

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

| Item no. | |
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| 1 | <p>Karakia by RS</p> <p>Rosemarie welcomed everybody. Meeting went in-committee (6:06pm to 6:15pm) for student presentation.</p> <p>Tess Ritchie presented NCEA results for 2016. A pre-read was sent out to the Board to read prior to the meeting. TR talked about where the information in the report comes from. RC thanked TR for compiling the report. TR advised that with a school of our size (smaller cohort) can swing results more. TR talked around what they do for students at risk in terms of reporting to parents / family. KH advised that last year was the first year that estimated credits were done. RC spoke of the discussion around the setting of goals – 80% achieving. Reference made to graphs in presentation where 1st graph, level 1 was really close, then others drop significantly. TR responded to say that level 3 was a real shock to teachers, saying the year before was 100% pass rate. TR stated that 1 student is 5% of year 13, TR also said that a lot of students they expected to get it didn't. Thought this was due to a bit of complacency and the students not applying themselves. Some also didn't attend the external exams, they thought that they had enough credits and didn't need to. RC questioned how the students could have thought this. TR advised that they were close to, students are able to check this information on Kamar.</p> <p>RC asked if exams were compulsory. TR replied no they are not. There was then a discussion around courses and what they offer in terms of credits. TR talked about what they recommended students do in terms of number of courses. KH advised that what they are pushing is quality over quantity. RC talked about looking at both TR's data and Analysis of Variance. KH responded to say that results were disappointing. RC said it was appalling and asked if we were focusing too much on internals. TR responded to say that generally internals were more successful. RC questioned so are we saying that some are not going to externals because they think they have already achieved. KH replied that when they are entered into the exam is more the point. It's more that they are entered early, err on the side of caution. Doesn't mean that they don't have to turn up. Some kids here only focus on 2 standards, if they chose not to turn up on the day and not to attempt the exam, it drops off like it was never there.</p> <p>TR gave Geo as an example – level 3, thought they were covered, opted not to do external. They had done well in practice exams leading up to but couldn't be bothered to do external. They went on to not achieve. Reiterating that the exam is not compulsory. RC asked, are they not obliged to sit it. KH responded no that they know what they need, we have good tracking and tracing – they are choosing not to. TR outlined that is was important for Uni entry to get 14 credits per 3 subjects, saying to get UE is not that difficult. KH states that not once do we pull students off courses, we get parents involved. PM minutes everything from these meetings, these meetings can be advising that what they are intending to do is against our advice. They still choose to do it. JA asks if a student pulls out of a standard. TR advises that they will be entered into a paper in Sept. JA asks when can they pull out – 30th Sept. TR said this could be a target date for staff. Kids need to know on that date. JA asks are we saying don't pull out because you might fail. Are we setting kids up to fail. If they don't have the info at the time they can only make the best decision based on info at the time. RC says that on one hand we are saying there's complacency and on the other we are saying they are over pressured – these two don't go together. KH responded giving an example where she had worked with some students where mediations with teachers / parents took place, saying we are going to keep you in these standards, they were met half way, they were complacent then sat exam and did not achieve. KH talked of considerable time she spent counselling these kids.</p> |

GS had a question around decile. KH responded to say aligned with decile 6. RC says that it sounds like they are cruising, asking what do we tell ERO. KH responds to say that she thinks ERO needs to see everything that goes into it. These kids got a blast from Mr Fenton and herself. It's got to go back to them at some point. There's been changes / differences in programs, extra teachers, we try everything we can, not saying we are perfect though. A lot of it is determined on what is being brought.

GS refers to the significant drop and asks why. KH responds to say that what surprised her was that previous years a lot of work put in. Lower level learners did particularly well, result of high level learners not pushing them. TR says that literacy supports what KH is saying. JA says that obviously going to have year 13 still doing level 2. So where do they sit. Are they in that or in level 2. KH clarifies to say year 13 students enrolled for level 2, affects level 2 stats. JA then talks of having a standard where everybody gets level 2. We have got to make sure that in 13th year that the students are going away with level 2. KH advises that we have kids doing split level. She advised that some schools don't do level 1 and they focus on 2 years of looking towards getting level 2. Level 1 doesn't mean anything unless they have left then. JA asks the question that can we work on a success model that we are hitting level 2, averaging 90%. If they are not keen or afraid of failing they will back out. TR responds to say that cohorts are different, this is not because of support. Kids are not willing even with support, they are not willing to try. They have been given warning, if they are at risk parents are called. RC asks why they are here if they are not willing to learn. KH responds to say that one thing she found last year, with gateway and trades more kids are taking this up now it's available. There was a discussion around this. RC states that there are expectations from the school to achieve. JA asks what the attendance is like. TR responds to say that this is not always a problem. KH advising that some come for the social aspect of it. JA states that we need to know what the red flags are, something has to happen. TR talked about KH gathering estimated credits, parent meetings. KH stating she was in daily contact with PM.

RC thanked TR again for compiling the report and presenting the results. TR replies that staff are disappointed.

