

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from meeting held Tuesday 23rd May 2017, 6:00pm in the Staff Room

Item no.	
1	Karakia by KH. Rosemarie welcomed everybody.
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Koren Hopoi, Rebecca Bills, Tuene Henderson, Julian Austin, Stewart Foote, Jonathan Lovatt.</p> <p>2.2 Apologies: Rereokeroa Shaw. Apologies for lateness: Rima Taua. Absent: Greg Fenton</p> <p>2.3 Declaration of interests: nil.</p> <p>2.4 Approve Minutes of previous meeting. M. Rebecca Bills S. Jonathan Lovatt.</p> <p>2.5 Matters arising</p> <ul style="list-style-type: none"> • Quotes for school houses to be discussed later in meeting. • KH gave an update on the status of the 10YPP, saying Derek Devoy and MOE are currently communicating around this. Action: KH to distribute communication to Board. KH continues that the plan is still a WIP, that there are things on there that have been done therefore the priority list changes due to this. The gym was way down the list. RC asked around the deadline for the 10YPP. JA advised that there is no deadline however we can't use money until it is completed. There was a discussion around the state of the spouting, RC asking if this came under day to day maintenance. JA advised that anything under \$5K we have to do ourselves. JA went on to explain the different categories, there was a discussion around this. • KH gave an update on the bus tracking set up. KH advised that this was delayed due to phones not working. A scanner has now been purchased however this doesn't talk to network as good as it should. CO is working on this however KH advised that this was a time thing, CO has been given the Thursday of ToD to work on this and fix. KH talked of everything that had been learnt as the result of working through this project. Action: JA to look at IP for the developed bus tracking system and advise what is required to do this at next meeting. • CARRY OVER TO JUNE: A better way of locating assets is required, getting a scanner that can barcode and track through. Action: PO working on this requirement as next part of project once bus tracking set up. • Re Delegations of Authority it was highlighted that these need to be signed by current personnel. Action point: SI to retype template. KH to familiarize herself with and sign document for when she is in Acting Principal capacity. KH to arrange for other appropriate personnel to sign. • Voice over IP now appearing on H&S report.

	<ul style="list-style-type: none"> • There was a discussion around the next Hui and a curriculum survey and the timing of this. The following was agreed to: Minute: (1) A curriculum survey needs to be completed. This will be held over until the new Principal is appointed and developed by the Principal & senior leadership team. (2) A Hui can be set meantime in response to the initial Eat & Greet Hui and feedback gathered to discuss the 3 other points that were agreed to by the Board at the March meeting. • KH advised the MOE's response around if we are able to (legally) ask any student who is out of zone and wishing to come to OAS for: Criminal history, academic and learning difficulties. Action: KH to give SI a copy to put in Board docs file for meeting. • RC spoke of workshops / PD for the Board and SLT around Finance, Stand-down and Suspensions etc. There was a discussion around this. It was decided that the first one should be the Stand-down and Suspensions as this is where school is most at risk and the priority. A discussion took place around timing to suit everyone with the consensus being after school (5pm) on a Monday, Wednesday or Thursday. • Re feedback on changing of the assembly time on a Monday morning to a Monday afternoon, KH advised that she thought she had organised this for Parent Teacher interviews but realised she hadn't. KH advised that a notice went out today and it was also detailed in the newsletter last week. Feedback from students was also being gathered. Action: KH to present feedback at the June meeting. • There was a discussion around the Code of Conduct. It was decided to make the minor suggestions that NZSTA recommended to the existing one which did not change content. Action: Once changes made the new version to be given to any new employee starting. • KH confirmed HA / JA had compiled a list of what chemicals are used / stored at school. KH also advised that DC was working on a list of the dangerous chemicals stored in school labs. There are some chemicals that have been there a long time that DC is working on identifying. RC talked around the need and importance of having these for Fire Brigade and also Safety Data sheets. • It was confirmed that GF had made contact with EDSOL and that they had already met with DM and KH.
<p>3</p>	<p>Strategic decisions</p> <p>3.1 Review of Policy: Employer Responsibility – carry over to June meeting.</p> <p>3.2 There was a discussion about the policies for assurance:</p> <ul style="list-style-type: none"> • EEO Policy to be worked through and GF/KH to advise next meeting. • Vetting requirements for non-teachers to be worked through and GF/KH to advise next meeting. • 10 Year Property plan to be worked through and GF/KH to advise next meeting. • Risk management to be worked through and GF/KH to advise next meeting. • Medicines, minor/moderate injuries or illness to be worked through and GF/KH to advise next meeting. <p>Minute: Assurance of the length of the school year was given by KH this meeting.</p> <p>3.3 Development of the following policies discussed.</p> <ul style="list-style-type: none"> • School house policy. • School vehicle policy. <p>Action: RB to check to see if School Docs have templates that we can build from.</p>

