

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 19th May 2020, 5:30pm in the Staffroom**

Item no.	Item
1	AR welcomed everyone to the meeting, this was followed by a karakia.
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Owein Greaves, Rachel Hagan, Simon Craggs, Jo McIntosh, Chris Lees, Kiri Pengelly, Stacey Ingram (minute taker). Present via zoom: Rereokeroa Shaw and Cushla Carey. Late attendees: Rima Taua (5:57pm) and Tina Klay (6:05pm).</p> <p>2.2 Apologies - nil</p> <p>2.3 AR called for any declaration of conflicts of interests or pecuniary conflicts, there were none.</p>
3	<p>Administration Correspondence</p> <p>3.1 Inwards correspondence was presented:</p> <p>(a) Email correspondence from Board Chair 30/04/2020 to approve February meeting minutes via electronic resolution. RESOLUTION That the February 2020 Board minutes were approved as per the email correspondence. M. Simon Craggs S. Rachel Hagan</p> <p>(b) Email correspondence from Board Chair 30/04/2020 to approve the Analysis of Variance for the 2019 school year via electronic resolution. RESOLUTION That the Analysis of Variance for the 2019 school year was approved as per the email correspondence. M. Owein Greaves S. Chris Lees</p> <p>(c) Email from MOE re ESOL Funding Notification - 2020 Terms 1 & 2.</p> <p>(d) NZSTA memorandum – NZSTA President and Board election voting.</p> <p>(e) AR talked through the letter received from Helen Elley and Deborah van den Berg requesting to run the Supa Kid’s Club program at OAS again this year. There was a discussion around this and the Board approved for the program to run again this year on the basis that it is an opt in only program, that it runs under the appropriate alert level for COVID-19 and that both facilitators have a current police vet prior to the program commencing. These things are to be worked through with the management of the school.</p> <p>(f) STA News – Jan/Feb 2020, issue 299</p> <p>3.2 Outwards correspondence</p> <p>(a) Welcome letter to new staff trustee – Kiri Pengelly. RESOLUTION That inwards correspondence be received and outwards correspondence be approved. M. Kiri Pengelly S. Rachel Hagan</p>
4	<p>Monitoring and Review</p> <p>4.1 The school house report prepared by TK was tabled, it was highlighted that one of the houses was left vacant for longer than intended due to COVID-19 reasons that were outside of any ones control.</p> <p>4.2 Whanau report – RS gave a verbal update speaking of the Matariki hui which was still planned at this stage for the last Thursday in July and that this would be dependent on COVID-19 and what alert level the country was in at that point. RS outlined that one thing for her regarding COVID-19 and lockdown was that this had given us a good opportunity, that everything had come to a standstill and that parents had become more involved in their children’s education. That this had created an opportunity to reimagine education as a result. RS talked of the opportunities to look at what we would throw out, what we would keep and what we could create, emphasising that it a good time for change for tamariki and especially for Maori tamariki. RS urged that we don’t go back to before COVID-19 ways, that we rethink</p>

and start new with a clear canvas. RS made reference to Dr Ann Milne's recent webinar and her thoughts.

RS spoke of the Marae Haerenga held in March (teacher only day) run by OAS, advising that over 200 teachers attended and it was hosted at Tuakau College. RS gave a summary of the day, giving acknowledgement to Simon Craggs, Mere Astle plus Chris Betty and Preeti Walia (from Tuakau College) for putting on an awesome show. RS asked SC what had been done on the local curriculum at school. SC advised that this had been talked through earlier this morning, and that the next steps were to meet. RS added that she would like to see an agenda item for the next meeting so an update around this is given. RS also requested the opportunity for the mana whenua reps to come and meet the Board at the next meeting, all agreed this would be good.

4.3 Finance:

(a) The February financial reporting was tabled.

RESOLUTION That the February 2020 financial reporting be accepted. M. Kiri Pengelly S. Simon Craggs

(b) The March financial reporting was tabled.