Charles Jordan and Cameron Love were welcomed and were here to talk about preserving performing arts facilities in the school hall (gymnasium). CJ introduced CL, saying what an asset CL was to the OAS team and that they work well together and complement each other well. A pre-read document had been sent out to the board prior to this evening outlining CJ's concerns. CJ advised that he had been having communication with GF re the future build and GF had advised that he was skeptical of room for a stage in the new build. CJ advised that a stage was fundamental for both school and community. GF had suggested CJ email RC (and board) to express his concerns and that is how he has come about speaking to the board this evening and made reference to points in his pre-read document.

CL then spoke to say that 3 key areas for him were: performance, appraisal and assessment. CL talked about how not having a stage would affect music and talked about the talent at OAS. CJ also spoke of the great relationship with OSPA and sharing of resources.

CJ said this was a good opportunity to talk of enhancing things with existing gym. CJ had prepared a sketch of a potential plan which he talked through sharing his thoughts and this opportunity.

RC stated that from a Board perspective that we knew nothing about removal of stage and no little about the plans for the gym. RC thanked CJ for raising valued points to be considered. RC agreed that the seating at OSPA was not enough and that we would be limiting ourselves severely if this was the solution to not have a stage in the gym moving forward. CJ stated that they don't want to be at each other's throats, that teachers are all passionate about their subjects, saying that everyone has to give a little and that this was in no way a negative vibe for sport. CJ advised that he had been talking to a drama student who had been to Te Awamutu College (who have

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| | <p>done renovation), saying that there are schools around that have possibly addressed this scenario of it being a shared facility that we could potentially tap into. JA responds to say that the key element is that we don't compromise one for the other. RC responding to say that she does not have any desire to lose facilities. CJ then also spoke of purpose built drama room at Pukekohe High. RC asked if anyone had any further questions for CJ or CL, then thanked them both and they left the meeting.</p> |
| <p>2</p> | <p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Koren Hopoi, Rebecca Bills, Tuene Henderson, Greg Shortt, Julian Austin, Stewart Foote, Rima Taua, Rereokeroa Shaw.</p> <p>2.2 Absent: Jonathan Lovatt.</p> <p>2.3 Declaration of interests: nil.</p> <p>2.4 Approve Minutes of previous meeting. M. Rebecca Bills. S. Julian Austin.</p> <p>2.5 Matters arising – RC talked about implementing a new system where if you have an action point sitting against your name that you then email through to SI the action taken prior to the next meeting so SI is able to compile and send out with documents for the next meeting.</p> <ul style="list-style-type: none"> • CARRY OVER APRIL - Action point: CC was asked to supply RB with the Behaviour Management flow chart so RB could upload to school docs as procedures. RB to obtain from CC and upload. • CARRIED OVER TO APRIL - The Property Committee gave an update in July 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 April meeting. SF advised he did not have quotes for March meeting. • KH summarised her conversation with Melissa Batten regarding extending the gym as follows. Extending the footprint of the hall/gym has not be given the green light from the Ministry. At a meeting in August with Greg/Melissa/Derek Devoy this was discussed and that was told to all. The priority schedule that we must follow for spending 5YA money would have that sort of extension as 4th or 5th priority. Depends on how we argue the point. Teaching and Learning space and essential infrastructure always prioritised first. • KH then summarised her conversation with Derek Devoy re selling school house as follows: Should we wish to sell we declare the house and land to be surplus to requirements. We get 100% of net sale proceeds, with all fees taken off, eg. Title fees. It doesn't go straight onto open market as it is governed by the Public Works Act. LINZ do all of the work on behalf of the Ministry to dispose of house. No action or cost to the BOT to do anything. All costs come off sale of house. Going through stages could take up to 3 years. Can still live in it and pay rent etc throughout that time, as long as tenant knows that with 60 days notice it could become sold. Becomes surplus crown land and there are stages that are then followed. Stage 1: offered back to crown agencies eg. DOC. Sold at market rate. Stage 2: offered back to former owner (who sold land to Ministry). Stage 3: offered back to iwi, if can be determined. Stage 4: Sold on the open market. Getting a title would be a natural part of any of those stages. Could still refurbish and add value to the property – but need someone to find out what value it would be now, |

and then if \$60k of refurbishments were put in. Would it make money, is it worth it? Survey a boundary line between gym and house would need to happen in getting a title. House removal could be an option and keep land. Need to judge whether it is better in terms of profit or not. Need to consider removing house to extend gym, after receiving draft 10YPP.

- A discussion then followed regarding the above 2 points. RC asked if it would be possible for house removal, SF responded to say the bricks become useless. JA stated that if we got a separate title you are stuck because can't extend the gym. SF responded to say that the land is too valuable to school to dispose of. RC advised that she was confused, as GF had told her that we are extending the gym.

KH advised that it's a hall, it's a non-teaching space. There was then a discussion around space allocation and what we are currently showing versus what we are entitled to. JA advised that the hall is multipurpose and covers both gym and teaching space, then asked the question of how the hall was originally paid for it was established that it was by the community. RC adds that the school owns all of it now, legislation changed. KH said that when we talk we say gym however when MOE talks they say hall. JA states that if you took the stage out it becomes a gym. There were then discussions around sizing of various areas within the school. KH saying that in June this will be updated to include learning hub.

