

**ONEWHERE AREA SCHOOL BOARD OF TRUSTEES**  
**Minutes from meeting held Tuesday 20<sup>th</sup> June 2017, 5:30pm in the Staff Room**

| Item no. |   |
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| <b>1</b> | <ul style="list-style-type: none"> <li>a) The meeting was opened with a Karakia by Rereokeroa Shaw.</li> <li>b) RC welcomed everybody &amp; introduced Devon who is currently at OAS as a student teacher. JR had advised that Devon was sitting in on board meeting as part of her training.</li> <li>c) Tom from OCL presented a Samsung IP Phone System Solution for the board to consider. Proposal to be distributed to BOT for consideration.</li> <li>d) A staff delegation (Josie Redmond, Jess Lorimer and Melanie Foote) presented to the Board.</li> <li>e) KH reported on the teacher only days (1<sup>st</sup> / 2<sup>nd</sup> June) giving an overview of what the two days were made up of.</li> </ul>  |
| <b>2</b> | <p><b>Meeting Protocol</b></p> <p><b>2.1 Present:</b> Rosemarie Costar, Koren Hopoi, Rebecca Bills, Tuene Henderson, Julian Austin, Stewart Foote, Jonathan Lovatt, Rima Taua, Rereokeroa Shaw.</p> <p><b>2.2 Absent:</b> Greg Fenton.</p> <p><b>2.3 Declaration of interests:</b> nil.</p> <p><b>2.4 Approve Minutes of previous meeting.</b> M. Jonathan Lovatt S. Julian Austin</p> <p><b>2.5 Matters arising</b></p> <ul style="list-style-type: none"> <li>a) RC &amp; KH gave an update on the meeting held with Derek around the 5YA / 10YPP. There was discussion around this. It was moved that the final version (version 3) from Derek be accepted. M. Jonathan Lovatt S. Stewart Foote.</li> <li>b) Bus tracking system IP discussion.</li> <li>c) Asset identification &amp; tracking by barcode discussion.</li> <li>d) Re Delegations of Authority: To be updated and confirmed at next BOT meeting.</li> <li>e) KH advised feedback on changing of assembly time had been collated and advised that assembly time would remain in the afternoon with a few minor tweaks.</li> <li>f) KH confirmed Senco Report will be completed at the end of each term to establish if additional resources are required for the following term.</li> <li>g) KH provided information through from the MOE regarding the different MOE services.</li> <li>h) KH reported on how teacher aides are currently allocated around the school.</li> <li>i) Edtech advised variance between draft and final accounts was due to \$70K cyclical maintenance and \$30K Gateway income removed and tagged into the next year.</li> <li>j) RB gave an update on her correspondence with school docs re the differences between what was submitted and what was online regarding the H&amp;S policy.</li> <li>k) RC awaiting confirmation from Chris France of suggested dates for board / SLT professional development around suspensions and stand-downs.</li> <li>l) KH advised feedback from HA around the small school pool. Pool is in current 5YA. JA clarified that there was \$20K there for pool improvement.</li> <li>m) RC received and tabled MOE circular on exactly what schools can and can't charge for. To be put in the budget file for next year and discussed further at a later date.</li> <li>n) There was a discussion around the setting of school donation fees.</li> <li>o) SF talked of options to complete the required work on 67 Parsons Rd (school house). It was moved that the BOT allocate \$30K of the budgeted amount for school house maintenance to be spent on 67 Parsons Rd.</li> </ul> <p>M. R Costar S. S Foote Carried</p> |