RESOLUTION That the March 2020 financial reporting be accepted. M. Jo McIntosh S. Rachel Hagan

(c) The April financial reporting was tabled. AR advised that the finance committee had met to review this and he highlighted a couple a points that they had discussed at the meeting. AR continued that like last year that they would need to do a review and make some necessary adjustments, highlighting that COVID-19 would have an effect on some budgets, giving the example of the International Students budget, with groups being cancelled this was going to result in less income. AR also highlighted that with school physically being closed for a period there would be less expenditure throughout that period, that there would be 'unders' and 'overs' that the budget would need to be tweaked (reducing / changing) where necessary. SC also spoke of the operational grant being up as well. AR continued that hopefully we will not get to a level where we are 'penny pinching' at the end of the year, that we can manage on an ongoing basis, spending where it was planned and intended to be spent.

RESOLUTION That the April 2020 financial reporting be accepted. M. Rachel Hagan S. Owein Greaves

(d) The budgeted statement of financial position 2020 was tabled and there was a brief discussion around this annual requirement.

RESOLUTION That the Budgeted statement of financial position for 2020 be approved. M. Chris Lees S. Owein Greaves

SC said he would like to discuss another financial matter, that being around IT (Information Technology) providers and services, SC advised that he had completed a review around this last year and gave background around providers proposals and benefits. There was a discussion around this and progressing from this point.

RESOLUTION It was agreed that the Board delegate authority to the Finance Committee to review the due diligence and proposals with regard to Information Technology providers and appoint a provider that meets OAS requirements. M. Jo McIntosh S. Chris Lees

(e) The draft Annual Report for year end 31.12.2019 was tabled. AR gave an update on where the audit process was at. AR advised that he had spoken to the accountant and worked through a couple of amendments on the draft prior to this one, which is why a second draft had been emailed to Board members in preparation for this meeting. AR called for questions or queries on the report. KP asked around the International Student budget and how this differed from the actual, AR gave the background around how an agent had not paid the school for services provided, that the school had tried to recover this income but was not successful. There were no other questions or queries and no changes identified to the draft presented.

RESOLUTION That the draft Annual Report for year end 31.12.2019 be approved. M. Rachel Hagan S. Owein Greaves

4.4 Policies for Assurance:

- (a) SC assured the Equal Employment Opportunities policy.
- (b) SC advised that the Risk Management policy had not been updated as per the last Board review where it had been identified that the means of reporting hazards was not reflective of current practice. The update had not gone through due to a change in staff rep and the period of this role being vacant.
- (c) SC assured that there was a 10 Year Property Plan – (10YPP) in place and that he would be reporting on the progress of this at the June meeting.
- (d) SC identified one update required to the Medicines, Minor/Moderate Injury or Illness policy, wording to added to read ‘...and is signed by the student / or by an appropriate staff member’.
- (e) SC assured that checks were in place around the SUE (Staff Usage Expenditure) reporting. SC summarised as; SI administers payroll, SC checks each pay period and the Board chair reviews twice a year in addition to this also.
- (f) SC assured the Student Attendance policy.

4.5 Health & Safety:

(a) The Level 2 and 3 Pandemic Plans were tabled. SC advised that these had all been signed off, but asked if anyone had any questions they would like to ask. AR asked if they were working off the plan, were all things in practice. SC responded that there had been feedback around if the desks were being wiped in accordance with the plan and that they were addressing things as they come up, plus a few other things around chasing of rolls etc. There was a discussion around buses, some parents were opting to drive their kids to school at present. SC also advised that the physical distancing was difficult, the key thing was to pull it up when they saw it. There was a discussion around visitors to the school, staff were directing to the office. AR raised around with more traffic and kids being dropped to school that it was imperative to have the road patrol crossing in operation and that if the normal roster / process had not been reinstated that a temporary measure must be put in place immediately until the normal process was initiated. AR asked if there were any other questions. AR gave feedback around the school planning having been excellent, SC responded that we now had a good frame work in place for the future. AR gave feedback that the quality assurance piece with what JL was running was key, that in hindsight we now know this needs to be factored in. That if we had of gone out to staff and inquired on what their class / student contact regime was during lockdown this would have been picked up earlier instead of late in the piece after parent feedback. There was a question around what progress students made, SC saying we need to learn from that. SC continued that some spent a lot of time on one program, there needed to be breadth of a full school program. SC talked about the Steps Web program and how that had been good, SC advising that this program had only been used in the past for kids that were behind and reluctant. SC talked of one child in year 4 finishing the whole program, and that Steps Web was a real success. CL asked if there was a maths equivalent, adding that Epic had been good also. CL saying that the biggest challenge was that there were a lot of different things. SC responded that the overarching platform was Seesaw, that the other ones were individual learning ones. CL said parents being trained or having an understanding was a need. SC said that with Seesaw the school had only just started using this program. There was feedback given that unless the kids were aware of how to use it and knew what to do to share with parents it was not clear. CL asked if it was possible for the Board to see the raw survey data / responses from the school community.