RC advised that her concern was, if we were not doing up Hall Rd house, then what are we doing, we have ascertained that it's not healthy. There was a discussion around if the house could be relocated on school grounds. RB talked about extending the gym out 3m past the existing changing rooms, which stops just before the ground slopes. Talked about rotating the gym. GS asked if there were any prelim plans in place, RC responded no. KH talked of the draft 10YPP with 5YPP included. RC said until we get this we can't do anything - suggest way forward is to wait for 10YPP. RC also advised that the Council are going to stop transferable titles soon.

Action: Once draft 10YPP is received this is all to be reviewed.

Minute: The feeling from the Board is that there is no desire to sell the land at this point.

- 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 quote for alarm installation and get this sorted asap.** KH advised that a runner has been put in place until the alarm is installed. KH is the runner. RB advised that she cannot hear the bell from her class, they know when they see other kids moving that the bell has gone. **Action: KH to speak to HA to investigate and resolve these issues with the appropriate contractor.**
- CARRY OVER TO APRIL: It was suggested that a maximum size logo be implemented for hoodie 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.** KH advised she is meeting with School Tex 22/03/2017 so can report back in April.
- CARRY OVER TO APRIL: JL suggested setting up an Asset suspense code. It was confirmed that Xero can do this. **Action: JL to follow up and talk to SE to look into Xero input by seeking assistance from KM at Edtech.**
- CARRY OVER TO APRIL: 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.** KH gave an update on where bus tracking was at, at present looking to use cellphone as

scanner out at bus, this will allow us to know if green light or red light. KH advised that CO and PO had entered all data into the system in preparation. CO said smartphone system is easier and cheaper, however maybe a problem with scanning tags on backpacks. Trial will establish if this is a problem. Scanners if needed are approx. \$1500 each. CO is trialing on TK1 next week. KH advised that Tuakau College are interested to know where we are at with it. **Action: KH to update on trial at April meeting.**

- CARRY OVER TO APRIL: 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 APRIL: Voice over IP. KH advised that at present we are paying \$600-700 a month for lines with Spark (this amount covers everything). Only having 3 lines is causing havoc. KH continued that Tuakau College had sent us someone, this person said he had fixed and that we could get more lines. KH clarified that we only have 3 lines and that includes calls coming in and out at one time. It's been established now that we can only ever get 3 lines as our system is so old. Regarding VOIP KH advised that she is waiting on a quote from TTS and one from Data Tech Pacific vs the \$600 to \$700. Torque IP quote also coming Friday. JA advised that KH might want to look into CIP line, using fibre. **Action: KH to update April meeting.**
- Gator vs Tractor proposal. HA had prepared a gator proposal for Board to consider. RC said she has spoken to GF and his preference was for a small tractor so we can mow lawns as well. KH advised that HA currently had a gator on trial and that it was sitting down in auto shed, can get this one for \$12K. KH advised that HA wasn't looking at from mowing lawns view more functionality. JA asked what we were looking at long term. RC said that this was not a governance thing and decision was not for Board to make, this hadn't been budgeted for and that there was deficit in the budget already. JA asked the question as to why this was not flagged when budget prepared. KH advised that this has been on the table for a long time. KH then advised that HA uses his personal van for work use as school vans not always available. RC asks why it was not included in budget request. JA said any asset purchased would have depreciation start kicking in, this is at \$80K now. We might decide it's better to put money towards a new van. RC asks the Board if there is a short term solution – could it be a quad bike to tow trailer. This wouldn't get stuck which was the number one concern with school van. We can't pluck money from tree. RC spoke of money to come in however we are already in deficit so this would go to that. KH asked could the reserves not be used. RC advised that we can however with info that school roof leaking etc, this would be more relevant to use these funds. JA talked through YTD working capital financials. JA asked when painting contract was up for renewal, that's every 2 years, we need to allow for that for working capital. Reserves should be used for long term plan and emergencies. KH advised that \$30K in reserves, tagged from STAR for van. JA asked if we purchase another van could HA use the old one. SF advised that this is not quite as practical, was there a compromise. KH advised that 2 vans are not servicing our school trips. KH states that van is getting stuck in mud HA is going through. RC asks if there is a compromise so we are not going brand new. JA states that we don't have to buy brand new and that second hand depreciation is not affected. RC asks Board members if there is a sum of money that we are prepared to put towards this. GS had a quick look on trade me at some options to get indicative

pricing, examples of \$3K for a Suzuki Cary. RC asks again if there is a sum of money everyone agrees to. RS suggests \$3K as per the example GS found. RB suggests \$5K. Motion put forward: \$5K to be made available from reserves for the purchase of a safe, suitable vehicle for HA to use on school grounds for purposes outlined in his proposal. M. Rebecca Bills S. Julian Austin

