

- (h) CARRY OVER - AR to speak with VM to arrange for the bond of 67 Parsons Rd to be passed over to tenancy services.
- (i) CARRY OVER - AR to arrange for photos of 65 Parsons Road to be taken prior to a tenant moving in.
- (j) SC advised H&S reporting would be completed every month, this had been addressed.
- (k) SC advised H&S meetings had been set for year, H&S committee to be emailed meeting notices to calendar.
- (l) SC advised that the 2 care cards that had been missing from reporting were on this months H&S report. A question was raised around the care card relating to the swimming pool and was the issue dealt with in time for the start of term 1, there was a

discussion around this and what the delay had been. SC was asked to confirm a process had been put in place to ensure this does not happen again.

- (m) It was advised that there was a maths program that had been prepared and was waiting in the wings and the intention was to focus on writing this year. It was further clarified that things are happening now around maths however it wasn't a PD focus for this year. There was a question raised and discussion around maths results from one year group in particular that had been reported at the last meeting and possibilities of what could be put in place to bridge this gap meantime. SC advised that they would have all been identified as priority learners and what being identified as a priority learner means and the support given. Further discussion took place around this and some ideas for this year group were discussed. SC and SLT to give this some more thought and come back to the Board with options of what support could be introduced to help.
- (n) SC confirmed amendments to the Annual Plan (as per 7.1(g)) had been completed and the plan submitted to MOE.
- (o) SC updated everyone on where the PLD proposal was at. The costs and the change to the bus network were discussed. SC went through the draft communication he had prepared as the next step to be sent out to parents. There was a discussion around further points to consider for the communication.  
SC was acknowledged for the explanation he had included in a recent newsletter in terms of what the staff were engaging in on the teacher only day to give the community a better understanding of what these days are used for.
- (p) SC thanked the Board members that attended the Super Board meeting held at Tuakau College. JM gave an overview and feedback from the meeting.
- (q) SC advised that he had spoken with appropriate staff around more timely communication relating to changes to events happening at school. SC advised that he had also given the Junior School access to using school facebook. There was a discussion around recent facebook activity in response to messaging SC had communicated around CHCH. SC was acknowledged for his great communication around the CHCH tragedy.
- (r) SC advised that the exit interview process for outgoing students was underway however not yet implemented. There was a discussion around giving both a physical copy and google form online where possible.
- (s) There was a discussion around the format of presenting the 2018 achievement results, SC advised the NCEA results had been reported already.
- (t) SC advised that he has arranged Paul Tupou-Vea and Sheridan Grey to come and present to the community / Board around wellbeing and the positive education model, research and concept, this will happen on 21/05/2019.
- (u) JH gave an update on the sponsorship regarding a new fence for front of school.

### **7.3 Inwards correspondence**

- (a) Letter / request re Supa Kid's club from Deborah van den Berg and Helen Elley was read out. All members agreed to the request on the basis that this is to be an opt in program and if a child wishes to come, or a parent wishes their child to attend, they will need to complete a permission form to be able to attend.
- (b) NZ Education Gazette vol 98 / number 3 – 25.02.2019
- (c) NZ Education Gazette vol 98 / number 4 – 11.03.2019
- (d) STA News – March 2019, issue 270.
- (e) NZSTA registration form and brochure for 2019 conference.

### **7.4 Outwards correspondence - nil**

**RESOLUTION** That inwards correspondence is received. M. Rebecca Bills S. Natalie Smith

### **7.5 Overnight trip proposal forms:**

- (a) Student Leaders training trip – Blue Mountain Adventure Centre (Simon Craggs).
- (b) Tongariro Crossing (Jess Cochrane).
- (c) CNI Coaching Clinic (Anke van Dijk).
- (d) Year 5 & 6 camp (Maxine Pattinson).

	<p><b>RESOLUTION</b> That the above overnight trips be approved. M. Natalie Smith S. Jonelle Hewitt</p> <p><b>7.6</b> Call for agenda items for next meeting. There was brief discussion around Mike King presenting to students and community.</p> <p><b>7.7</b> Meeting evaluation completed.</p>
<b>8</b>	<b>In committee and Personnel</b>
<b>9</b>	<p>Karakia by all.</p> <p>Meeting closed at 9:20pm.</p>