

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from meeting held Monday 10th April 2017, 6:00pm in the Staff Room

Item no.	
1	Karakia by KH. Rosemarie welcomed everybody.
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Greg Fenton, Koren Hopoi, Rebecca Bills, Tuene Henderson, Julian Austin, Stewart Foote, Rima Taua, Rereokeroa Shaw, Jonathan Lovatt.</p> <p>2.2 Apologies for lateness: Greg Shortt.</p> <p>2.3 Declaration of interests: nil.</p> <p>2.4 Approve Minutes of previous meeting. M. Julian Austin. S. Rebecca Bills.</p> <p>2.5 Matters arising</p> <ul style="list-style-type: none"> • Action point: SI to email Board members a copy of the PB4L Behaviour Management flow chart. • CARRIED OVER TO MAY - 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. SF advised at this meeting that a plan had been put in place for the work. RC asked if we will have all the quotes for the May meeting. SF confirmed he would have quotes. Action: SF to present quotes at May meeting. • RC asked GF about the gym extension which had been discussed at the previous meeting which GF was absent from. GF advised that he had phoned Derek Devoy to find out where Derek was placed, when he'd left the meeting with Melissa and Derek he was aware that we were entitled to extra gym space and that Melissa had confirmed that the school was in deficit in gym space. GF advised that Derek had not done anything more due to contractors (plumbers) and that this had caused him to fall behind. Copper Top Plumbing has now been engaged. GF continued that Derek had then emailed Melissa and asked where gym was at. SPG funding up – gym falls into this as it is a specialist space, from here we put our best foot forward in terms of our case, being in deficit. MOE then prioritise 20 schools only, if we fall outside of the 20 we will not get funds for gym space. RC responds to say that at this point this will be left with GF. GF advises that the draft 10YPP will be at the May Board meeting. • KH advised that she had spoken to HA about getting quotes for the alarm to go on the back of room one so it can be heard clearly at OECC in the case of an emergency. HA and SE are working on this. • Re maximum size logo for sponsored hoodies – RC advised that this should be dealt with by management and does not need to come to the Board. KH advised templates were in place for this.

- CARRY OVER TO MAY: 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.**
- Re bus tracking – scanning using smartphone app, the one being used for the trial was not reading / scanning right. Currently trialing a new one. **Action: GF to update May meeting.** There was a discussion around this being the Boards IP.
- Re Delegations of Authority, RC advised that until we look at new framework we need to use existing one. **Action point: SI to retype template for GF to arrange for it to be signed by appropriate staff.**
- There was a discussion around Voice over IP with KH advising that a quote was coming. RC advised that this would be left with GF and KH to pursue as this did not require Board attention.
- Re reviewing of the Finance Report - RC advised that she had attended some NZSTA training with RS around finance. The current format is what we should stick to. RC advised that the key message from the training is that the Principal should present the report and it should take 5 minutes of the Board meeting, the Board ask if we are on target to achieve our budgeted income. There was then a discussion around setting a deficit budget. RC said she would type up her notes and share with RS, then distribute to the rest of the Board.
- CARRY OVER TO MAY: There was a discussion around setting a date for the next Hui, RS saying that a date is needed to go back to parents with. RC advised that the next step was to get the survey on curriculum completed prior to this. KH advised that she has not even looked at the survey. There was a discussion around getting feedback to make informed decisions.
Action: Board would like a survey completed to understand this better, KH / GF to action.
Re Identifying 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.**
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.
- Re the foul odor generated from the JLC and how to resolve. **Action: This is to be taken off matters arising and management (GF and KH) to follow through to resolve this asap.**
- CARRY OVER TO MAY: **Minute / action point: That further conversation with GF and MOE needed to look at appropriate teacher workroom space.**
- CARRY OVER TO MAY: 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.**
- CARRY OVER TO MAY: 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.**

- CARRY OVER TO MAY: 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 (KH stated at the April meeting that she has spoken to JL and we are within code for bus numbers we have confirmed), 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 MAY: 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 MAY: 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.
- Re feedback on changing of the assembly time on a Monday morning to a Monday afternoon, KH had advised that she had only received feedback from one person, saying that there was a staff meeting the next day so she would mention. RC advised that she was not getting a newsletter, there was a discussion around this. **Action point: KH to gain feedback through postponed parent / teacher interview evenings.**
- GF clarified that we have more than one teacher able to teach level 3 English.
- KH advised that HA was organising heat pump installation in school houses.
- SI advised that she was in the process of preparing rent increase letters for tenants in school houses however a tenancy agreement needed to be completed first and detail of insulation needed to be confirmed for this to be completed. It was suggested that GS may be able to provide this detail.
- Re scaffolding, it was advised that GS and HA had been in contact and were arranging this to happen.
- Re KH making contact with MOE for assistance around identifying hazards, KH advised that she had confirmed this last meeting.
- CARRY OVER TO MAY: 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 May meeting.**
- KH confirmed she had reported the state of the wiring (incorrectly wired) to appropriate people using the information the electrician has given her. She said she advised this last meeting.
- SI confirmed she had arranged cards on behalf of the Board acknowledging the fantastic achievement by 2 students at the swimming event held recently.
- CARRY OVER TO MAY: 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