- CARRY OVER TO APRIL: 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.**
- RC advised that she had met with RS last Friday to go through feedback from Hui to try and pick 3 or 4 common themes to focus on.
Point 1: to ensure that Te Reo is being implemented and taught in every class (clarifying that this would not for hours on end). RB advises that the more confidence teachers have in using Te Reo the more they will do.
Point 2: Create a game plan together and set goals.
Point 3: More tikanga at school. RS says that what is important to understand is that Maori whanau are brought up in processes and to not have tikanga affects their learning. There was a discussion around this. RS continued that it's important for a child to understand who they are. Very important having karakia / waiata. RB advises that this is what is done in junior school and gave an example of. RB continues that she can't say it's through the whole junior school. As staff we don't know about tikanga, a list or guidelines of what you would want to see eg: karakia before kai, expectations etc. RS gave an example of karakia, flag put up, do karakia under flag pole, mihi mihi, after mihi person from other side acknowledges with a mihi back and then a waiata. RB then adds that we need to remember that we need to bear in mind that we are a state school and we can't go into religion side. KH advises that this is catered for through PLD.
Point 4: Is the curriculum we are offering meeting community expectations. RC advised that there were quite a few comments from the hui around curriculum. **Action: Board would like a survey completed to understand this better, KH / GF to action.**
Point 5: Identify areas where greatest gains can be made and make sure resourced appropriately – Maori achievement and engagement. **Action: Board would like this included in survey to get views around this, GF to action.** KH states that we need to be careful on doing surveys on curriculum. We are restricted in what we can offer and that we are spread so thin at the moment as it is, also saying that you kill off subjects by creating more. RC replies to say that we are not saying that we will deliver, we just want to know what it is they want us to consider.
Action: BOT to get survey results and plan strategic discussion around future planning.
Action: Once Board have survey feedback, a hui to be organised as a follow up to the Eat & Greet.
- CARRY OVER TO APRIL: 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.**
KH advised at this meeting roof vent not fixed, that HA had looked at roof vents and smell, in his opinion the smell was coming from the urinals which are ceramic and stuck to wall. Felt that smell got into paint work. HA has been deodorising regularly. KH advised to take into account that she had not followed this up that well. KH continued that one of the reasons was that HA was struggling to get plumbers up to school. Plus ceramic bowls not best for year 3 to 4 students. RC thought that we had stainless steel in room 1 and that this had been replaced with ceramic. **Action: KH to check with GF on his**

return to see if he remembers why this change was made. KH advises that she will get HA to try work on smell and get plumber up. JA advises that MOE guidelines are not to provide sit down cubicles, not stand up urinals. KH states that HA tries many different plumbers and has been pulling his hair out with getting a plumber up here. RC asks where are we going with this. KH says we will get plumber up, extractor fan costly – will get quote. JA advises that all toilet blocks require extractor fans. KH advises that if HA was to get quotes he would struggle to get 3, asking do we just get quote and go with it. KH is reminded that she is able to sign off up to \$2500. RC continuing that if there is R&M budget and money is available you can use it. KH advises that we will get close to the \$10K R&M budget quickly. JA advises that KH will then need to come to the Board and look to reallocate budget if this happens. RC adds that you can't spend knowing that. RC asks if the toilets smell first thing in the morning. RB responds to say no but by afternoon they are bad. RC asks KH to get plumber, get quote and get this fixed.

GS says whilst we are on toilets – emails around this were not read until this week. First email was raised last year. KH responds to say that things were put in place.

- KH advised that Franklin Laminates had completed the installation of work benches in the IT area.
- CARRY OVER TO APRIL: 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.
- Re correspondence from a local internet provider in November requesting to share the schools fibrenet connection. Subsequent letter received and is in inwards correspondence section to address at this meeting.
- RC asked if the EOTC policy was physically talking outside of school grounds, KH apologised that she had not looked into this to be able to confirm. RB spoke to this confirming that anything outside of the classroom was EOTC, eg: collecting leaves on the school grounds was EOTC.
- KH advised that she had found a basic checklist for vans that we could potentially use. RC spoke of the pack that SE was putting together for each van which would include: log book, keys, fuel card and checklist for each trip (checks a normal driver would check – eg: WOF, rego, seat belts). RC stating that the minute we put children in the van they are our responsibility. KH responds to say that teachers will not do this. RC responds to say they will have to as it is a safety requirement. There was a group discussion that followed around a monthly check which is more involved than a normal drivers check. Action: KH to ensure checklists are completed for the above purposes. HA to complete these monthly checks.
- CARRY OVER TO APRIL - Action point: At the last session of training on EOTC PD KH to ensure staff are given a form to sign. This is to be returned to SI to retain on personnel files. KH to confirm once completed.
- RB confirmed amendments had been made to the EOTC policy as per last meeting.
- Recognition of Cultural Diversity Policy – discussion around making signposts for all the nationalities we have at school stating how far to these countries or bilingual signs. KH said that she would highlight this to staff, gain feedback for a couple of ideas for integration. KH advised that she had spoken to TW, there were discussions about using 3D printer for signs, KH had asked TW to go away and think about it, it could be wooden (less costly). KH advised that this won't be a quick process, suggested term 3. RS advised that even if we started with one. Action point: KH to ensure RT is involved in the process to have input on detail for signs.

