

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 25<sup>th</sup> June 2019, 6:00pm in the Staffroom**

Item no.	
<b>1</b>	<p>Everyone was welcomed to the meeting, this was followed by a karakia.</p> <p><b>Attendance</b></p> <p><b>1.1</b> Present: Aaron Reese, Chris Lees, Elliot Lancaster, Shirley Scott, Tina Klay, Rereokeroa Shaw, Jo McIntosh, Simon Craggs, Rima Taua, Stacey Ingram (minute taker).</p> <p><b>1.2</b> Apologies: Jonelle Hewitt.</p> <p>AR advised that Natalie Smith would not be attending the meeting and that she had resigned from her parent representative position on the board.</p> <p><b>1.3</b> Declaration of conflicts of interests or pecuniary conflicts - nil</p> <p><b>1.4 MOVE:</b> That the following item be added to the agenda.</p> <ul style="list-style-type: none"> <li>• Update re the Professional Development proposal / survey sent to parents. M. Aaron Reese S. Simon Craggs.</li> </ul>
<b>2</b>	<p><b>2.1</b> Election of Board chair: SC nominated Aaron Reese, JM seconded this nomination, AR accepted the nomination and was elected Chair.</p> <p><b>2.2</b> Election of Deputy chair: JM nominated Tina Klay, AR seconded this nomination, TK accepted the nomination and was elected Deputy Chair.</p> <p>Both were congratulated on their appointments.</p> <p><b>2.3</b> There was a discussion about the trustee portfolios and they were allocated as follows:</p> <ul style="list-style-type: none"> <li>(a) Health &amp; Safety: Jo McIntosh, Elliot Lancaster, Chris Lees.</li> <li>(b) Finance: Aaron Reese, Tina Klay, Jonelle Hewitt.</li> <li>(c) Property: Tina Klay (liaison person for Credit Control on Call re school houses).</li> <li>(d) Personnel - All Board members to participate, the committee will be formed by the Appointment Committee policy requirement and who is available at the time.</li> </ul> <p><b>RESOLUTION:</b> The Board delegates authority to the Appointment Committee to make decisions on behalf of the Board when recruiting. M. Jo McIntosh S. Tina Klay</p> <ul style="list-style-type: none"> <li>(e) Discipline - All Board members (except the Principal) to participate, this will again be determined by the number of members required to attend and who is available at the time of requirement. There was a discussion around the timing of when these meetings are set, SC explained that this is worked around parents availability.</li> </ul> <p><b>RESOLUTION:</b> The Board delegates authority to the Discipline Committee to make decisions on behalf of the Board at suspension and other disciplinary hearings. M. Jo McIntosh S. Aaron Reese</p>
<b>3</b>	<p><b>Confirmation of Minutes</b></p> <p><b>RESOLUTION</b> The May meeting minutes are approved. M. Simon Craggs S. Elliot Lancaster</p>
<b>4</b>	<p><b>Strategic decisions</b></p> <p>Polices for review:</p> <ul style="list-style-type: none"> <li>(a) Emergency Planning &amp; Procedures – SC advised that there was currently non-compliance with the printed copies that were required to be in teaching spaces. SC advised that the office staff were in the process of doing this. There was discussion around this. SC advised that in the holidays the voice over system was being updated to add 'lock down' messaging. There was a discussion around the induction of new teachers and the necessity for this to be part of the induction process / handbook.</li> <li>(b) School House policy – It was determined that amendments were required due to engaging Credit Control on Call's services. AR gave an overview for the new trustee around the school house and background to recent change to outsource property management. Amendments to policy agreed as follows: Add '(when required)' to the first bullet so it reads: 'finding tenants (when required) and collecting rent'. Add a</li> </ul>