	<p>close up the gap. Action: KH to speak to HA to quote a metre wide gate with a high pull up latch.</p> <ul style="list-style-type: none"> • KH advised that she had spoken to HA about getting a quote to change to a high pull up latch on the pool gate – establish if we can change latch or require new gate. • KH advised that the chlorine provider (existing one) had brought chlorine up to school. • CARRY OVER TO MAY: Action: KH to ask HA to compile a list of what chemicals used / stored at school. RC requested confirmation from KH that this be completed for the next meeting. • RC confirmed that both she and RB had conducted an audit of the appointment process / paperwork. Generally, most of the process was being followed but GF has been advised of the areas which were not being met. GF will ensure process is strictly adhered to going forward.
<p>3</p>	<p>Strategic decisions</p> <p>3.1 Policy being reviewed: Separated parents, day-to-day care and guardianship. GF advised he was happy with how it read, RB advised that the staff had no issues or changes to this. There was further discussion around this. Policy ratified as is with no changes. M. Rebecca Bills. S. Jonathan Lovatt.</p> <p>RC advised that she will be forwarding an email around Assurances to GF and this is to be carried over to discuss at the May meeting. Action: RC to email GF information.</p> <p>RB advised that she had received communication back from School Docs upon submitting the changes to the EOTC policy. RB said it was the same message she got in response to submitting the International Student policy we had changed also. There was a discussion around this, the timing of School Docs reviewing when there are major changes to be made (as per the EOTC policy). The NZSTA framework was mentioned and a change to this framework would mean School Docs would not be required. It was agreed that School Docs were to be advised to put a link to the new updated policy. Action: RB to update School Docs.</p> <p>There was a brief discussion / clarification around International Student fees and what funds MOE takes per student from this.</p>
<p>4</p>	<p>Strategic discussions</p> <p>GF started by thanking the Board for the Ritchie McCaw book that he was gifted whilst off on leave. Principals Report was tabled as read. GF talked about NAG2 where there was a meeting with RS, Mark Dashper and Marion re Maori PLD. GF continued that another meeting will be held the first week back of term 2 and he will be asking staff to attend at tomorrow's meeting.</p> <p>GF also advised that there had not been one applicant for the Business Studies / Social Studies fixed term position.</p> <p>RC advised that after a recent meeting that JA and RC had asked about getting a SENCO report, the report that had been supplied for this meeting was in relation to last year and looking back. RC continued that JP has been asked to submit a report for the next meeting that was looking forward and that moving forward a SENCO report was to be done quarterly. GF confirmed that one for Q1 2017 will be submitted for May. There was a discussion around this and when children come</p>

	<p>before the Board. RC reiterated that by the time a child reaches us (referring to the Board), every avenue should have been exhausted.</p> <p>RC spoke of identifying priority learners and that this was back on the agenda. RC spoke of an example of a behavior management plan put in place for a student and where this was not continued by the teacher the following year. RC saying that we are still not convinced that information is flowing through and being attached to the child as he/she moves through the school. GF responds to say the only way you can be confident is by asking him and that staff need to be reminded that info must be passed on. Action: GF to address at staff meeting.</p> <p>There was a discussion about EDSOL, the new appraisers. GF to make contact. It was decided that everything needs to be up and running in term 2 and the first year will run term 2, 2017 to term 2, 2018. Action: GF to make contact with EDSOL.</p>
5	<p>Monitoring</p> <p>5.1 Finance Report – due to timing no finance report was available from Edtech for this meeting. March and April will be presented at the May meeting.</p> <p>5.2 Staff Report tabled. M. Rebecca Bills. S. Julian Austin. RB spoke of the 20 minute time allocation on a Monday for teaching senior school specific lessons around values etc. This is done in junior school as the teachers see the kids all the time and they do not move around classes so it's covered. There was a discussion around Kapa Haka with JA giving an example of where a Pukekohe High student gained credits for performing at Poly Fest.</p> <p>5.3 Student Report tabled. M. Tuene Henderson. S. Jonathan Lovatt. TH spoke of Maddi and how well the school had done with our representatives making numerous finals. There was a discussion around the Coaching Clinic and of the replacement date for the softball being week 1 or week 2 of term 2.</p> <p>5.4 Maori Rep verbal report. RS advised that there was nothing to report. That we need to have the whanau hui, there was a discussion around this and the survey that needs to happen first. RC asked RT if he would like to report on anything, he advised no.</p> <p>5.5 Health & Safety Report tabled. GF advised that he attended the meeting for a short time. There was a discussion around the H&S audit. Minute: The Board approve the H&S audit to be conducted by Securo, the cost of this being \$750 +GST. Action: GF to advise KP to engage the services of Securo for the above purpose. M. Julian Austin. S. Jonathan Lovatt. There was a discussion around the Hazard Register. GF thought that the one provided was a sample only. Action: GF to clarify with KP if this was just a sample one. RC asked if anyone else had any questions around the H&S report before moving on.</p>
6	<p>Inward Correspondence</p> <p>6.1 NZ Education Gazette</p> <p>6.2 Trip proposal – Ngaruawahia Christian Youth Camp. Board signed off on trip proposal, GF advised that he would be reviewing later in year, pending staff.</p>

6A	<p>Outwards Correspondence</p> <p>6A.1 Letter in response to Wheronet proposal.</p> <p>6A.2 Letter to Alan Rowe re 125th Reunion Committee report.</p> <p>6A.3 Letter to Onewhero Rugby Club re using their facilities.</p> <p>6A.4 Email from Greg to MOE re Emergency Closure. GF advised that he had contacted RC before he made the decision to close the school, MOE were then advised and the paperwork completed.</p>
7	<p>General Business</p> <p>7.1 School Charter document tabled. RC asked if anyone had any questions. GF advised that he was meeting with the SLT team in the holidays to discuss how we are going against the charter / goals. There were no questions.</p> <p>This document was then ratified by the Board.</p> <p>M. Greg Fenton. S. Jonathan Lovatt.</p> <p>GF advised that he would now be submitting this to MOE.</p> <p>RC acknowledged that this was a huge piece of work, thanking the parties involved in putting it together, with a special mention to Christine O’Keeffe.</p>
8	Meeting closed at 7:22pm
9	<p>In committee</p> <p>Karakia.</p>