

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 23rd June 2020, 5:30pm in the Staffroom**

Item no.	Item
1	<p>The meeting started with a karakia, everyone was welcomed and introductions were made. SC introduced one of the OAS Mana Whenua reps, Matekino Marshall. Matekino's extensive background and experience was shared, SC talked through the Mana Whenua rep roles and how they work with the school and moving the Maori Education plan forward. SC also advised that he had been informed today that the school has been approved to get 2 new classrooms by the end of the year, SC continued that one of these will be a dedicated Māori space. The classrooms will be positioned out the front of the courts looking towards the hills. RS spoke of having the Mana Whenua reps working with the school, and how it allows feedback to whanau, hapu and marae and how this will help to engage whanau. RS talked about the Board showing commitment by members attending the upcoming Matariki event being held on the 6th August. Matekino was thanked for attending the Board meeting and for the work he is doing with the school.</p>
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Owein Greaves, Tina Klay, Simon Craggs, Rereokeroa Shaw, Rima Taua, Jo McIntosh, Kiri Pengelly, Stacey Ingram (minute taker).</p> <p>2.2 Apologies: Cushla Carey, Rachel Hagan, Chris Lees.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil declared.</p>
3	<p>Administration</p> <p>3.1 Confirmation of the May minutes. RESOLUTION That the May 2020 Board minutes were approved. M. Simon Craggs S. Kiri Pengelly</p> <p>3.2 Inwards correspondence</p> <p>(a) NZ Education Gazette – vol 99 / number 8 (01 June 2020).</p> <p>(b) NZ Education Gazette – vol 99 / number 9 (15 June 2020).</p> <p>(c) EOTC Beyond the Classroom, June 2020, issue 47.</p> <p>3.3 Outwards correspondence</p> <p>(a) Response letter to Helen Elley & Deborah van den Berg re Supa Kids program.</p> <p>RESOLUTION That inwards correspondence be received and outwards correspondence be approved. M. Tina Klay S. Jo McIntosh</p>
4	<p>Monitoring and Review</p> <p>4.1 School house report – TK summarised her report, giving an overview from Credit Control on Call's updates. They had commented on how well kept and looked after the school houses were. TK covered a few maintenance requirements and the status of these.</p> <p>4.2 Whanau report – discussed earlier in meeting (under item 1).</p> <p>4.3 (a) May financial reporting was tabled. SC spoke of the upcoming budget meeting with the accountant in July, SC advised that a more detailed and accurate picture of where we are tracking will then be provided at the July Board meeting once the budget meeting has taken place. It was said currently income is tracking ahead and expenses were down due to COVID-19 and school being closed for a period. RESOLUTION That the May 2020 financial reporting be accepted. M. Rereokeroa Shaw S. Owein Greaves</p> <p>(b) OAS 2019 Financial statements, auditor report and report to the Board from Deloitte were tabled.</p> <p>MINUTE That the Annual Report for year end 31.12.2019 submitted to Deloitte was as it stood in draft as per approved / minuted at the May 2020 meeting – no changes were made to the draft version. M. Tina Klay S. Owein Greaves</p> <p>RESOLUTION That the signed and stamped OAS 2019 Financial statements, auditor report and report to the Board received from Deloitte are accepted. M. Owein Greaves S. Simon Craggs</p> <p>4.4 Policies for Assurance by the Principal:</p>

- (a) Abuse Recognition and Reporting – SC assured this policy, advising there were no issues.
- (b) Digital Technology and Cyber safety – SC advised that there were no issues with the policy and no breaches, however on a whole he thought there needed to be a tidy up of digital citizenship.
- (c) Evacuation Procedure/Emergency Kit – SC assured policy and advised that there was a lockdown drill scheduled for Monday, it was said that this should be completed early in the year as typically that’s when we have new staff / students.