- KH spoke 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. KH advised that MOE didn't know and they were going to ask their legal team and report back to KH. **Action: KH to advise what MOE legal team come back with at April meeting.**
- 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 school van run, RC advised that this was not Board funded and that it came out of van expenses. RC said the issue is that the younger kids on TeKohanga straight would be picked up on way down to Port Waikato and then come all the way back again, saying it would be a really early start. RC asked if there was anything to stop parents dropping kids to Kohanga Rd to catch the bus there if van was not operating. KH responds to say it depends on numbers standing on this bus. **Action: KH to look into numbers on bus, legal number we are allowed on bus, and ensure littlies could get seats, establish in the school van who are paying out of zone bus fee.** KH asks if we send a note to parents on the van run to stop this run. RC responds to say we need to establish the above first and who is technically out of zone.
- CARRY OVER TO APRIL: 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.**
- CARRY OVER TO APRIL: School Policy Framework template – this will tie in with the survey that was completed by Board members (4 had completed this). CF at NZSTA to look at survey results and tailor make package for us based on these results. RC advised that she is expecting to hear from CF in the next couple of weeks.
- CARRY OVER TO APRIL: 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. **Action point: KH to gain feedback via school newsletter plus obtain through teacher interview evenings later this term.**
- CARRY OVER TO APRIL: RC asked if we were still in a position that only one person could teach level 3. KH advised she hadn't got to this as yet and she didn't know. **Action point: KH to make inquiry and clarify at April meeting.**
- RC questioned the BOT expenses for 2016 and what this included and how it was split. RC reiterating that all expenses should be coded to where they should sit otherwise this impacts on budget preparation for the following year. **Action point: KH to speak to SE around coding to correct budgets. Staff cannot override with an incorrect code and code to different places.**
- CARRY OVER TO APRIL: 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.**
- SI confirmed that a note had been put in November agenda that a review of the Schedule of Delegations is to be included to adopt at the beginning of the new year.
- KH confirmed heat pumps for school house quote (\$7695 +GST) added to capex for 2017 budget.
- SI confirmed that a site visit had been conducted for each of the heat pumps to be installed in the school houses. Quote had been updated with correct sized heat pump for each house. Minimal difference in quotes - \$18.05+GST. Quote accepted by Board. **Action: KH to advise HA to confirm work can proceed liaising with tenants as to be suitable timing.**

- Increase of rent for school houses. KH provided documentation that a teacher or principal gets a 25% discount off the current market rent for a school house. Working to this discount and the lowest market rate appraisal the new rental amounts were agreed to. KH did not take part in the decision making processes due to declaring a conflict of interest as she currently tenants a school house.
M. Julian Austin S. Greg Shortt
Action point: SI to prepare letters for tenants. Principal to distribute.
- RC provided explanation from KM, Edtech re maintenance vs capex – most maintenance not capex.
- Kamar listing of all Maori families supplied to RS in preparation for Matariki.
- KH advised that HA cannot use a cherry picker with his existing heights course certificate. HA supplied 3 quotes for the Board in relation to the purchase of portable scaffolding to consider. Q1 \$4K, Q2 \$3.8K, Q3 \$3.4K or \$3.5K. KH advised to get a cherry picker in is \$300 to \$400 a day. KH said she asked HA how often he would need to access gutters, he had said every fortnight come end of this month. RC asked about gutter protector and budget for this. KH responded possibly R&M, RC replied it would be an asset. There was a discussion around the scaffolding specs in the quotes. GS declared a conflict of interest and that he would step away from any decision making process around this. RC asked if GS could obtain a Carters quote for scaffolding. GS advised that he would. **Action: GS to talk to HA about his preference for scaffolding and obtain quote.**
Motion: Board (with the exception of GS) authorise up to \$3500 to be spend on scaffolding.
M. Rosemarie Costar S. Rebecca Bills
- RC clarified this needed to include identifying hazards, risk assessments against hazards – this needed to be carried forward into School Docs. KH asks who is responsible for this. RC responds everyone is responsible. GS adds that KP is to formalise and drive. KH asks if this is where the care card info goes. RC replies yes. **Action: KH was to contact MOE for assistance around identifying hazards.**
- CARRY OVER TO APRIL: 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: JL to seek clarification from SE.**
- Trophy cabinet and medical cabinet. SI advised that RP is working with TW to cost up modifying a pre-made cabinet to suit this purpose. No pre-made cabinets have been found as yet that would be suitable for trophy cabinets. RC advised that this should be funded out of budget and shouldn't come to Board.
- Report for Careers Office 2016. SI confirmed she has passed thanks on to PM on behalf of Board.
- KH clarified what the definition of seclusion was and assured the Board that seclusion was not used at OAS. Seclusion is when a student is put in a room for a period of time / duration where they cannot freely exit.
- CARRY OVER TO APRIL: Update of school house maintenance program. **Action point: Carry over to March meeting, SF to advise.**
- Code of Conduct – SI advised that NZSTA had said that Education Council were in the process of drafting a new code and standards and suggested that we may want to view this one. NZSTA went through our proposed one and made some suggestions. **Action point: SI to update April meeting.**
- SI advised that we were signed to an EAP provider in May last year by GF, this is valid through to 31/01/2018. SI advised costs associated with this. JA advised that they were in the process of doing this at his school, lead counsellor is drawing up something for

