

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 30<sup>th</sup> April 2019, 6:00pm in the Staff Room**

Item no.	
<b>1</b>	<p>Karakia by all. Aaron welcomed everyone to the meeting.</p> <p>Darren Mann presented to the Board on Wellbeing. There was a discussion around the upcoming Wellbeing and Restorative Practice community evening with some suggestions put forward around the night. There was a discussion around the wellbeing survey completed by students last year, another one is being planned to be completed by term 3 this year to compare the results after a year and a half. It was highlighted that the survey questioning needed to be the same to collect true data. DM was thanked for his time. SC acknowledged the learning curve DM has been on and said he was blown away by how hard DM had worked to upskill himself.</p>
<b>2</b>	<p><b>Attendance</b></p> <p><b>2.1</b> Present: Aaron Reese, Rosemarie Costar, Stewart Foote, Jonelle Hewitt, Elliot Lancaster, Rima Taua, Rebecca Bills, Simon Craggs, Rereokeroa Shaw, Stacey Ingram (minute taker).</p> <p><b>2.2</b> Apologies from Jo McIntosh, Tina Klay, Natalie Smith.</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts - nil.</p>
<b>3</b>	<p><b>Confirmation of Minutes</b></p> <p><b>RESOLUTION</b> The minutes from the March meeting be approved. M. Rosemarie Costar S. Simon Craggs</p>
<b>4</b>	<p><b>Strategic decisions</b></p> <p>Policies for review:</p> <p>(a) It was agreed that the Reporting &amp; Recording Accidents and Incidents policy requires the following amendment. The sentence <i>'If a hazard is identified through an accident or near miss, a hazard identification form must be completed'</i> needs updating to reflect the current practice – <i>'If a hazard is identified through an accident or near miss, a care card is to be completed or an email sent to <a href="mailto:hazards@onewhero.school.nz">hazards@onewhero.school.nz</a> to report the detail'</i>.</p> <p>(b) It was agreed that the Travel Expenditure policy needs the following line deleted <i>'Travel bookings are not to be made using manual cheques or credit cards'</i>.</p> <p><b>RESOLUTION</b> That the above amendments to the two policies are to be amended with school docs. M. Rosemarie Costar S. Aaron Reese</p> <p>Policy for consultation:</p> <p>(c) SC advised that the Health Education/Curriculum consultation was completed at the end of the 2017 school year and that he had obtained feedback and then the finalised document was adopted in Feb 2018 and that this covers 2018/2019.</p>
<b>5</b>	<p><b>Strategic discussions</b></p> <p><b>5.1</b> Principal's report – There was an observation made that there was quite a lot of orange (indicating behind schedule) bullet points in term 1. Some of these were talked through along with queries raised. The new various forms of assemblies were explained by SC. There was discussion around the student led conferences and the increase in parents attending, RB talked through other ideas and feedback received on how to potentially increase numbers again moving forward. There was a discussion around the percentage amount reported on for the internals entered in to kamar at the end of term 1. There was a discussion around how engaging the community at the start of the process on what should be in our curriculum is vital and the question asked if this has not been completed in term 1 how far away was it.</p> <p><b>5.2</b> SENCo report – There was a discussion around the number of teacher aides and how they are utilised along with an explanation as to how the funding works. RB talked through the new C-Pens that the school had recently purchased. RB also talked about the success of the</p>

	<p>recent ECE support evening and how it was great in building relationships with the ECE providers.</p>
6	<p><b>Monitoring and Review</b></p> <p><b>6.1 Policies for Assurance:</b></p> <p>(a) SUE - Staff usage &amp; expenditure (under managing income and expenditure) – SC advised that moving forward he will provide a regular report to the Board on staff leave and go through authorisations and process with AR.</p> <p>(b) Student attendance – SC advised that there is one area that he needs to follow up on around how this gets reported to SLT.</p> <p><b>6.2 March Financial reporting</b> – the finance committee confirmed they had met and reviewed the reporting. It was noted that the financial reporting was considerably better from the new provider. That along with the work VM had completed to provide clear explanations around variations gave better understanding around the details.</p> <p><b>RESOLUTION</b> That the March 2019 financial report be accepted. M. Rosemarie Costar S. Elliot Lancaster</p> <p><b>6.3 Whanau update</b> – RS advised that the signage outside the front of the office had some errors in it. RS requested that RT or herself be involved in future sign off of anything of this nature moving forward. RC asked if there were any future marae huis and there was a discussion about how this was awesome and had built confidence in community to engage. SC spoke of the current activity happening where some senior students were attending the marae for an after school session for NCEA support and helping them to achieve as maori. SC thanked RS for all her work and support around this.</p> <p><b>6.4 School House update</b> – no correspondence had been received to discuss.</p> <p><b>6.5 Health &amp; Safety Reporting</b> – SC advised that the EOTC information sits separately at present and this is being looked at as to how it can be integrated with the system. There was a brief discussion around the broken arms reported on the prior month. A query was raised as to why some of the planned activity for March had been deferred. A question was raised as to why to date there had been nothing put in place by the school to get the school crossing in use seeing it had been made a matter of priority to have this installed. SC gave the background as to the delay and advised that training by the police would happen in week 3 of this term and once the training was completed the crossing would be operational.</p> <p><b>RESOLUTION</b> That the Health &amp; Safety reporting be received. M. Elliot Lancaster S. Jonelle Hewitt</p>
7	<p><b>BOT Administration</b></p> <p><b>7.1 General.</b></p> <p>(a) SC talked through his proposal for 50 out of zone spaces for 2020 school year, there was a discussion around this and strategically if this was the best option. Another alternative option looking at the zone was put forward. 30 spaces were agreed to at this stage until the alternative can be looked in to. <b>RESOLUTION:</b> That OAS offer up to 30 out of zone places (any year level) for the 2020 school year. M. Rereokeroa Shaw S. Aaron Reese</p> <p>(b) <b>RESOLUTION:</b> That Lee-Anne Annemans be paid a fee of \$1,220 +GST for the work to be undertaken as the Returning Officer for the BOT triennial parent and staff trustee elections. M. Rosemarie Costar S. Simon Craggs</p> <p>(c) <b>RESOLUTION:</b> As per email correspondence (distributed 08/04/2019) and agreement, the Board delegate authority to the Discipline Committee to make decisions on behalf of the Board at suspension and other disciplinary hearings. M. Stewart Foote S. Jonelle Hewitt</p> <p>(d) <b>RESOLUTION:</b> That an application be made to New Zealand Community Trust for a grant of \$19,886 exc GST (\$22,868.90 inc GST) for the purchase and installation of turf for the junior school courts. M. Jonelle Hewitt S. Rereokeroa Shaw</p>