(b) SC’s COVID-19 learnings paper was tabled. SC talked through connectivity and the number of students that required MOE issued devices, which some got straight away and some didn’t, some students had got hard packs. SC continued that there had been some

issues however these issues were outside of the schools control. SC talked about the great work RB had done in pulling together some hard packs before lockdown and therefore parents had an option to come and collect these also. TK asked around the raw data and the responses received around the survey that went out. SC advised that he received 138 responses (33% of these were student responses). AR advised they had spoken about this earlier in the meeting prior to TK arriving and that it had been highlighted that a quality assurance check should have been completed earlier in the lockdown to ensure that there was consistency in terms of what teachers were doing. AR said that this had been a learning. SC stated that there could have been a few more zoom meetings. TK gave an update on her children's different experiences and the inconsistency around this. She had also heard that another teacher at school had been initiating zoom meetings for their class / students most mornings and doing creative things and commended this teacher for doing so. SC advised that there were varying levels of technology capacity within our teachers. KP talked around having to cater for what would work. TK reiterated that consistency with regular contact, suggesting a minimum of weekly contact from a social side of things would have benefited children and that the 2 occasions her son's teacher had initiated a zoom meeting he had loved seeing his friends.

SC was asked how he'll communicate and share his learnings, SC spoke of the staff zoom meeting before level 2 and that the feedback from the survey had been shared. And that he would just continue to communicate with staff around this. AR asked if staff had had a chance to communicate their learnings whilst it was still fresh in their minds. SC said that they had talked about with HODs and being on board the same waka. CC asked around which survey was being referred to. SC explained that there had been 2 surveys, he talked about the student one being quite consistent feedback around anxiety with students around teachers growling them and the reception that they would receive at school for not doing all of the work set. SC continued that they were focusing on the wellbeing response first, with messaging that it's ok that the teachers will work with them. AR asked how were the students feeling now. KP responded that they were chipper – that comms were key, saying that it was a handful of kids that didn't engage during lockdown and that they know they have wasted time. Students had been given opportunities to submit work and teachers were working with them.

TK talked about watching on the news where teachers had been engaging their class every day online, SC responded that there would be others at that school that might not be doing every day. KP responds that it was a little bit more of a 'do what you can' approach, that there was also the wellbeing of the teacher also. AR talked around having concerns that we couldn't provide support if someone couldn't jump on a zoom call. KP said that there was sharing through staff and building a better toolbox. AR continued that it was feedback to take back to SLT that managing the quality assurance needed to happen earlier, that way any teachers that needed help around IT etc. could have had the help they needed early on. AR talked about the strong comms throughout lockdown and how this had been excellent. AR continued that it was important to continue to get the learnings, good and bad. There was a general discussion around how individuals found lockdown and that this can vary from person to person based on their circumstances, for some lockdown would have been traumatic, for others it was an enjoyable experience.

(c) The Safe 365 H&S system – director information and training was tabled as distributed. JM took the Board through a test around the training content. The test was passed and JM advised that she would update the results. SC advised that he had learnt recently that a student injury resulting in a hospital admission was only notifiable if injured in class time, if the student was injured in the playground at break time, then it does not fit criteria of a notifiable incident with WorkSafe.

