

Minutes from the Onewhero Area School board meeting held Monday 20th May 2019, 6:00pm in the Staffroom

Item no.	
1	Karakia, AR welcomed everyone to the meeting.
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Rosemarie Costar, Tina Klay, Jo McIntosh, Simon Craggs, Rereokeroa Shaw, Elliot Lancaster, Stewart Foote, Natalie Smith,</p> <p>2.2 Apologies: Rebecca Bills, Rima Taua, Jonelle Hewitt.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p> <p>2.4 MOVE: That the following items be added to the agenda.</p> <ul style="list-style-type: none"> • Item (7.1f) - Resolution for a funding application to be made to Grassroots Trust Ltd and The Southern Trust. M. Simon Craggs S. Jo McIntosh
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the April minutes are approved. M. Rosemarie Costar S. Natalie Smith</p>
4	<p>Strategic decisions</p> <p>Polices for review:</p> <p>(a) The Curriculum and Student Achievement policy was reviewed. Amendments agreed to: 'Provides appropriate career education and guidance for all students in years 7 and 8' – needs updating to read 'years 7 to 13'. M. Tina Klay S. Simon Craggs There was a question raised around home learning, SC advised that homework is not sent home in junior school, that families are encouraged to do activities and have conversations around this. Teacher directed homework is given from year 7. SC advised that the management around expectation of this is delegated to team leaders. There was concern expressed that students can go from having no expectation of having to do any homework to then having a lot of homework, a query was raised if building up the level of homework would be better for the student. It was also expressed that homework was an opportunity for parents to be involved in their child's learning and help parents to understand where their child's learning is at. SC was asked if there was guidance with teachers around homework, SC advised that there was no specific guidance.</p> <p>(b) SC spoke of 2 recent scenarios of overnight activities that were approved to go ahead outside of the policy requirement approval process. These 2 overnight activities had not come to the board for approval and had therefore breached policy. SC apologised for allowing the 2 overnight activities without proper approval. It was stated that overnight activities had required Board approval for many years now and therefore should be no confusion around this requirement. It was reinforced that policy is to be followed at all times, it was agreed that a policy breach register should be set up to monitor any breach of school policy.</p> <p>(c) SC advised that the Student Achievement Information policy requires minor changes: 'These include:' to be amended to 'This may include:' Plus the forth bullet point needs 'listening' added so it reads 'PAT reading / maths and listening'. It was also requested that the internal assessment timeframe for teachers to have results put in kamar be added so it was clear for students and parents as to what the expectation was around this - 'Internal assessment data / results are inputted in to kamar within 3 weeks of assessment due date'. M. Rosemarie Costar S. Elliot Lancaster</p>
5	<p>Strategic discussions</p> <p>5.1 Principal's report tabled. SC asked if there were any questions around his report. SC was asked if he had any concerns about not achieving any of the planned activity for this term. SC responded that he was fairly confident that they were on track. SC gave an update on a couple of the 'amber' points discussed at the last meeting. It was identified that 16</p>

