

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held 19th June 2018 at 6pm in the Staffroom

Item no.	
1	<p>Karakia led by SC. Everyone welcomed.</p> <p>Maxine Pattinson was welcomed to the meeting, Maxine then presented her proposal requesting funding for Reading Eggs for years 3 to 6. The presentation covered the background and rationale of request, supporting facts and benefits, the cost involved to cover 145 students and other considerations. A discussion followed with question and answer time.</p> <p>RESOLUTION: The Board approves the funds for the Reading Eggs proposal for years 3 to 6 (cost of \$2451.23 inc GST).</p> <p>M. Aaron Reese S. Natalie Smith</p> <p>RC thanked Maxine for her very in-depth presentation and proposal.</p>
2	<p>Attendance</p> <p>2.1 Present: Rebecca Bills, Rosemarie Costar, Natalie Smith, Tina Klay, Jo McIntosh, Stewart Foote, Simon Craggs, Aaron Reese, Elliot Lancaster.</p> <p>2.2 Apologies: Jonelle Hewitt, Rereokeroa Shaw, Rima Taua.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION The minutes from the May meeting were approved.</p> <p>M. Simon S. Aaron</p>
4	<p>Strategic decisions</p> <p>(a) The Protected disclosure policy was reviewed and ratified as is with no changes. M. Natalie Smith S. Aaron Reese</p> <p>AR raised that the procedure allowed discretion on behalf of the Board chair, SC highlighted that this may relate to privacy issues.</p> <p>(b) The following amendment to the Uniform policy was ratified. <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 with parental consent'.</i></p> <p>M. Rosemarie Costar S. Elliot Lancaster</p>
5	<p>Strategic discussions</p> <p>5.1 Principal's report was tabled. There was a discussion around format of report. More information was requested on a few points detailed. There was a brief discussion around the 'Greenie and Value certificates review'. There was clarification given around the Wellbeing survey – this was based on wellbeing of kids through the teachers lens, how they teach wellbeing.</p> <p>5.2 SENCo report was tabled. RB talked through the report and elaborated on information where questions were raised. There was a discussion around the restraint training and who had participated in this.</p> <p>5.3 The recent roll return submitted to MOE was tabled.</p> <p>M. Simon Craggs S. Tina Klay</p>
6	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p> <p>(a) Evacuation procedure / emergency kit – SC advised that there were currently a few things missing from the kit to ensure it was in line with the policy, this was being addressed to ensure compliance.</p> <p>(b) Risk Management – SC advised that a regular walk around conducted by the principal and caretaker would be implemented moving forward.</p> <p>(c) Digital technology and cyber safety – there was discussion around the current requirement for this to be signed by students every year. This is a big administration</p>

	<p>task. It was suggested that this could be done at certain year levels instead of annually. It was agreed that if the legal requirement was annually then there was to be no change, however if this was not the requirement then the suggestion of this being carried out at certain year levels would be acceptable.</p> <p>6.2 Finance Reports: (a) RESOLUTION That the May 2018 financial report from Edtech be accepted. M. Aaron Reese S. Jo McIntosh There was a discussion around the content of the report and the requirement for clearer/ more detailed explanations from Edtech in relation to what is reported on. SC gave an explanation of the variances asked at the last meeting and advised what was being worked through ready for next meeting.</p> <p>(b) MINUTE That financial statements received from Edtech for year end 31.12.17 were approved by email on the 31st May 2018. M. Rosemarie Costar S. Simon Craggs</p> <p>(c) MINUTE That the updated budget for 2018 is approved with the addition of the Reading Eggs cost of \$2451.23 inc GST (\$2131.50 exc GST) which was approved earlier in the meeting. M. Rebecca Bills S. Jo McIntosh</p> <p>6.3 RESOLUTION That the staff report be received. M. Rebecca Bills S. Rosemarie Costar</p> <p>6.4 RESOLUTION That the Student Rep report be received. EL advised that the aim was to have the Student Council operational mid term 3. RC thanked EL and acknowledged his amazing leadership. M. Elliot Lancaster S. Simon Craggs</p> <p>6.5 No whanau report this meeting.</p> <p>6.6 RESOLUTION That the Health & Safety reporting be received. M. Jo McIntosh S. Natalie Smith There was a discussion around care cards. Concern was raised around the hall kitchen ceiling and the description, SC clarified that the kitchen ceiling was sagging and has been closed as a precaution – once roof fixed, it was not a big job to fix ceiling. Part of 10YPP / 5YPP is tidying up the hall, SC advised that he is going through MOE now and will have an update at the next meeting. Questions were asked around the staff injury and incident detail reported on and how / why the incidents have occurred. There was a discussion around this and if measures needed to be put in place to ensure incidents of this nature don't occur. There was a discussion around the Hazard register information.</p>
7	<p>BOT Administration</p> <p>7.1 General</p> <p>(a) Term for co-opted members was briefly discussed, more information required for next meeting.</p> <p>(b) Proposal for Supplementary Interactive Reading for the Junior School – this was moved forward and discussed at the beginning of the meeting. Details around this agenda item under number 1.</p> <p>7.2 Action list from May meeting.</p> <p>a. SC advised that an additional maths class option for year 7/8 was not possible due to time tabling. T/Aide hours had been put across this.</p> <p>b. April 2018 finance report – answers to queries were as follows:</p> <ul style="list-style-type: none"> • Re the query re bank rec difference (approx. \$200k) – variance due to noncurrent a/cs not included. • Hospitality budget at 237% - coding changes required. • Network expenses at 94% - coding changes required.