(d) The May H&S report was tabled.

(e) The Injury and Incident reporting for February and March was tabled, SC advising that there was no content to highlight.

RESOLUTION That the Health & Safety reporting (4.5(d) and (e)) be received. M. Rachel Hagan S. Kiri Pengelly

4.6 Overnight & potentially hazardous activities / trips:

(a) There were no proposals for consideration at this meeting.

(b) JM talked through the current approval process for getting these type of trips signed off and why there was the need to amend the process as it currently stands. JM made reference to the sample template 'one pager' in the EOTC doc – this is to be completed by JL as the cover form, JM gave an overview of why this was required. JM then continued that the applicable documents then need to be sent through to her and CL at any time but at least 1 week in advance of the Board meeting and SI would also need to be informed so this can be included on the agenda. JL will need to inform staff of the change and ensure that these trip proposals are being submitted to give him enough time to go through this process. All agreed to the change in process and how this then comes to the Board for final approval. SC to feedback the agreed requirements around the process to JL to ensure from this point on the new process is in place. JL is the gate keeper of the process.

(c) JM raised that the police vetting requirement for trips had been flagged by JL. It was raised that in EOTC guidance that this was best practice but not essential. SC advised that there had been a recent issue with this on a trip. JM reminded SC that this policy had been assured at the last meeting. There was a discussion around police vetting and the various scenarios, SC advising that he was comfortable that this should happen and this should continue as per outlined in policy, advising that he would feed this back to staff. SC noted that with the number of trips going out that they were pretty good around this.

JM also raised that her tenure as a co-opted member (co-opted for Risk Management and Health & Safety expertise) was due to come to an end in September and that she would be ending her time on the Board at that point.

4.7 Action list from February meeting.

(a) SC confirmed he had spoken to the accountant to give feedback around the budget / forecast as discussed at the last meeting.

(b) SC advised that he had had feedback from some students around inconsistency from teachers and that he had reiterated the need for consistency around confiscating phones in line with policy. A question was raised if there was any feedback around why. SC said that there needs to be a reminder every now and then, but this was pretty good on a whole and that he never sees a phone until after school. A question was raised if this has changed since students returned to school from lockdown, SC responded no.

(c) SC advised that he had reviewed his teachers' appraisal system to ensure that it was in line with OAS policy (Appraisal of Teaching Staff and Performance Management) to ensure everything was covered. SC also flagged that when legislation around appraisal changes that School Docs will require amendments in line with this.

(d) SC advised that the clay bird shooting proposal was currently on hold.

(e) SC confirmed he had distributed to the Board the breakdown of NCEA results by subject.

(f) SC advised that he had reviewed the teacher aide job description and gave an update around this.

(g) SC gave an update around the Life Skills role / initiative and how this had progressed to implementation stage, they were currently working through selecting the students that would benefit from this program and getting parent consent. RH raised a query, would other students see this as rewarding these students, there was a discussion around this and it was highlighted that the communication of this program was key,