<p>4</p>	<p>Strategic discussions</p> <p>4.1 Principal’s report was tabled. M. Koren Hopoi. S. Rosemarie Costar. RC asked if everyone had read and if there were any questions for KH. RC asked around the new structures that had been put in place with regards to meeting NCEA deadlines. KH explained these, talking about when deadlines are missed, now a letter goes straight home to parents and no extensions being granted. TH gave her perspective as a student on the changes. JA asked around the Office Admin recruitment, KH advised that there was a large volume of applicants for this role. JA suggested that the personnel committee sit in on interviews. JA stating the importance of stability. RC asked if KH was happy with for this to happen. KH responded to say she would be happy for this to happen. Action: KH to set dates and advise the personnel subcommittee so a member can attend. KH gave an update on Counties Power causing hold up with fixing heating in the new block in Science labs and Fishbowl.</p> <p>4.2 Senco Report for Q1, 2017 tabled. There was a discussion around this. It was decided that this be completed at the end of each term to establish if additional resources are required. Action: KH to pass this feedback on to SLT / SENCO. There was a discussion around the student that has been accepted by MOE Behaviour Service but was having to wait until a facilitator became available. Action: KH to speak to MOE regarding the wait and push back on this. RC reiterated that the school must take all children who are deemed to be within the school zone – this is a legal requirement. Action: KH to thank JP for her informative report.</p> <p>4.3 Identifying Priority Learners – KH presented data snapshot of monitoring student achievement, there was a discussion around this. There was further discussion around teacher aides and who are unassigned to a specific student/s to assist the classroom teachers and what years were covered. The Board want to understand this to be better equipped to make informed decisions around resources / funding. Action: KH to give a breakdown at the June meeting of how the teacher aides are utilised throughout the school.</p> <p>4.4 Minute: Edsol have been formally appointed to provide the service of appraising SLT (this includes Principal and 3 senior leader members). The cost of this service is approx. \$10K per annum. M. Rosemarie Costar. S. Julian Austin.</p> <p>4.5 The following overnight trips were approved by the Board:</p> <ul style="list-style-type: none"> • Year 7 Port Waikato Environmental Camp • Upper North Is. Secondary School Netball Tournament • Senior Boys Basketball Qualifier Tournament • NZ Area Schools Sports Tournament • Whangamata Sports Exchange • AIMS Games, Tauranga (Yr 7-8) • Level 1 PE trip to Rotorua • Level 3 Geo trip to Rotorua
<p>5</p>	<p>Monitoring</p> <p>5.1 Finance Report March and April reports tabled and discussed. The following from the April report to be investigated as more information is required:</p>

Fundraising at -6%; the explanation and action detailed by Edtech to be questioned. General, Finance & Lease costs and Grounds expenditure YTD to be looked at. There was a discussion around the Staff Development %.

The swimming pool budget was noted of particular concern and the question asked as to how this could have been so overspent if delegations were being followed. There was a discussion about delegations, part of authority delegates to SLT with conditions. This is well over annual budget. The Board emphasised that budgets aren't to go over and that they felt things weren't being questioned. The Principal is to manage finance and the budgets to ensure budgets are kept to. It was discussed that the delegation schedule was not being followed and the concerns around this.

Action: KH to enforce the schedule. KH to check with SE to see if each HoD gets a budget balance / update each term.

5.1a 2016 Draft Annual Accounts were discussed and concerns raised on how the financial position for the 2016 year was reported at the end of last year versus receiving this new update.

Action: RC to speak with Edtech to get some understanding on how this has occurred.

5.2 Staff Report tabled.

M. Rebecca Bills. S. Jonathan Lovatt.

There was a discussion around the Kamar conference and the sharing of the information from the staff who attended. The varying levels in which staff detail information in Kamar was discussed. JA noting that the Board want a full picture of a student if they come before the Board, the good stuff needs to be in there and recognised as well. There was a discussion around staff turnover and consistency with how we deal with things.

5.3 Student Report tabled.

M. Tuene Henderson. S. Jonathan Lovatt.

TH noted that the Student Leadership camp in Akaroa was not detailed in her report and spoke of the experience highly.