	<p>new bullet point that reads ‘contacting school caretaker for small maintenance requirements’. Insert header ‘The school is responsible for:’ before bullet point ‘paying all costs.....and rates’. M. Jo McIntosh S. Simon Craggs</p> <p>(c) Student Achievement Information – a wording update to the amendment approved at last meeting is required, add detail in italics: <i>‘unless otherwise agreed due to exceptional circumstances (teacher sickness / injury) Internal assessment data / results are inputted in to kamar within 3 weeks of the assessment due date’</i>. M. Simon Craggs S. Elliot Lancaster</p>
<p><b>5</b></p>	<p><b>Strategic discussions</b></p> <p><b>5.1</b> Principal’s report was tabled. There was a discussion around the need for acknowledgement/indication of actions that have been completed to help identify if there is any catch up required. An overview was given as to how the annual plan was put in place, how it relates back to the charter, and the strategic aims (1) Outstanding Leadership, (2) Outstanding Wellbeing, (3) Outstanding Achievement, (4) Outstanding Curriculum. JM added that the last review had indicated goals needed to be more measurable with clear outcomes. There was a query around the order of priority / reporting – SC advised that the aims were all equally as important as each other. SC advised that the plan is tweaked every year, it was acknowledged that the school is due to do the strategic plan consultation in term 3 this year.</p> <p>There was a question raised around the 2 stand downs listed in the report and further discussion around suspensions and stand downs and how multiple behavioral issues with student/s are identified or reported on to know if a wider issue. SC said that the termly Behavioural Report now put in place will help identify this. CL raised a general point around student behavior, he had been given feedback that kids want to learn but in some cases can’t due to disruptions in the classroom and that there seemed to be a perception that there was not much discipline at present. There was a discussion around this and a question raised around the support teachers are given. SC said that they were working hard with the kids and with restoratives, that some kids did push boundaries and that there weren’t a lot of statutory options. It was said that we want the best learning environment for our students, there was a discussion around some behaviors being disrespectful and interrupting others learning. TK added that if it’s affecting student achievement what are the options to address this. SS talked about the Incredibles program (PB4L strategy), advising that things were happening at school and strategies being developed. TK asked if this program was school wide, SC confirmed in years 1 to 8 only. A questions was raised if restorative practices focus too much on the perpetrator. SC advised that this was not the right forum for this discussion, continuing that they were on a journey with student achievement improvement. SC added that the leadership approach has changed and that they were working alongside of kids, he explained the need to do this. CL responded that if you ensure these kids get help, we also need to ensure that it doesn’t impact on kids that really want to learn but can’t due to the disruptions. There was discussion around this, JM talked of the need for this to be measurable. CL asked how they get a better understanding of achievement. AR talked about the phenomenal job that Rebecca Bills has done in getting student achievement reporting up and running, with the ability to now track year groups and how they are travelling. There was a discussion around this.</p> <p>A query was raised around the action point relating to a communication plan, SC advised that the plan was not quite finished, progress was being made with the intention to take out to staff in July.</p> <p>There was a question raised around the Wellbeing actions – it was noted that the survey detailed in the 3<sup>rd</sup> bullet point on page 4 had not gone out as yet and this action was due for completion this term. There was a discussion around the Wellbeing Summit (Teacher</p>

	<p>only day), SC saying that DM and KH had got together to collate all of the info to present back and a plan was then to be formed. AR indicated that the term was about to end, and suggested starting term 3 with something that came out of the day. There was a discussion around what this could look like.</p> <p>The local curriculum progress was discussed. A question was asked around Enviro Schools, SC advising what is required in order for this to be successful. CL advised that on a local schools website it detailed the curriculum and what was being done each term, so parents were aware of this. However our website does not detail this information therefore parents are unaware of what is happening throughout the year. SC advised that this is what is being developed and that it is a huge undertaking and requires a lot of local knowledge. The direction has started to take a different turn than first anticipated. SC advised that this will take some form in the indicated timeframe however it won't be the finished product. It was asked if JL required any help with this, SC said yes if there were any local businesses or people with connections to the area that could assist, it would certainly help. TK asked what would an outcome of a local curriculum look like - SC gave an example of Mercury Bay Area School to demonstrate this. CL said there was no clear indication / information for parents to know what their children are learning in a year and that a core subject (English) had been taken out of the curriculum and was now Integrated Studies. SC responds that part of developing the curriculum will fall out of this, however it won't be as specific as the other local school's example mentioned earlier. CL asked if our students were learning the core things to be able to go on and be successful at university, that he had heard of parents having to take their kids to Kip McGrath for extra tutorial, SS advised that there might be a learning reason that they are doing this. SS talked about the learning OAS encourages, talking through the introduction of inquiry learning and how this works, how this can key in to kids passions and allows them to run with their ideas. SS gave examples of this. TK responded to say that they had learnt a lot through what SS had shared and the challenge was how to convey/share this kind of learning with parents/whanau. There was further discussion around this.</p> <p>M. Simon Craggs    S. Aaron Reese</p>
<p><b>6</b></p>	<p><b>Monitoring and Review</b></p> <p><b>6.1 Policies for Assurance:</b></p> <p>(a) Emergency Procedure – SC advised that the required printed copies referred to in this policy were being actioned. Re the Emergency Kit, SC advised that there had been a hiccup in a recent accidental evacuation when it was found that the walkie talkies had been removed from the Emergency Kit and used for a school trip and hadn't been put back in the kit when the teacher had returned. Measures have been put in place to ensure this doesn't happen again.</p> <p>(b) Risk management – SC advised that he is following up to ensure that the regular audits are being conducted. It was highlighted that this needs to go in the H&amp;S annual schedule.</p> <p><b>6.2 Financial reports received were discussed as follows.</b></p> <p>(a) May Financial reporting – AR advised that the finance committee had met the day before to go through the reporting in-depth. It was advised that at the point of the June report they would look to do a review of the budget. The expectation at the end of each year was to get to zero dollar value, there were some unders and overs at present. There was a discussion around two issues, the overspend of the Hall Rd school house renovation and how that has affected this year's budget. In addition to this there was another issue where the revenue from Counties Manukau Sport had been budgeted however the agreement had ended part way through last year and therefore no funding from this source would be received this year. There was also discussion around the bark required to complete the Adventure Playground and the</p>

