

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES	
Minutes from the meeting held Tuesday 22nd May 2018, 6pm in the Staffroom	
Item no.	
1	Karakia read by all. RC welcomed everyone to the meeting.
2	Attendance 2.1 Present: Rosemarie Costar, Simon Craggs, Rebecca Bills, Rereokeroa Shaw, Elliot Lancaster, Jonelle Hewitt, Natalie Smith, Aaron Reese, Stewart Foote, Stacey Ingram (minute taker). 2.2 Apologies from: Tina Klay, Jo McIntosh and Rima Taua. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.
3	Confirmation of Minutes RESOLUTION That the minutes from the April meeting are approved. M. Aaron Reese S. Natalie Smith
4	Strategic decisions Review and discussion of the following policies took place. (a) Visitors policy – one additional guideline to be added: <i>'All visitors are given a Health & Safety briefing and visitor tags to wear'.</i> (b) Uniform policy – amendments as follows: To be removed - <i>'Other body piercings including facial studs are not permitted at school'.</i> To be added - <i>'Body and facial piercing is discouraged for safety reasons. Some classes may require the removal of these items for safety reasons. One small facial stud is permitted'.</i> RESOLUTION That the above policies have been reviewed and are approved with the above amendments. M. Simon Craggs S. Rebecca Bills
5	Strategic discussions 5.1 (a) Principal's report was tabled. A question was raised around EL instigating a student council and what this would look like. EL talked through the concept around this. There was clarification given on the staff survey, this was around how teachers promote wellbeing in school/class. Some great feedback had been received around the school being proactive with regard to the priority learners 6 week reporting. There was discussion around SOLO Taxonomy and what this was. SC talked through the idea of breaking up the school year into semesters. (b) Priority Learner report – term 2, 2018 was tabled and RB talked through the report. There was discussion around how some of the issues being determined and advised through this reporting were not identified before this point in time, these issues were not picked up when the students were in year 7 and 8. A question was asked about how the Board could help. Ideas were discussed and SC looking into this. SC thanked RB for all of her hard work in preparing this report and the information it provides.
	Break
6	Monitoring and Review 6.1 Policies listed below were assured by the Principal. (a) SUE (Staff usage and expenditure) (b) Student attendance (c) Abuse reporting procedures. There was a brief discussion around this and it was noted that the reference to 'Keeping Ourselves Safe' program needs to be removed. 6.2 (a) The April 2018 finance report was tabled and discussed with some follow up required on specific budgets which were currently showing overspend.

	<p>RESOLUTION That the April 2018 financial report be accepted. M. Aaron Reese S. Rosemarie Costar (b) There was a discussion around the budget statement of financial position for 2017 that had been received from Edtech.</p> <p>RESOLUTION That the Budget statement of financial position for 2017 be accepted. M. Simon Craggs S. Jonelle Hewitt</p> <p>6.3 Staff report was tabled</p> <p>RESOLUTION That the staff report be received. M. Rebecca Bills S. Simon Craggs</p> <p>6.4 Student Rep report was tabled.</p> <p>RESOLUTION That the Student Rep report be received. M. Elliot Lancaster S. Aaron Reese</p> <p>AR gave some feedback around content of interest to include in the above reports.</p> <p>6.5 Whanau Report – RS advised that there was a Matariki meeting to be held this Friday.</p> <p>6.6 No Health & Safety report was received for this meeting. The Injury and Incident report that had been submitted was reviewed and clarification asked around a student incident.</p>
7	<p>7.1 General Administration:</p> <p>(a) There was a discussion around parental notification of students injured at school. SC spoke to what the policy stated around head injuries - all head injuries including mild ones required parents to be notified. It was discussed that if things happen and they are an accident then the office staff can notify parents however if the injury is caused by a behavioral incident then parental notification should be by whomever is dealing with the incident. It was also highlighted that dealing with incidents can't just be about the child with the behavioral issue, it has to be about the victims also – everyone needs to be addressed and informed.</p> <p>(b) School App proposal and costs were discussed and it was agreed to move forward with the app proposal.</p> <p>RESOLUTION: That SC proceeds and purchases this school app. The Board agree to the capital outlay plus the \$70 per month ongoing cost. M. Natalie Smith S. Simon Craggs</p> <p>(c) Various approvals submitted by SC were discussed and agreed as follows:</p> <ol style="list-style-type: none"> 1. Waikato-Tainui Kawenata Agreement – there were no objections from anyone regarding signing up to the agreement. 2. Extra-budget spending request for \$1800 to replace the broken screen on the Smart TV in room 4 was approved. 3. School house renovation, SC tabled a quote he had sent out for some of the work required – there was discussion around this. SF presented a quote he had prepared for work on this school house. RC asked SF to clarify if he was interested in doing this work on this house, SF confirmed yes. RC reminded SF about this being a conflict of interest along with legalities around no trustee is able to be paid more than \$25,000 for services provided – that this was legislation and not Board rules. There was further discussion on what needed to be done and to what standard. RC reiterated that the Board had made the funds available for the school house and this was now for SC to determine how the funds are allocated / spent to ensure that any work completed is done within budget. SC and AR will work on priority list and budget allocation, all agreed they were happy for this to happen. 4. Out of Zone enrolment discussion took place. SC estimated that there would be approximately 30 out of zone places and was looking for approval from the Board to proceed based on this number. There was a discussion and clarification around funding of out of zone students.