	<p>along with review points to monitor and understand the impacts this program is having. SC talked about the mentors that are being engaged to work with the students selected for the program.</p> <p>(h) SC gave an update on NZSTA’s advice around him sharing SLT appraisals with the Board.</p> <p>(i) SC suggested with regard to the Bek Galloway plan, that he shares the PLD journals that they had prepared and sent to MOE. SC suggested that Board members can then review and send through any questions they have regarding this.</p> <p>(j) SC gave an update around the admin component of a teacher’s role, there was a brief discussion around this.</p> <p>(k) SC confirmed that the updated mobile phone policy was submitted to School Docs.</p> <p>4.8 General:</p> <p>(a) The March 2020 roll return submitted to MOE was tabled. SC gave an overview of roll numbers and the positive affect this has had as a result. SC advised that the roll was currently sitting at 537. A question was asked around the feedback the school was seeking when students left the school and were there any common themes. SC responded that there are all sorts of reasons, people moving areas / transient, some are leaving to go to other schools in area – last year fewer leavers for this reason and some people leave because they were unhappy with the school. AR asked around ensuring the school is getting feedback from families to ensure this is captured for reporting and monitoring.</p> <p>(b) The draft 2020 OAS Governance Manual was tabled. There were no changes identified provided SC’s proposed vision statement is approved by all parties (board, staff, and community).</p> <p>RESOLUTION That the updated version of the 2020 Governance Manual is adopted on the basis that the vision statement is detailed as agreed. M. Rachel Hagan S. Kiri Pengelly</p>
5	<p>Strategic decisions</p> <p>5.1 Policies for review:</p> <p>(a) There was a discussion around the Recognition of Cultural Diversity, SC advised that the last sentence needed to be removed as we don’t hold fono evenings. CL suggested that Indian and Chinese culture should be recognised at OAS considering the area we live in and being part of the grower community. SC advised that this could be recognised as part of the local curriculum as opposed to documented through policy.</p> <p>(b) Separated Parents, Day-to-Day Care & Guardianship – there were no necessary changes identified for this policy.</p> <p>(c) Documentation and Self-Review policy – CL raised a question around if ‘good quality assessment information’ was available throughout all levels of the school. SC responded that there was through overall teacher judgements based on professional knowledge. AR talked about the quality information that the Board receive now from RB. A question was raised around beginning teachers and how overall teacher judgement is applied in this scenario. SC talked about moderation meetings and the internal moderation process. There was further discussion around this, clarification was asked around standardised (PAT) testing and frequency. SC confirmed that PAT was taking place at the start and end of year only and that PAT testing only gave a snapshot of the student on a given day. There was a further discussion on reporting and how this shows where the student is working at by curriculum level. TK raised a query around how do we know if a student is ready for their next years learning and where the gaps are. SC advised that this info didn’t sit with the teacher it sat with the child. There was a discussion around inconsistency within the junior school. TK asked how did the school measure success, SC said it was subjective. AR responded that the</p>

	<p>achievement data shows curriculum levels, so you get it from there to a degree and if they have moved forward. AR continued that the quality of data is there, he then asked SC that he talked about moderating – asking from a Board perspective and their role what they wanted assurance on was that there was a robust procedure to this. SC responded that the process is overseen by SLT and that it was robust. SC then spoke of the year 10 English teachers working with year 3 / 4 teachers, and that working together had not happened in the past. AR asked from a governance perspective how do they get comfort if this wasn't being done before. SC responds that there is now a process in place that has allowed this to happen. And that somebody from each area from the junior school had been allocated – they were doing moderation together and feeding back in to the team. SC continued that SLT have visibility of minutes from the teachers meetings and oversee / are involved in this process. TK asks how they get assurance, do they just believe and then wait for results at the end of the year, asking in what way do the Board know. SC responds that he can show AR minutes from the meetings if there are concerns so he can confirm in this way. KP adds that this detail can be in the Principals report and updated on a month by month basis.</p> <p>CL says that it is no good getting a surprise too late in the day, referring to the bad result with external exams for 2019. Asking if this meant that our students were at a different level. KP responds that each cohort is different. CL continued asking if it was a surprise and could this have picked up earlier. SC responds that the tracking systems gave indications so it was a surprise, that in practice exams things had gone ok. SC says that in his view external exams are not always as robust as everyone says and speaks of his 5 years of experience marking external exams for level 3 English and how markers can have different views, that each member brings a bias to that piece of work, that any writing based subject is moderated. AR talks about the need to be asking SC these types of questions to seek assurances.</p>
6	<p>Strategic discussions</p> <p>6.1 The Principal's report was tabled and AR asked SC if there was anything he wished to highlight. SC said he would like to red flag the NCEA achievement targets for 2020 as he didn't know the impact of COVID-19 as yet. SC continued that the students had been working through lockdown at various levels of engagements and that there was the potential for the numbers to not be achieved. AR responded that we need to be as proactive as we can. JM talked about the learnings from the CHCH earthquakes and how those students achieved quite normally. SC added that the CHCH students did achieve better and that this is a possibility that they don't know yet. SC advised that the focus was on the Year 13 students and also those students leaving at the end of level 2. SC advised that there was one student that took up essential work in lockdown and has now secured employment as a result. SC talked of the wellbeing recovery piece being important and that all staff were monitoring this. JM asked around the CHCH learnings with regard to the wellbeing aspect. SC spoke of the amazing stuff MOE had sent through and how the school was now forming a recovery plan - areas within school have been working on a response plan. SC advised that they had seen some anxiety from a small number of students. SC continued that in 80% of students they were not seeing major wellbeing issues, SC continued that there was a bit of fear in the community and that his fear was around the students still at home – that some of these families were wanting to see how level 2 pans out before sending kids back to school, SC adding that these students were more likely to be anxious. OG asked around the implementation of the admin review recommendations and where this was at, SC summarised where things were at in terms of timing of next steps. SC also gave an update on the middle management review in which he had received an initial report. OG asked around the timeframe, SC talked through the things that would have an impact on how timing looked</p>