	<p>cost to this, SC advised that there were 2 grant applications submitted for this currently and the school was waiting to hear the result of the applications. It was advised that with these scenarios that there could be an adjustment required, this discussion was so there are no shocks if this did need to happen. This will be discussed / considered at the August meeting. SC advised that hand dryers were to be installed as a fix to the 'Toilet consumables' budget overspend. <b>RESOLUTION</b> That the May 2019 financial report be accepted. M. Tina Klay S. Jo McIntosh</p> <p>(b) OAS 2018 Financial statements, Auditor's report and Report to the Board from Deloitte. <b>RESOLUTION:</b> That the signed and stamped OAS 2018 Financial statements, Auditor's report and Report to the Board from Deloitte are received. M. Aaron Reese S. Simon Craggs</p> <p>(c) The 2019 Budget Statement was reviewed. AR advised that this was a requirement from MOE, that the figures were similar to last year with some adjustments made. <b>RESOLUTION</b> That the 2019 Budget statement be approved. M. Aaron Reese S. Jo McIntosh</p> <p><b>6.3</b> Whanau update – RS advised that Matariki plans were going well and gave an overview of the event. RS also talked about upcoming events at Synlait and Counties Manukau District Health Board and that some of the OAS teachers and school kapa haka group were involved in these events. RS talked of the Maori teachers conference being held in Rotorua in the holidays – Anna and Kramer Ronaki, Mere Astle and herself would be attending this. There was a discussion about the parent meeting that was held with some whanau members that afternoon at the rugby club, RS advised that the meeting had gone well.</p> <p><b>6.4</b> School House – TK updated everyone on the actions since the last meeting - current tenants had been contacted re the change. Credit Control on Call has now taken over. Moving forward TK will supply a verbal update each meeting based on communication received from Credit Control on Call.</p> <p><b>6.5</b> Health &amp; Safety reporting was discussed. It was noted that the meeting attendance was better and that there had been a lot more reporting. SC gave an update on the Safe365 online system being looked at and the features and benefits of the tool. There was a query around if people had health and safety concerns around what they were hearing around activities in the playground how are these best reported. SC advised to speak to the classroom teacher and also document via a care card or <a href="mailto:hazards@onewhero.school.nz">hazards@onewhero.school.nz</a> and reference the teachers name that had been spoken to so this can be followed up. It was noted that there was still work to be done on the monthly action sheet, this needs to be prioritised and completed. <b>RESOLUTION</b> That the Health &amp; Safety reporting be received. M. Elliot Lancaster S. Tina Klay</p>
7	<p><b>BOT Administration</b></p> <p><b>7.1</b> General.</p> <p>(a) <b>RESOLUTION:</b> As per email correspondence sent (31/05/2019), the Board approve additional funding of \$700 for Breakfast Club to be extended to 5 days per week for the remainder of 2019. M. Aaron Reese S. Jo McIntosh</p> <p>(b) There was a discussion around the two trustee casual vacancies created by one role not being filled in the election (3 year term) and one role created by a recent resignation (18 months term). AR talked through the process and options open to the board at this point. AR advised that there had already been interest expressed in the vacancies. <b>MINUTE:</b> It was agreed to keep the parent representative number at 6 and to fill the two casual vacancies via a selection process. M. Tina Klay S. Elliot Lancaster</p>