4.5 Health & Safety reporting.

(a) The June H&S reporting was tabled – JM and CL were not able to attend the last H&S meeting and it was requested that calendar invites be sent for the remainder of the year. There was a discussion around the teacher who had not turned up for the road patrol crossing duty, SC advised that he has addressed this, it was a one off. AR asked what happened on that day with no teacher present. SC advised that the students had been instructed to wait for a staff member and if the teacher doesn’t turn up to get an SLT member.

The incident involving the student who had removed his eye protective wear when welding in an automotive class was discussed. SC confirmed that the student had been trained on protective wear and that he had also put extra safety precautions in place. SC advised that any further breaches from this student will result in the student being removed from this class.

(b) The Injury and Incident reporting for May was tabled, there were no questions raised around this.

RESOLUTION That the Health & Safety reporting be received.

4.6 Overnight & potentially hazardous activities / trips:

- (a) Level One Physical Education trip (12 – 13th August 2020), teacher in charge: Justine Wootton. JM advised that she and CL had reviewed the trip documentation and their recommendation was to approve the trip on the proviso that volunteers have a current police vet and appropriate driver’s license. **RESOLUTION:** This trip is approved on the basis that the recommendation made by JM/CL as detailed above is complied with. M. Simon Craggs S. Tina Klay

4.7 Action list from May meeting.

- (a) KP will be meeting with RB to get some training and information on School Docs and the implementation of change to policy. The policy amendments from the May meeting will then be submitted.
- (b) JM confirmed she had updated the test results in Safe 365 system however this had no impact on the percentage. JM talked of identifying formal training and experience of Board members to update the system with this information.
- (c) SC to provide an update to the Board around the Life Skills program in his monthly reporting. SC confirmed he had communicated the program and purpose to the school community.
- (d) SC advised that the procedures for the clay bird shooting proposal had been prepared and were ready to go to the next H&S meeting for review.
- (e) It was reported that the PLG journals distributed to the Board in place of the request for a Play Based and Learner Agency plan for 2020 / update year to date did not help from a Board perspective. The Board would like to see the actual plan and feedback from Bek Galloway visits as to how these programs are progressing within the school to understand the effect on student achievement.
- (f) SC tabled an update around the out of zone enrolment numbers for the 2021 school year. SC talked through his proposal and it was agreed to offer 30 spaces.

RESOLUTION: That OAS offer up to 30 out of zone places (excluding year 8 where no

	<p>places are available) for the 2021 school year. M. Rereokeroa Shaw S. Simon Craggs</p> <p>4.8 General</p> <p>(a) The roll return submitted to MOE for June 2020 was tabled. SC advised that the roll was at 535, slightly down on 1st March by 4 students. SC advised that there is still a few new entrants to start this year. SC also advised that senior students were more likely to stay in school with fewer job opportunities due to COVID-19.</p> <p>(b) SC provided an update on the 5YA plan. He advised that the project in the hub had been completed and the latest project (art room and music room) had been completed last term. SC advised the next 5YA project involved a redo of the tech room and also the gym/hall space (redoing the roof). SC continued that these would hopefully be started this year, with one being finished and the other completed over the Christmas holiday period. This will finalise the current 5YA projects and then a new 5 year round will start. There was more discussion around how the 5YA and 10YPP work. AR talked of the new classrooms that SC had mentioned earlier in the meeting and how its great getting these however we don't want to eat in to the grass areas. KP advised that the school did have a limited amount of footprint space. AR talked of 2 storey options to minimize impact on the school grounds. SC tabled his Energy Efficiency Solution document and talked through the options given. SC advised that the school can apply for funding for LED lighting. There was discussion around this and it was agreed SC should progress as per his proposal / recommendation.</p> <p>(c) The donations scheme for 2021 was discussed. SC advised that this required Board approval every year to opt in to the scheme. SC said he had gone out to the community for feedback however he had not received any. There was a brief discussion. RESOLUTION: The Board agree to opt in to the MOE Donations Scheme for the 2021 school year. The Board and school understand that by doing this it means the school must not ask students' families and whanau for donations, except for overnight camps. M. Simon Craggs S. Rereokeroa Shaw</p> <p>(d) SC spoke of the leadership course scheduled for term 3, the initial proposed grant amount required for the trip is now less than what had been presented at a previous meeting and therefore required an updated resolution. RESOLUTION: That an application be made to Pub Charity Limited for a grant of \$3,826.09 +GST, for the course fees for the Hillary Outdoors Leadership Week on Great Barrier island in the term 3 school holidays. M. Jo McIntosh S. Tina Klay</p>
<p>5</p>	<p>Strategic decisions</p> <p>5.1 Policies for review:</p> <p>(a) Staff Leave policy – no changes were identified for this policy.</p> <p>(b) Employer Responsibility Policy – no changes were identified for this policy.</p>
<p>6</p>	<p>Strategic discussions</p> <p>6.1 The Principal's report was tabled. SC asked if anyone had any questions. There was a discussion around the lack of feedback to the community about the local curriculum progress. It was said that a lot had been completed on the Maori Education plan however there didn't appear to be much around the rest of it that anyone had seen. The feedback from the community had been a long time ago now and people needed to know what had progressed / been developed as a result of their feedback. SC advised that this was being finalised and JL had worked on over lock down. It was highlighted that it was key to communicate even if at this stage it was that there is a lot going on behind the scenes and that finalised information was coming and when. The information gathering and the presentation back to the community in terms of their feedback had been completed 5th Nov last year, there needed to be an update. There was disappointment expressed around the missing register of attendees</p>