	<p>around this. SC spoke of the student leaders and their great effort with initiatives throughout the lockdown period, there was a brief discussion around this and it was agreed that they were to be congratulated on the great job they are doing. OG asked around the new teachers who started this year, what their induction / experience at school had been to date. There was a brief discussion around this.</p> <p>6.2 SC presented an updated School Charter document. There was a discussion around SC's proposed new vision statement, it was asked what the staff's feedback had been. SC advised that he would be presenting / sharing with staff once it was approved by the Board. It was agreed that the proposed statement was approved on the basis that majority of staff agreed and were on board with the statement. SC to also share with the community.</p> <p>6.3 The term 1 SENCo report was tabled. SC gave an update on the funding advice he had recently received which was very positive and reflects the hard work Rebecca Bills had put in for our students. SC continued that this was a massive increase on what the school would normally get. There was a question raised on the big percentage jump on numbers, SC advised that this was due to new needs along with how the school is now better at identifying support/needs.</p> <p>6.4 The term 1 Behaviour report was tabled. There was a discussion around the 13 students that contributed to the large proportion of numbers recorded and if parents / whanau have been engaged, SC confirmed that they had. SC advised that the numbers had been adjusted due to the 2 weeks of school missed. SC talked about the culture changing and the whanau teachers building relationships. KP added that the expectations are really clear this year. SC updated on stand-down and suspensions numbers. AR asked around cohorts that stuck out and specific tactics being adopted there. SC talked about the whanau meetings and said that a lot of kids had settled down and settled in alright this year. JM asked if there was confidence that all entries were being made in kamar, as exit interviews in the past had highlighted that this may not have been the case in the past. SC confirmed that he was confident. JM continued that the feedback had been that reporting was under declared and that some teachers didn't feel like they were getting support from SLT. SC advised that there was now a withdrawal process in place and talked through this, highlighting that there was a need for a middle layer. The year 8 group was highlighted, SC advised that there were half a dozen students contributing to this figure and these students were to be targeted for the Life Skills class / initiative.</p> <p>6.5 There was a discussion around the proposed number of out of zone places for the 2021 school year and around the process from here. SC to update at the next meeting if the proposed number is to be revised based on his findings.</p> <p>Resolution: The Board agreed in principle to 20 spaces being made available for out of zone students for the 2021 school year. M. Simon Craggs S. Rachel Hagan.</p>
7	<p>In committee and Personnel – 8:30pm to 9:15pm</p> <p>In accordance with the provisions of Section 48 (1) of the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee to discuss various matters. After discussion it was proposed that the meeting move out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.</p>
8	<p>Meeting closure:</p> <p>8.1 There was a discussion to select topics for newsletter reporting from the Board. Topics chosen were: The schools COVID-19 pandemic response / communication and community survey result summary plus an update on student behavior after term 1.</p> <p>8.2 AR called for agenda items for the next meeting: RS advised she would like to add an update from SC re the Local Curriculum to the meeting agenda for June.</p> <p>The meeting closed with a karakia at 9:20pm.</p>