	<p>c. SC advised that the backlog had now been cleared and that all care cards were now recorded. Feedback was given around the details of 2 care cards that were completed however were not in any reporting this year.</p> <p>d. SC advised he had emailed a reminder to staff re policy around notifying parents of injuries / incidents.</p> <p>e. There was a discussion around the work to be carried out on the house. A quote had been submitted, SF said he would be able to oversee the work as the builder was qualified but not registered. SF was asked for clarification if this would be in a paid capacity as SF would need to declare a conflict and not part-take in discussion in line with rules/legislation if the intention was for this to be in a paid capacity. SF responded that this would be as a volunteer. SF was thanked. It was also highlighted that there would be a shortfall in the rent budget due to this school house being vacant and no rental income for more than 6 months.</p> <p>f. There was a discussion around the BOT scholarship, this scholarship would be via an on application basis. An account to be set up called BOT scholarship.</p> <p>g. There was a discussion and it was agreed that Credit Control is to be engaged in a debt collector capacity to try and recover the non-payment of \$20K (for one of the 2017 International Homestay visits).</p> <p>h. SC presented the new version of the Schedule of Delegations. MINUTE: The new Schedule of Delegations presented is accepted. This is to be reviewed annually in February. M. Natalie Smith S. Aaron Reese</p> <p>i. CARRY OVER (no response received as yet) - SC to update re response to the addendum sent regarding the External audit report (School health & safety systems).</p> <p>7.3 Inwards correspondence</p> <p>(a) Education beyond the classroom May 2018, issue 43.</p> <p>(b) Education Gazette, 28 May 2018, vol 97, number 9.</p> <p>(c) Email from Argest re no water test results received – SC advised the background and there was a discussion around this and what needed to happen moving forward. It was highlighted that this needed to be in H&S reporting / discussions.</p> <p>(d) Email from Argest re Annual Building WOF and actions required – there was a brief discussion around this.</p> <p>(e) NZSTA news, May 2018, issue 282.</p> <p>(f) NZSTA – Annual Report 2017</p> <p>(g) Education Gazette, 11 June 2018, vol 97, number 10.</p> <p>7.4 Outwards correspondence</p> <p>(a) Audited accounts for financial year end 31.12.2017 uploaded to MOE.</p> <p>(b) Response letter to Deborah van den Berg and Helen Elley re Supa Kid’s Club.</p> <p>(c) Response letter to Jane Constant re Hall hire letter for OECC fundraiser.</p> <p>(d) Letter and supporting documentation to Mr & Mrs Marchant re Bill Wynn’s legacy.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Rebecca Bills S. Elliot Lancaster</p> <p>7.5 Overnight trip proposal forms tabled.</p> <p>a) Year 12 and 13 PE snow trip – Whakapapa (submitted by Anna Ronaki).</p> <p>b) Year 11 PE trip – Rotorua (submitted by Justine Wootton)</p> <p>RESOLUTION That the above overnight trips be approved. M. Natalie Smith S. Tina Klay</p>
8	In committee and Personnel
9	Karakia, meeting closed at 8:37pm