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| | <p>school around usage. Action: JA to share once completed. Board agreed that it should be discussed with Principal / Chair prior to being offered.</p> |
| 3 | <p>Strategic decisions</p> <p>3.1 Review of Policies - Staff Leave policy was discussed. Changes required as follows: After 'A staff member applies.....to the principal' add in the following 'Where a staff member is sick or away from work (eg: bereavement) whereby a leave application is not completed prior to leave being taken, the staff member is required to complete the form upon the first day of returning to work and give this to the Principal'. After 'The board of trustees.....employment agreement.' add another line with the following: 'The Principal will then give all approved leave applications to the Payroll Administrator to be processed via Novopay. Any leave applications approved for the Payroll Administrator are to be processed via Novopay by the Principal.' It was discussed that the leave application form attached to this policy differed from the hardcopies in the staffroom. Action point: SI to compile information from both into one document to become the master and supply to RB for uploading into School Docs.</p> <p>Updated version of EOTC policy approved by Board. M. Julian Austin S. Rebecca Bills Action: RB to submit approved policy to School Docs.</p> |
| 4 | <p>Strategic discussions</p> <p>Principal's report was tabled. KH advised that the Colour Run which took place last Friday raised \$2K. KH talked about the roof leaks and the incorrect wiring not being covered by insurance unless it was result of an accident. A claim can be sent for the shade sails. There was a discussion around who had built roof and that our Property person should be contacted. KH advised that the new build has a leak as well. KH advised that the issue with the wiring was that it had been wired wrong – KH advised that the electrician also identified this had given her all the info around this and that it has now been fixed and wired correctly. There was a discussion about the electricians who wired it wrong and how the compliance was signed off with incorrect wiring. Action: KH to report the state of the wiring to appropriate people using the information the electrician has given her. RC asked if anyone had any questions regarding the Principals report. GS asked about the Gideons comments. KH gave an update on inquiries she has made with the police around this. RC asked if a building consent was required / obtained for the work being carried out in the hall by HA / JM. KH responded to say she didn't know she had to ask, KH clarified that they were making a bigger opening in the wall. RC asked how do we know when we need a building consent. SF responded to say if it's a load bearing wall you will need which would be detailed on the plan.</p> |
| 5 | <p>Monitoring</p> <p>Finance report – RC said that JL had handed this over to JA, head of the finance committee was now JA, rest of committee is principal, JL and RC. JA talked through where we are at and what % wise the budgets should be at. RC pointed out that we are already at 41% of budget for finance / lease. JA advised that when we looked at copier lease we have to pay for so many copies, theoretically we are getting hit with this. Action: JA to check with SE around this budget and report back at April meeting.</p> |

RC advised that we are 45% overspent in swimming pool budget. **Action: JA to get breakdown from SE as to what has been put in this budget year to date.** There was a discussion around the Community Committee payments and Swimming club donation.

M. Julian Austin S. Rebecca Bills

5.1a 2017 Operating Budget:

Minute: The Board agreed to adopt this (corrected) version of the 2017 Draft Operating Budget to become the Operating Budget for 2017.

Minute: Budget deficit (\$44843) to be taken out of reserves.

M. Julian Austin S. Rebecca Bills

Action: KH to check if both caretakers' wages included in caretaker budget.

9:45pm - Tuene Henderson left the meeting at this point to meet her drivers license requirements. Everyone fare welled Tuene.

5.2 Staff report. RB talked through some great individual results from the swimming held recently. **Action: SI to arrange a card or note on behalf of the Board acknowledging this fantastic achievement.**

RC asked if anyone had any questions for RB, response was no.

M. Rebecca Bills S. Rosemarie Costar.

5.3 Student Rep Report tabled.

5.4 Maori Report tabled. RT took everyone through the report. Re the setting of a date for hui, RC advised that we need to hear back re PLD, commitment to have Te Reo in every class. Journal is currently being worked on.

There was a discussion around the date picked for the Matariki celebrations being on Thursday 29th June 2017. KH advised that basketball is on that night and kids out with that, could we look to bring forward a day and do on Wednesday 28th June. RT to check availability of Marae. RT advised that if there is a tangi to be held at Ngatai E Rua Marae in Tuakau on the day then Matariki will be held at TeKotahitanga Marae. RS advised that the plan was to go around all local maraes to hold this event. RC asked that we are able to use the school vans to offer to transport kids if their parents are unable to take them. **Action: This service to be offered – KH to advise teachers.**

RS asked if there were any photos from Matariki celebrations last year as she had not seen any. RB said that CO had these and some of them had been used on the new website. RT said he had one question, how many staff were supportive of Te Reo. KH responded to say they all are supportive in terms of teaching however not all were confident to be able to do justice to it. RB adding that staff don't want to say / pronounce things wrong. KH asked if RT would be able to facilitate some workshops with the staff. **Action: RT to come back to KH around this.**

RS talked about the trialing of parent teacher interviews on marae, this will be talked about at the next hui to gauge interest. There was a discussion around the after school support workshops to be held at Te Kotahitanga Marae. RS advising that this would be 1 day a week and the kids will be fed as well. Probably looking at term 3 for this. KH said that a lot of Maori kids hang around here after school, is this something that could happen at school. RS responded to say that learning happens differently on a Marae. RC advised that she had seen a number of children here at school quite late. **Action: Once after school support finalised RS to let KH know all details.**

5.5 Health & Safety Report tabled. GS talked about the new agenda driven report and how it is working well with some great content and some good actions detailed. With reading the report it's clear that good thought going into H&S.