5.4 Maori Rep report.

5.5 Health & Safety Report tabled.

The issue with the alarm system was discussed. **Action: KH to check in with SE around the detail of this and then report to MOE.**

VoIP was discussed, KH said she has previously spoken to and had quotes for this service. **Action: KH to arrange for a provider to come and present the benefits of VoIP to the Board at the June meeting to be able to make an informed decision.**

The incident on the 15.05.2017 in the automotive shed was discussed. KH advised that the information in the report was not correct. Minute: the air compressor was not triggered, this was incorrect information.

The floor in the admin office was discussed. **Action: KH to look into this and report back.**

Health & Safety policy referred to under School Audits was discussed. **Action point: RB to look at the Health & Safety policy submitted to School Docs versus what is online and report back.**

The point around the junior swimming pool needing a major repair after cyclone Debbie was queried. No one at the meeting had any knowledge of this to be able to clarify. **Action: KH to investigate issue and look into insurance cover.**

It was discussed that the hazard identification list was not in the report. **Action: KH to look into and ensure this is included in the reporting.**

Bullet point 2 under any other issues regarding break time duties being carried out was discussed. A question was asked if a care card had been raised or how had this come to be in the H&S report. There was a discussion around this being a public document. This point is for management to

	<p>resolve if rostered duties are not being completed. Action: KH to investigate and address with staff if there is an issue with duties not being completed.</p> <p>It was discussed and agreed that some of the content being detailed in the H&S report was not appropriate. Action: KH to address this with the H&S committee. KH advised she was going to join the H&S committee.</p>
6	<p>Inward Correspondence</p> <p>6.1 Letter from Leonard Irving re the Onewhero School and Community Hall. RC read letter out. There was a discussion around the gym office space being extended and the impact this had and how this has happened. A new space for the trolley with the bowls and mats on to be allocated asap. Action: KH to make arrangements for storage of the trolley. Action: SI to send a letter of response.</p> <p>6.2 Letter from Helen Elley and Deborah Van Den Berg re Supa Kids Club. RC read letter out and asked if everyone was happy with what the letter proposed. All agreed. Action: SI to send a letter of response.</p> <p>6.3 Letter from the Heart Foundation – Heart Life, Winter 2017 edition.</p> <p>6.4 NZSTA – Registering your delegate to the NZSTA Annual General meeting. RC asked if anyone would like to attend. It was decided no delegate would be attending this meeting.</p> <p>6.5 Letter from Ted Benton (MOE) read out.</p> <p>6.6 CLNZ Print Licence.</p> <p>6.7 Letter from MOE re banking staffing usage for 2016.</p> <p>6.8 NZ Education Gazette – 10 April – Vol 96 # 6.</p> <p>6.9 NZ Education Gazette – 1 May – Vol 96 # 7.</p> <p>6.10 NZ Education Gazette – 15 May – Vol 96 # 8.</p> <p>6.11 STA News NZSTA – Mar/April 2017, issue 271.</p> <p>6.12 STA News NZSTA – May 2017, issue 272.</p>
6A	<p>Outwards Correspondence</p> <p>Nil</p>
7	<p>General Business</p> <p>7.1 Notes from recent NZSTA finance PD. RC asked if everyone had read. There was a discussion around school fees. Action: RC to contact MOE to set up a meeting for RC/KH to meet with a MOE representative who is able to provide guidance around this.</p> <p>7.2 Consultation – Community and Parental, this was discussed in matters arising.</p> <p>7.3 Filling the casual vacancy to replace Greg Shortt was discussed. It was decided to fill this vacancy. A discussion is now required to select who the Board would like to see brought on in to this vacant place.</p> <p>7.4 10YPP – this was discussed earlier in meeting.</p> <p>There was a discussion around the school donation fees. Action: KH to speak to SE to check her understanding of the school donation fees over the past 3 years and what instructions were given to SE when invoicing.</p> <p>RC advised that she had provided ERO with an update around personnel changes, ERO confirmed they were still scheduled to come in term 4, 2017.</p> <p>A question was asked around out of zone enrolments and the policy / process around this. KH talked through the ballot process, the waiting lists and process associated with the lists. There was a discussion around this. KH confirmed no additional out of zone enrolments are accepted except via the ballot process.</p>

8	Meeting closed at 8:55pm
9	<p>In committee</p> <p>Came out of in-committee from 9:20pm to 9:35pm to talk through quotes received for the school house now vacant on Parson's Road.</p> <p>SF tabled the quotes for Board to review. There was a discussion around this and the budget.</p> <p>Action: SF, JL and JA to meet to discuss options to save / reduce the costs for the required work. Due to wanting work to commence on house asap, the detail and saving to be emailed to Board for consideration.</p> <p>Karakia by RT.</p>