RESOLUTION: The Board approved that 30 places be made available to out of zone students for the 2019 school year.

M. Simon Craggs S. Rosemarie Costar

(d) Funding application to Southern Trust for NZ Area Schools Sports Tournament (accommodation).

RESOLUTION: An application for funding from Southern Trust amounting to \$4600.00 be submitted. This funding is for accommodation in Christchurch for students attending the New Zealand Area Schools Sports Tournament from 8th – 13th July 2018.

M. Rebecca Bills S. Rosemarie Costar

(e) Funding application to New Zealand Community Trust for NZ Area Schools Sports Tournament (accommodation).

RESOLUTION: An application for funding from New Zealand Community Trust amounting to \$4600.00 be submitted. This funding is for accommodation in Christchurch for students attending the New Zealand Area Schools Sports Tournament from 8th – 13th July 2018.

M. Simon Craggs S. Rebecca Bills

(f) Funding application to Pub Charity Ltd for a grant of \$3,600 to fund the cost of 3 OAS student births on the Spirit of Adventure Voyage on 09.09.2018.

RESOLUTION: An application to Pub Charity Limited for a grant of \$3,600 (cost of 3 student berths) to be put towards the total cost of the voyage leaving on the 9th September 2018 be submitted. The total cost is \$12,000 (10 student berths), the balance will be fundraised.

(g) AR raised concerns from feedback he had received over Bill Wynn's legacy to school. RC confirmed that details of this bequest are detailed in the school's annual audited accounts and that the funds were accounted for. In an effort to be more transparent to the community around this it was decided that a separate Calf Club bank account be set up. The Board understands these funds are solely to be used for calf club transactions.

(h) There was a discussion around the idea of having a Board scholarship award/s to be presented at the end of the year.

(i) SC raised the condition of the school vans, saying one of the funding applications for two school vans had not been successful and we were waiting on the response of the other one. It was discussed that a funding application is to be submitted for funds for the purchase of one school van to Grassroots Trusts Limited.

RESOLUTION: An application to Grassroots Trust Ltd for a grant of \$56,578 inc GST (\$48,546.09 exc GST) for the purchase of one school van be submitted for consideration.

M. Simon Craggs S. Rebecca Bills

7.2 Actions from the April meeting were reported on as follows:

- (a) Action 4(b) - re processes / procedures to support the Financial Control & Expenditure policy, it was discussed that these were operational procedures and currently a work in progress.
- (b) Action 6.2(b) - SC went through the follow up he had completed on the March 2018 financial reporting from Edtech. There was discussion around this.
- (c) Action 6.2(c) - RC updated everyone on the correspondence to Eddie (agent) as to non-payment of \$20K (for one of the 2017 International Homestay visits). There was discussion with agreement on the next steps from this point.
- (d) Action 6.2(c) - re draft financial statements FYE 31 Dec 2017 – SC advised that the 'Interest paid' amount (\$6,597.00) was due to laptop leases.
- (e) Action 6.3 - SC gave an update on the school Insurance policy around sleepovers at school and what guidelines needed to be followed when a sleepover does happen at school. As long as guidelines are being followed then the school is covered. SC also advised that our school policy was aligned with these guidelines.

	<p>(f) Action 6.6 - SC advised he had been in touch with the provider of the H&S system (tool) for the school. This was approx. a couple of weeks away and was being developed free of charge.</p> <p>(g) Action 7.1(a) - There was a discussion around the review of the Schedule of Delegations. AR and SC had worked through the current one and updated figures. It was agreed to use a new template that Edsol had provided using the new figures.</p> <p>(h) Action 7.1(d) - SC advised that the addendum to the External audit report (School health & safety systems) had been sent back to the provider and SC was now awaiting a response.</p> <p>7.3 Inwards correspondence was accepted:</p> <p>(a) Agenda item 7.3(c) Letter from OECC re Community Hall hire was read and discussed. It was agreed that the request from OECC be approved.</p> <p>(b) Agenda item 7.3(f) Letter re Supa Kid's Club was read and discussed. It was agreed that permission be given for the Supa Kid's Club to run as per what was outlined in the letter, this was an 'opt in' program. A question was raised around parental notification around the program, this was going to be advertised in the school newsletter.</p> <p>7.4 Outwards correspondence was approved.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Rosemarie Costar S. Simon Craggs</p>
8	In committee and Personnel
9	Karakia read by all. Meeting closed at 9:31pm.