

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Wednesday 1st August, 6pm in the Staff Room

Item no.	
1	Karakia by SC. RC welcomed everyone to the meeting.
2	Attendance 2.1 Present: Rebecca Bills, Rosemarie Costar, Tina Klay, Jo McIntosh, Stewart Foote, Simon Craggs, Aaron Reese, Elliot Lancaster, Stacey Ingram (minute taker) 2.2 Apologies – Rima Taua, Natalie Smith, Rereokeroa Shaw. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.
3	Confirmation of Minutes RESOLUTION - That the minutes be approved. M. Jo McIntosh S. Aaron Reese
4	Strategic decisions - No policies to review this meeting.
5	Strategic discussions Principal's report was tabled. The new reporting format was acknowledged and SC thanked for implementing the change. RB was acknowledged for the new school report format, the reports described as being very comprehensive and a very positive move from where they were. RB advised that there were still a few tweaks to come based on parent feedback received. M. Simon Craggs S. Rosemarie Costar
6	Monitoring and Review 6.1 Policies for Assurance: (a) Physical Restraint – SC assured this policy with the following amendment to be made: <i>Bev Dixon is authorised to use restraint if and when required as per training that has been undertaken.</i> (b) Surrender & Retention of Property and Searches – SC advised that there were tweaks to the wording that required updating. <i>'Authorised staff members'</i> needs to be updated to read <i>'Principal and the senior leadership team'</i> . 6.2 Finance Reports: (a) June 2018 – There was a brief discussion around submitting feedback on the report. It was advised that work had started on the Hall Rd school house in the holidays and an indication was given on when the work will potentially be completed. RC thanked SF for the time he had donated to this project. JM and RC offered to donate materials they have at home. RC advised that she was working with Credit Control trying to assist the school in recovering the outstanding International Student debt from last year. An update was given around the current status of bank staffing. RESOLUTION That the June 2018 financial report be accepted. M. Simon Craggs S. Jo McIntosh (b) The Balance Sheet Budget for 2018 was tabled, there was a discussion around this. MINUTE That the Balance Sheet Budget for 2018 received from Edtech be approved with a necessary adjustment made to the depreciation figure total – this figure to be increased to \$120K, the increase is due to the new school van purchase. M. Tina Klay S. Aaron Reese (c) Depreciation Split for 2018. MINUTE That the Depreciation Split for 2018 received from Edtech be approved with a necessary adjustment made to the depreciation figure total – this figure to be increased to \$120K, the increase is due to the new school van purchase. M. Tina Klay S. Aaron Reese

	<p>6.3 Staff Report – There was a short discussion around the play based learning being introduced and some feedback was given. RESOLUTION That the staff report be received. M. Rebecca Bills S. Rosemarie Costar</p> <p>6.4 Student Rep Report - EL advised that at the next meeting there would be something solid in place around the Student Council concept that he will share. EL advised that he had had feedback around the canteen which he had passed on to SC for addressing. There was discussion around the feedback to date. RESOLUTION That the Student Rep report be received. M. Elliot Lancaster S. Simon Craggs</p> <p>6.5 Whanau Report – nil.</p> <p>6.6 Health & Safety Reporting – the activities detailed were discussed. There was clarification given around the alarm system operation. SC gave an update on water testing. There was a short discussion around the Injury and Incident reporting. A student incident was discussed, SC clarified the facts. SC advised that the addendum to the Health & Safety Systems Audit Report had been received from Safety Matters (NZ) Ltd, they are satisfied with what has been provided since the initial report. SC read letter received. RESOLUTION That the Health & Safety reporting be received. M. Tina Klay S. Jo McIntosh</p>
7	<p>BOT Administration</p> <p>7.1 General</p> <p>(a) There was a brief discussion around the upcoming annual student election. MINUTE: Agreed election date 14th September 2018 and Stacey Ingram appointed as the Returning Officer for this election. M. Simon Craggs S. Rosemarie Costar</p> <p>(b) Various approval requests</p> <ol style="list-style-type: none"> 1. Request to dispose of Suzuki Jeep – there was a discussion around what was presented to the board regarding the purchase of the Jeep initially. SC talked through rationale of changing to a Quad bike as the vehicle for caretaker use. There was discussion around this. 2. Issues uncovered resulting from lack of scheduled maintenance (roofing repairs and roof washes) was discussed. Associated costs to be compiled. MINUTE: The board approves the purchase of the quad bike subject to a mechanical check. It was agreed to review the status of the Suzuki Jeep at the end of the year and a decision to be made then as to if this vehicle is no longer required and can be disposed of. M. Rebecca Bills S. Aaron Reese 3. Requirement for extra van for school discussed. RESOLUTION: An application to Grassroots Trust Ltd for a grant of \$56,578 inc GST (\$48,546.09 exc GST) for the purchase of one school van be submitted for consideration. M. Simon Craggs S. Aaron Reese <p>7.2 Action list from June meeting.</p> <ol style="list-style-type: none"> (a) Protected disclosure policy – clarification given around the contradiction detailed in policy. (b) RB advised that SA is looking into what support / tools there are for dyslexia. This will then be considered for 2019 budget. (c) SC advised that the Emergency kit was still to be completed. (d) Digital Technology & Cyber Safety - SC advised that there is no legal requirement for these to be signed by students annually. (e) SC advised that he is pursuing the H&S (safety plan) tool through the provider initially spoken to which has minimal cost to school.

	<p>(f) RC advised that she had contacted a local seller of lawnmowers who had assisted with identifying 'no go' zones for ride on mower use. SC advised this had been put into action.</p> <p>(g) RC talked through what advice NZSTA gave around co-opting and when these terms were up what processes can be taken from there.</p> <p>(h) SC gave an update on the status of the annual building WOF.</p> <p>(i) There was an update on the professional development proposal SC is currently working on.</p> <p>7.3 Inwards correspondence</p> <p>(a) Email from Argest re Water tests.</p> <p>(b) Email from Lunch on Line.</p> <p>(c) Education Gazette, 25 June 2018, vol 97, number 11.</p> <p>(d) Letter from ANZ re Tuakau branch hours changing.</p> <p>(e) Education Gazette, 16 July 2018, vol 97, number 12.</p> <p>(f) NZSTA News, June 2018 – issue 283</p> <p>(g) Education Gazette, 30 July 2018, vol 97, number 13.</p> <p>7.4 Outwards correspondence – nil.</p> <p>RESOLUTION That inwards correspondence be received.</p> <p>M. Rosemarie Costar S. Simon Craggs</p> <p>7.5 Overnight trip proposal forms – nil.</p> <p>7.6 Call for agenda items for next meeting.</p> <p>7.7 Meeting evaluation.</p>
8	In committee and Personnel
9	<p>Karakia by SC</p> <p>Meeting closed at 8:05pm</p>