	<p>points in the plan needed to be finalised this term. SC spoke of the SLT planning day that had taken place the week before and half of that day was looking at the annual plan. It was highlighted that there were only 6.5 weeks left to complete the actions due. Clarification was asked around what 'rubic' was, SC provided an explanation. There was a lengthy discussion about Wellbeing and what the desired result was. A question was asked if staff understood teaching of wellbeing, SC responded yes – there were varying levels of understanding and competence. There was a discussion around the professional development day (teacher only day on 17th June) which is scheduled for Wellbeing, SC advised that the Board are welcome to attend. SC also reminded everyone about the Community Wellbeing evening being held at school tomorrow evening. Clarification was asked around the 'Review of Achievement Policy document to include Wellbeing' and 'Creation of Wellbeing Policy document initiated'. It was clarified that it was also built in to teachers KPIs (goals). There was a discussion around if the Board was going to have direction in the development of the policy, did the Board think this is something that needed to be done. SC advised that the gap had been identified, agreeing that policy was the Boards domain. There was a discussion about what sort of content the policy would include. The question was asked given where the school was currently at with professional development of Wellbeing and the direction of Wellbeing, was the school ready for a governance overview, SC responded that he felt if it was put in to high level docs, this would help get everyone on board. There was general agreeance that there was a need to be careful to ensure it doesn't counter other policies or create confusion. There was a brief discussion around Tikanga and building staff capability around this.</p>
<p>6</p>	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p> <p>(a) The Abuse Recognition and Reporting policy was assured. SC noted that the Chair is to be informed whenever a report is made.</p> <p>(b) SC assured the Digital Technology and Cybersafety policy. A question was raised as to how a person (assuming it was a student) was able to cast an inappropriate video on a yr 5/6 class screen. This and a subsequent incident were talked through. It was asked what actions were taken by the school the first time it happened to prevent it happening again and why had it happened a second time. RC acknowledged the teachers quick response to minimise what the kids saw and protect them. There was a discussion around notifying parents and timing of doing this in a scenario like this. It was agreed that 2 keys points were identified as a result of this scenario: (1) Work is required on security and procedures when introducing new technology in to school, (2) Management of communication to parents.</p> <p>6.2 April Financial reporting – the finance committee advised they had met to review reporting prior to the meeting. SC advised that the school was entitled to a rebate for having own septic and water solutions, the rebate can be claimed from MOE. It was advised that there would be a budget amendment in July, this was clarified as reallocating some costs not extending the budget. RESOLUTION That the April 2019 financial report be accepted. M. Rosemarie Costar S. Rereokeroa Shaw</p> <p>6.3 Whanau update – RS handed out invites and a proposal for the Matariki awards / celebration and talked through how the evening would run. Proposed costs were also detailed, final cost to be confirmed once engraving of trophy cost is factored in.</p> <p>6.4 School House update - TK advised that Credit Control on Call had been engaged to take over the management of the school houses. TK explained there were some forms to be finalised and sent off to Credit Control and then this will take effect immediately. TK will be notifying the tenants of the change and Credit Control will make contact with tenants shortly.</p> <p>6.5 Health & Safety Reporting was tabled. A question was raised around the impetigo outbreak detailed in the report and SC was asked if the school had met all policy</p>

	<p>requirements. SC talked through what had been put in place. SC spoke briefly around the Lockdown drills. A question was raised around the drill being carried out earlier in the year as opposed to half way through the year, this needs to be considered in annual schedule. There was a discussion around when it's appropriate that visitors are signing in and out at reception when on school grounds. It was highlighted that it was a mandatory requirement for all contractors to signing in and out when on school property. Things that are required to happen at the next H&S meeting were discussed. MINUTE The Boards expectation from this point on is that the new monthly reporting template is to be used and it is a requirement for all committee members, if present at school, to attend the monthly H&S meetings.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Tina Klay S. Natalie Smith</p>
<p>7</p>	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) SC summarised the communication survey results. There was a discussion around this. TK shared what she and SC would be working on in terms of a communication plan and what this would include. This would give definition of who does what and when in terms of communicating depending on type of scenario.</p> <p>(b) RESOLUTION: As per email correspondence sent on 6th May, the Board approve \$4,006.60 to be used from the capital expenditure budget to enable the purchase of mathematics resources as per the proposal provided by Rebecca Bills. M. Rosemarie Costar S. Jo McIntosh</p> <p>(c) SC talked through the provisional 2018 school leaver qualification data received from MOE. SC advised that the school needed to focus on and raise level 2 numbers. There was a brief discussion around this. It was observed that there was only 1 male leaving with university entrance.</p> <p>(d) SC requested approval to write to MOE (re the closure of school last Monday due to power outage) to request a reduction in the required number of half days. This request was approved. M. Aaron Reese S. Natalie Smith</p> <p>(e) There was a discussion about the potential of strike action from teachers on the 29th May. SC said he will have notice this Thursday if Area Schools will be included. A discussion took place around what the best course of action would be if Area Schools were included. It was decided that if there were less than 20 teachers that would be available to teach on that day that the school should close.</p> <p>(f) RESOLUTION: That an application be made to The Southern Trust for a grant of \$8,930 exc GST (\$10,269.50 inc GST) for the purchase of cushion fall bark (for underneath the adventure playground) to comply with the required safety standards. The Board authorises Stacey Ingram and Simon Craggs to apply for this grant on behalf of Onewhero Area School. M. Rosemarie Costar S. Elliot Lancaster</p> <p>(g) RESOLUTION: That an application be made to Grassroots Trust for a grant of \$8,930 exc GST (\$10,269.50 inc GST) for the purchase of cushion fall bark (for underneath the adventure playground) to comply with the required safety standards. M. Rosemarie Costar S. Elliot Lancaster</p> <p>7.2 Action list from April meeting.</p> <p>(a) SC advised that student meetings (that EL had suggested) to explain and give understanding around the changes at OAS would be starting this Wednesday (extending tutor time).</p> <p>(b) SC confirmed timeline for Health Education curriculum draft statement preparation, this will be a 4 week process, commencing week 1 of term 4. There is opportunity for school community to comment on draft and then draft submitted to Board for review at November meeting.</p> <p>(c) SC updated on the planning of the consultation with the school community around Curriculum.</p> <p>(d) AR confirmed he had reviewed the SUE processes and authorisations.</p>