	<p>at the huis to be able to communicate directly with attendees – the request to keep a register of the names had been initiated for this very purpose. It was said that it needed to be communicated why this was a priority for the school, so everyone is on the same page as to the significance of the local curriculum. Communication must to be timely and clear.</p> <p>SC advised that leadership initiatives were on track and summarised the PLG progress, the library had opened up leadership opportunities, the peer mediators were out and about. The academic captain was meeting with him tomorrow to set up tutoring. SC spoke of the PB4L team and updated around this. SC also advised that they were currently advertising for a Student Services Co-ordinator and that there had been a huge response to the advertisement. SC was asked for an update on the at-risk behavior students identified in 2019 and had the parent huis begun. SC advised that half of the group had improved behavior however others had popped up. AR asked how many families had they met with, SC responded none, and that COVID-19 had had an impact. There was a discussion around when the meetings will happen and the importance of ensuring this happens as early as possible. A question was raised around the Wellbeing portfolio, SC responded that it was delayed due to COVID-19, a question was raised around this and a discussion around what was worked on during COVID-19. There was further discussion around the inconsistency of teaching experienced by students / parents throughout this period. It was suggested that communication to the community in terms of what to expect from teachers would have assisted in ensuring everyone had an understanding of what should be happening. SC advised that some teachers were also parenting throughout the period. TK highlighted that parents at home were also working from home, parenting and teaching children at the same time. SC highlighted that there were teachers not comfortable with the technology of teaching remotely. AR summarised that the school needed to take the learnings from this experience and in any situation like this moving forward SLT were to manage the quality of work by setting clear expectations for staff, then communicate these to the school community so the expectation is clear to everyone. This will avoid the inconsistency seen throughout lockdown whereby some teachers were online with students every day, some only did 2 zoom meetings the whole period and some did none. The key message was to take the learnings from what has happened and work from it and be prepared if this does happen again to ensure that student learning / progress and achievement continues throughout a lockdown scenario.</p> <p>6.2 The local curriculum had been discussed earlier in the meeting.</p>
<p>7</p>	<p>In-committee and Personnel – 7:40pm to 9:30pm</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>
<p>8</p>	<p>Meeting closure:</p> <p>8.1 The following were the topics selected for reporting on in the newsletter: Opting in to the donations scheme for the 2021 school year, a property plan statement/ update, 2019 school leaver data comment.</p> <p>8.2 Call for agenda items for next meeting: Director Template for H&S – JM providing this. Meeting closed with a Karakia at 9:35pm.</p>