	<p><b>7.2</b> Action list from March meeting.</p> <ul style="list-style-type: none"> <li>(a) SC advised that an emergency contact number will be clearly displayed in the pool area as per policy requirement before the opening of the pool for next season. There was a discussion around this with JH volunteering to be the contact person. Other actions listed in relation to the pool were confirmed as being completed or were future tasks scheduled.</li> <li>(b) Re the property sub-committee and AR preparing a detailed report for the Board on the exact amount for the overspend on the Hall Road school house, AR advised that there was still work to be done on the report as they were waiting on final figures to finalise this. SF was asked for a ball park figure of how much more, he advised materials of around \$20K.</li> <li>(c) RB confirmed that school docs had been updated with the amendment to the Records Retention policy.</li> <li>(d) RB talked of maths proposal that she was currently putting together to help with a temporary bridge until the maths program is rolled out next year. The proposal will be finalised shortly and emailed out to the board for consideration.</li> <li>(e) SC presented new draft of the PLD communication, this was discussed with a couple of minor tweaks. The communication was then approved to be sent out on the basis that the amendments be added. It was also noted that SC needs to take in to consideration predominant day for sports practices and avoid this day.</li> <li>(f) It was confirmed that the parent survey to gage parent’s perception of the schools performance was required to happen. SC talked about a NZCR school engagement survey. A discussion took place and a sub-committee was formed to assist in forming the draft survey to be presented for approval at the next meeting. The subcommittee is: RC, EL, JH.</li> <li>(g) JH advised that the Mike King event is to happen this term.</li> <li>(h) SC advised he had spoken to Anne Anderson re a plaque, this is now being costed up.</li> <li>(i) AR confirmed that the bonds for Parsons Rd school houses had been passed over to tenancy services.</li> <li>(j) AR advised the reason why photos of 65 Parsons Road had not been taken prior to a tenant moving in however anything significant had been detailed in the rental agreement document.</li> <li>(k) RB advised that SC would be the first staff member to be profiled in the newsletter. AR would be the first board member.</li> <li>(l) SC confirmed that a letter had been sent to the executors of Bill Wynn’s to update them on the funds used from the bequest for the 2018 Ag day.</li> </ul> <p><b>7.3</b> Inwards correspondence</p> <ul style="list-style-type: none"> <li>(a) NZ Education gazette, vol 98, number 5 – 25 March 2019</li> <li>(b) NZ Education gazette, vol 98, number 6 – 8 April 2019</li> <li>(c) Heart Foundation letter and Heart Life, issue 61, 2019</li> <li>(d) Letter from MOE re 2018 bank staffing.</li> <li>(e) Education Services flyer.</li> </ul> <p><b>7.4</b> Outwards correspondence</p> <ul style="list-style-type: none"> <li>(a) Letter of response to Deborah van Den Berg &amp; Helen Elley re Supa Kids.</li> </ul> <p><b>RESOLUTION</b> That inwards correspondence be received &amp; outwards be approved. M. Elliot Lancaster S. Rosemarie Costar</p> <p><b>7.5</b> Overnight trip proposal forms:</p> <ul style="list-style-type: none"> <li>(a) Yr 12 Outdoor Education in Leadership – Mountain Biking 2019 (Kramer Ronaki).</li> </ul> <p><b>RESOLUTION</b> That the above overnight trip be approved. M. Jonelle Hewitt S. Rereokeroa Shaw</p> <p><b>7.6</b> AR called for agenda items for next meeting. RS requested that the Matariki celebration / awards night be included for discussion.</p>
<b>8</b>	<b>In committee and Personnel</b> from 8:50pm
<b>9</b>	Karakia by all. Meeting closed at 9:40pm