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|   | <p><b>Policy</b></p> <p>a) CARRY OVER TO JULY - Review of Employer Responsibility policy.</p> <p>b) Assurances of the following policies:<br/> EEO Policy<br/> Vetting requirements for teachers<br/> 10 year property plan<br/> Risk Management<br/> Medicines, Minor/moderate injuries or illness</p> <p>c) It was moved that an amendment to the Concerns and complaints policy be added as follows: <i>In order to ensure parents are aware of the correct process to follow should they have a concern or complaint the link to this policy will be published once every term in the school newsletter.</i><br/> M. Rosemarie Costar S. Jonathan Lovatt Carried</p> <p>d) Religious instruction policy was amended to comply with legal requirements. It was moved that the word 'Christian' be removed from the Religious Instruction policy. M. Rosemarie Costar S. Rebecca Bills Carried</p>  |
| 4 | <p><b>Strategic discussions</b></p> <p>a) Principal's report was tabled. M. Koren Hopoi S. Rebecca Bills</p> <p>b) Discussion took place around the Senior non-disruption week held.</p> <p>c) Discussion took place on how we are tracking vs the Annual Plan.</p> <p>d) The board ratified the appointment of staff as detailed in the principal's report.<br/> M. Julian Austin S. Jonathan Lovatt Carried</p>   |
| 5 | <p><b>Monitoring</b></p> <p><b>5.1 Finance Report for May 2017 was tabled.</b></p> <p>a) RC asked if we are on track to meet our targeted budget outcome. KH advised that there had been overspends with some budgets and that she was in the process of working through this. KH gave examples of where things had been incorrectly coded which had had impact on budgets.</p> <p><b>5.2 Staff Report tabled.</b></p> <p>a) There was a discussion around the great success of some of the level 3 students in Business Studies – National Young Enterprise Scheme.</p> <p>b) There was also recognition of the success a group of music students had recently. BOT to send written congratulations to all students involved in both activities.</p> <p>c) It was agreed to request School Docs to develop a school house policy.</p> <p>d) The school docs van policy was reviewed, the following amendments to be made:</p> <ul style="list-style-type: none"> <li>• Bullet point 3 to be changed as it is focused on the specifics of what the current law is. Suggested change - Students in the van must be restrained in accordance with legal requirements.</li> <li>• Bullet point 8 to be changed to reflect that the driver at the time of the infringement is responsible for the payment of any fines incurred.</li> </ul> <p><b>5.3 Student Rep Report tabled.</b></p> <p>a) KH advised that there have always been 2 mufti days per term. It was agreed that we must let whanau know what the funds raised are for in the communication that goes out around mufti day. There was a discussion around the short notice to the parents / whanau regarding the mufti day held on the 16<sup>th</sup> June. KH advised that there had been a communication error.</p> <p><b>5.4 Maori Report – verbal.</b></p> <p>a) The MOE culturally responsive tool to be used to survey whanau at Matariki event being held 28/06/2017.</p> <p>b) Information was discussed regarding the planning of the event.</p> |

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|           | <p><b>5.5 Health &amp; Safety Report tabled.</b></p> <p>a) Only 2 care cards for the month. Very low for a school of this size. KH suggested she address staff to do another reminder / push.</p> <p>b) Hazards register needs to be on the template KH supplied to committee.<br/>M. Jonathan Lovatt S. Stewart Foote Carried</p>   |
| <b>6</b>  | <p><b>Inward Correspondence presented as follows:</b></p> <p><b>6.1</b> Letter from Family First.</p> <p><b>6.2</b> STA News NZSTA – June 2017, issue 273.</p> <p><b>6.3</b> NZSTA Annual Report 2016.</p> <p><b>6.4</b> NZSTA The Education Act has changed flyer.</p> <p><b>6.5</b> Tukutuku Korero NZ Education Gazette, 12 Jun / vol 96 / number 10.</p>   |
| <b>6A</b> | <p><b>Outwards Correspondence</b></p> <p>a) Response letter to Leonard Irving re the Onewhero School and Community Hall.</p> <p>b) Response letter to Helen Elley and Deborah Van Den Berg re Supa Kids Club was read. RC outlined a phone call from a parent around the Supa Kids Club.</p>   |
| <b>7</b>  | <p><b>General Business</b></p> <p>a) A resolution was passed to apply for funding from ‘The Pegasus Sports Foundation’ amounting to \$933.91. This funding is for the rental of a minivan for students to attend the AIMS Games Rugby Sevens tournament in Tauranga.<br/>M. Rosemarie Costar S. Rebecca Bills</p> <p>b) Discussed process for filling the Casual Vacancy parent representative on BOT</p> <p>c) There was a discussion around the requirement for an additional cheque / electronic signatory. It was moved that Koren Hopoi be added as a signatory.<br/>M. R Costar S. J Lovatt</p> <p>d) SF advised that Rick Muir had mentioned to him about having a cricket pitch at school. There was a discussion around this.</p> |
| <b>8</b>  | Meeting closed at 8pm.   |
| <b>9</b>  | <p>In committee.</p> <p>Karakia by RT.</p>   |