- (e) SC confirmed he had followed up the reporting to SLT as per the Student Attendance policy.
- (f) AR talked through the report submitted around the over spend of the renovation to the Hall Rd school house. The over spend detailed as \$18,586, however it was suggested that the \$6,900 for the painting that was carried over to the 2019FY should also be included in this as it fell outside the total budget approved by the Board for this house renovation. There was discussion around this, it was agreed that either way there was a significant over spend. It was highlighted that if regular updates and reports had of been provided to the school / Board earlier then discussions and decisions could have been made to avoid the over spend, however this did not happen and there has not been the ability to do this as the work has already been completed. It was also highlighted that processes had not been followed which has contributed to the over spend.
MINUTE: Any future projects committed to will have: (1) documented scope and costing/budget per area, (2) a single point of responsibility for committing to costs and managing the budget, (3) regular reporting against the approved scoping document and budget.
- (g) SC advised that a process was being put in place to capture EOTC information in the monthly H&S report. This information had been included in the May report.
- (h) SC talked through the information he had gathered around reviewing OAS home zone and options to consider. It was agreed that the school should ask for the ideal scenario first and everyone agreed that SC propose and move forward with the request.
- (i) SC talked through the NCEA data analysis 2019 internals document. SC advised that quarter are completed and tracking well. SC talked through the graphs / results. He advised that he is still unpacking all the changes being made to NCEA and that he will report back once he has completed his review of the changes. SC did mention one of the changes is that 50% of each subject will be external. There was a discussion around this. He also advised that the abolishing of fees was a positive.
- (j) It was confirmed that the Tag & testing scheduled in H&S reporting had been moved to July.
- (k) SC advised that he had spoken to KF/JM re the drying of the monkey bars each morning, they had advised that this was not happening and no requirement to do this. The recent incidents on the monkey bars were a result of students putting water on the playground.
- (l) SC confirmed that a further step had been added in the process whereby a courtesy confirmation of receiving a care card would be completed where we have contact details for the person who has lodged the care card.
- (m) SC advised that the PLD proposal / survey had been amended and sent out to the parent / whanau community today for completing.
- (n) SC confirmed he had emailed a copy of NZCR school engagement survey to RC for the subcommittee formed to draft an OAS survey. The committee are meeting this Wednesday at 3pm and will prepare a draft for the next meeting.
- (o) JH confirmed that detail about sponsorship for the school fence had gone in the school newsletter.
- (p) SC talked through the Behaviour Report submitted by RB. SC highlighted what RB had found when pulling together the reporting. A process has been put in place to ensure incidents when handled by multiple people were detailed/captured under one incident only. It was determined that this was a good starting point to measure from moving forward.

7.3 Inwards correspondence

- (a) NZSTA - AGM
- (b) Education Gazette 7 May – vol 98 number 7

	<p>(c) NZSTA – 2019 triennial elections (d) NZSTA news – April 2019, issue 291</p> <p>7.4 Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Jo McIntosh S. Tina Klay</p> <p>7.5 Overnight trip proposal forms presented:</p> <p>(a) NZ Area Schools tournament from 7-11 July (Anke van Dijk) – approved. (b) Wananga dates for 2019 - various dates listed (Kramer Ronaki) – The board did not approve the activity listed for 4th / 5th May as this date was retrospective. Approval was also not granted for the end of year trip, 26th Nov to 1st Dec, a separate form is required to be completed and submitted for this specific trip. All other dates detailed on the form were approved.</p> <p>RESOLUTION That the above overnight trips be approved as detailed above. M. Rosemarie Costar S. Tina Klay</p> <p>7.6 Call for agenda items for next meeting – nil.</p>
8	In committee and Personnel
9	<p>A presentation was made to Rosemarie Costar to thank her for all of her hard work and dedication to the school through her years of service on the Board.</p> <p>Karakia, meeting closed at 10:09pm</p>