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| | <p>GS said with regards to point 2 – the staff carpark, high pull up latch. GS asked how much this would cost. SF said could get a metre wide gate and then close up the gap. Action: KH to speak to HA to quote a metre wide gate with a high pull up latch.</p> <p>Re point 4 – swimming pool gate. RC asked if staff weren't giving keys to parents this would not be an issue. Action: KH to enforce rule again with staff, referencing H&S report. RB advised that this gate cannot be hooked back. There was a discussion around the spring loaded gate and the tension. RC stated again that if staff did not give their keys to parents to open we won't have to be addressing this.</p> <p>There was a discussion around the actual latch on the gate and the requirement around pool gates. Action: KH to speak to HA about getting a quote to change to a high pull up latch – establish if we can change latch or require new gate.</p> <p>Re PAT testing, KH advised that every year the offices are required to be tested and every 5 months the classrooms are to be tested. KH advised that it would be a lot cheaper to get someone trained / registered to do this. GS talked about Carters buying a machine to do this. RC talked about the care card register and said that she had spoken to KP about adding a 'completed column' to say when it was done. GS talked through hazard identification to notification list.</p> <p>There was a discussion around moving to a preferred suppliers model for both goods and services to the school. The dropping off of empty chlorine containers and bringing back full containers was discussed. GS questioned why we do this ourselves. KH talked of keeping costs down, RC responds to say that we need to factor in HA's time and van use. GS questioned why we would even touch this stuff. KH responds to say that HA is under instruction to go further afield seeing the existing supplier can't deliver. RC reiterating that we know caretakers are pushed to get stuff done, questioning why are we using them as couriers. RC saying that a preferred supplier could deliver free and save on time and money. JA says that each trip to Pukekohe is an hour away from school. Shouldn't be doing this if we have people rushing to get things done. KH spoke of school moving from Pak N Save to Countdown to take advantage of delivery service and therefore not having to pay staff mileage. JA talked of all government contracts and the benefits of this. JA asked KH if she was aware of all government contracts, KH responded yes. Action: KH to look into this to see if chlorine provider amongst them. Action: KH to ask HA to compile a list of what chemicals used / stored at school.</p> |
| 6 | <p>Inward Correspondence</p> <p>6.1 NZEI Notification of Paid Union Meetings for all NZEI.</p> <p>6.2 Response from WorkSafe re report from Electrician.</p> <p>6.3 NZ Education Gazette – 27 Feb 2017, volume 96 / number 3.</p> <p>6.4 NZSTA – Jan / Feb 2017, issue 270.</p> <p>6.5 NZSTA 2017 Resource Annual.</p> <p>6.6 NZSTA wall planner and increase your board's capability flyer.</p> <p>6.7 NZSTA 28th Annual Conference – 14-16 July 2017, Dunedin - Conference brochure.</p> <p>6.8 Email from Koren Hopoi for BOT to consider a special thank you for a staff member. RC read this to the Board, the Board agreed that Mrs Ruhe should be acknowledged for the great work she is doing. Action: SI to arrange flowers and card for KH to present to SR at staff meeting.</p> <p>6.9 Onewhero School 125th Reunion – report from Alan Rowe. RC read this out. KH advised update to letter, being that there was one invoice that had since come through to be paid out of the profit – it was looking more like \$6k once this is paid. KH said that HA had indicated that it was cosmetic stuff only required to improve the toilets. Action: SI to respond on behalf of Board to say thank you for all the hard work put in, generosity and accept their generous offer.</p> <p>6.10 Letter from PPTA re Paid Union meetings.</p> |

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| | <p>6.11 Email from NZEI re Employment Relations Education Leave (EREL) allocation for 2017.</p> <p>6.12 Copy Right Licensing NZ, Final reminder – get your school licensed. KH advised that this had been given to Sarah to pay already. Action: KH to follow up with SE to check.</p> <p>6.13 Email from WheroNet re letter dated 23/11/2016. There was a discussion around this proposal and it was decided that this is not core business and not what Board time should be focused on. All agreed that a letter is to be sent in response to decline this proposal. Action: SI to complete.</p> <p>6.14 NZ Education Gazette – 13 March, vol 96, number 4.</p> |
| 6A | <p>Outwards Correspondence</p> <p>6A.1 Email response to WheroNet’s email.</p> |
| 7 | <p>General Business</p> <p>7.1 Analysis of Variance. KH advises that target 1 was talked to by TR at the beginning of the meeting. KH talked of one student that was working 30 hours per week, KH was asked how this worked with attendance and truancy. KH clarifies work was done at night and weekend, if away from school was put down as being truant. It’s the student choosing. RC asks what do parents say. KH responds to say that they can be working to help support parents / family sometimes. RC asked about the L1 – 3 inquiry based teacher employed. Initially this was KH, now JW is this teacher. There was discussion around some of the points in the VOA and questions asked. Due to timing it was decided to discuss this in more depth at the next meeting. There was a brief discussion around how disappointing the results were.</p> <p>KH adds that there is a very substantial report on year 7/8, this is more data that may be of interest to read. There was a discussion around this. RC asked where the evidence was that shows it is not our kids and that it’s the imports affecting the results. RB said that they wrote a list for RTLB, it was highlighted how they came to us. 30 in total in the list, 20 out of zone, all referred with behavioural problems. JA asked the question are imports worth it. RC asks the question are they enabling us to have a larger curriculum. KH responds to say that we are talking years 1 to 6. RC states that JP is supplying data for years 1 to 6, years 7 to 10 is DM, 2IC JR is supplying 7 & 8, RC questioned why data was not coming from DM. KH responds to say that DM / JR are heading assessment. We had a meeting, they would like to pick it up and learning from CC. This is starting to happen now. JR understands kids more, analysis and data coming back to DM. JA talked of the middle school issues, tried things like boys only classes. Nothing seems to have fundamentally changed. There was a discussion around CoL and being on the same page of how you assess.</p> <p>There was a discussion around text books and not having enough. JA saying we need to be a head of the game. We should be able to get an indication from our feeder schools on numbers coming, so we have an indicative idea. Can’t start sharing text books. RC asked the question if we were focused on everyone having a device at school. KH responds to say that what we have looked at is 2018 would like to be a 1:1 device school (year 3 and up). So we have 3 terms to push this and put systems in place. From year 3 up. KH talked about one company that had supplied a quote for the cheapest devices she has seen, there is a requirement to purchase in bulk. RC suggested we could presell. KH said she wants to gather all options available. JA said ideally it needs to be the same device.</p> <p>RC asked a question, what learning the year 10 boys were doing while being read to by year 3 boys. KH talked of older boys being stood down or going into the junior rooms and talked about</p> |

the young ones and what they got out of it. RC asked isn't our number one priority their education, we need to find a better way to engage with them. There was a discussion around these boys and what they are currently doing now. JA said that is dealing with the disease before the symptoms. Asking what made them disengage – why are they doing this. It's like the ambulance at the bottom of the cliff. KH responded to say that it wasn't due to lack of trying to engage them, and that she feels wasn't ambulance at bottom of cliff. JA continues to say key element is picking up earlier. Looked at results, we need to drill down, why did we achieve these results, we have got to find out what the reason is. RC agreed, however given the time that this was not going to happen tonight.

7.2 Plan audit of procedures and compare to policy – there was a discussion around the appointment of subcommittee to carry out this audit. Board agreed that the subcommittee is: RB, RC. **Action: RC / RB to conduct audit and report back.**

7.3 Appointment of appraiser (small budget deficit). RC talked through that Dave White had been the appraiser for the last 3 years and had said himself that it was probably time for a change. RC advised that Edsol had been highly recommended, Edsol is based out of Tuakau. RC asked everyone if they had read the documentation sent out prior to the meeting. There was a discussion around this and the timeframe to engage their services discussed as 3 years, decided to appoint for 1 year at this stage.

Motion: To appoint Edsol as the new appraiser for OAS.

M. Rosemarie Costar S. Greg Shortt.

Action: GF's appraisal for 2016 will come to the Board next meeting when GF is back.

7.4 Delegated authority to Principal review. Decided to stick with what we currently have until we are able to access the framework CF has provided.

7.5 Foreign fee paying students – setting of fees. KH advised that AvD had come to her regarding setting of fees. AvD has looked at what other schools do and has proposed what was sent through as pre-read. JA advised that there is a MOE guideline. KH confirmed that AvD had gone through this and has been really thorough. KH said that she wants to advertise however needs fee structure confirmed first. Board approved proposed fee structure.

M. Rereokeroa Shaw S. Stewart Foote.

7.6 Trip proposal forms (overnight) for approval. There was a general discussion and clarification as to when and why the Board sign.

(a) Area Schools Coaching Clinic – approved by Board.

(b) MAADI Cup Rowing – approved by Board.

(c) Whakapapa Ski Field, Mt Ruapehu – approved by Board.

KH added that she also had one from KR for a trip to Karangahake Gorge – however KH then withdrew this one due to the suggested volunteer helper for trip not being police vetted and timeframe did not allow for this to happen.

7.7 Joining a Community of Learning. RC advised that we hadn't been invited to join a CoL. KH responded to say that there is a story behind this and talked through this. RS asked if they can stop us joining the existing CoL. RC said she thought we would need to express a desire to be a part of. KH advised that there was bad blood and we needed to build bridges. RB added that we

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| | <p>are missing out on professional development. JA stated that our 2 feeder schools are part of the CoL. RB continued that we need to see a range of best practice. KH talked through information that had been shared with her. RC reiterated that we need to stop being aggressive and start working with other schools. A discussion then took place around some things that had happened historically which had contributed to the bad blood. RC said we can't change the past but we can look to the future. Action: KH to make contact with the Principal of Pokeno School who is the lead of CoL and report back to the Board.</p> |
| | <p>Meeting closed at 12:20am</p> |
| 9 | <p>In committee</p> <p>Karakia lead by RT</p> |