- (c) The Governance Manual was reviewed, minor changes had been made where necessary (updating of service providers and removal of National Standard reference). The new version was approved by all.
- (d) The June roll return submitted to MOE was tabled, roll number 530.
- (e) **RESOLUTION:** The Board approve a group of approx. 25 students and supervising teachers from Whangamata Area School to utilise school buildings to stay overnight during the sports exchange being held at OAS 15<sup>th</sup> / 16<sup>th</sup> August. A casual use agreement is not required due to the nature of this activity. All other requirements of the 'Sleepovers at School' policy must be adhered to. M. Tina Klay S. Chris Lees
- (f) SC provided an update on the Professional Development proposal / survey sent to parents along with the benefits of doing this, advising that he had always been in favour but understood how parents would be inconvenienced and opposed to this. SC presented the survey result: 61.1% for and 38.9% against (a total of 72 responses received in this survey). The loss of learning time was questioned along with inconvenience to parents and what the after school care looked like. It was also highlighted that there had been a lot of change at school already. SC advised that we had been through the reasons why this proposal should go ahead, that it had been a long process to get to here and he felt a decision needed to be made. The result of the survey was considered by the Board and where to from here was discussed. The Board approved a trial to go ahead, it was decided that this will commence term 1, 2020. SC to now work through trial plan in detail including steps from this point on. The plan is to detail the trial timeframe and clear measurable goals relating directly to what the students will get out of this. The plan to also include parent communication and updates. Draft to be presented to Board.

**7.2** Action list from May meeting.

- (a) Amendments to policies as per minutes from May meeting to be submitted to school docs factoring in the additional change to the Student Achievement Information policy discussed in meeting earlier (item number 4(c)).
- (b) SC confirmed that the policy breach register to record policy breaches has been set up.
- (c) SC advised that he was underway with getting the current picture of homework expectation by year level and reviewing this in line with feedback from the last meeting.
- (d) SC advised that Family Zone has been put in place and as a result of this no one will be able to cast inappropriate material on to classroom screens. Assurance was given this scenario will not happen again.
- (e) RS confirmed she has been advised of the engraving cost from last year for the Matariki trophies to amend the Matariki budget.
- (f) TK confirmed she had contacted school house tenants to update them on change of property management. Paperwork completed and sent to engage Credit Control on Call. The necessary School house policy updates were agreed to earlier in meeting to reflect the changes.
- (g) SC confirmed he had spoken to H&S rep re the timing of drills and holding these earlier in the year.
- (h) SC advised that the reminder about signing in and out at reception when parents/whanau are visiting the school was going in the newsletter this week. There was a discussion around the signage for contractors, it was suggested that this should be located close to main entrance.

	<p>(i) SC confirmed the things that had been ticked off regarding the H&amp;S meeting. However the inputting of the data in to the template for the annual schedule was not there.</p> <p>(j) SC confirmed he had sent RC the raw data from the communication survey results for the committee (RC, JH &amp; EL) working on the performance survey. EL confirmed that the committee had met and established that all of the questions in the survey were relevant and valid. Draft survey to be submitted to board for approval.</p> <p>(k) The next communication survey is due April 2020, the baseline has now been established.</p> <p>(l) SC confirmed he had received the correct wording from RS for the signs, the signs are coming and will then replace the existing ones.</p> <p>(m) SC advised he had done some research on what other schools have as resources / communication plans, however not many schools have a comms plan. SC and TK continue to work on the OAS comms plan.</p> <p>(n) SC presented his suggested proposal to widen OAS home zone, and demonstrated this on a map of the area and zones. The proposal is for year 7 to 13 students only to ensure local primary schools are not negatively impacted. AR gave an overview to members as to how the proposal has come about. All approved of SC's proposal and it was agreed SC should move forward with the process from here.</p> <p><b>7.3 Inwards correspondence</b></p> <p>(a) Notice of strike action (Area School Teachers - 29 May 2019) from NZEI.</p> <p>(b) Letter from MOE granting OAS to be officially closed on 13 May 2019 due to a power outage.</p> <p>(c) Amended notification of paid union meetings for support staff.</p> <p>(d) Education Gazette 20 May – vol 98 number 8.</p> <p>(e) Education Gazette 3 June – vol 98 number 9.</p> <p>(f) NZSTA news – May 2019, issue 292.</p> <p>(g) Education beyond the classroom – May 2019 issue 45.</p> <p>(h) NZSTA – Annual report 2018.</p> <p>(i) Professional development report from Chris O’Keeffe (kamar conference) was reviewed.</p> <p>(j) Education Gazette 17 June – vol 98 number 10</p> <p><b>7.4 Outwards correspondence</b></p> <p>(a) Email to MOE advising school closure on 13<sup>th</sup> May 2019 due to a power outage.</p> <p><b>RESOLUTION</b> That inwards correspondence be received &amp; outwards be approved. M. Elliot Lancaster S. Jo McIntosh</p> <p><b>7.5 Overnight trip proposal forms - nil</b></p> <p><b>7.6 Call for agenda items for next meeting - nil</b></p> <p><b>7.7 Meeting evaluation</b></p>
<b>8</b>	<b>In committee and Personnel – 9:40pm</b>
<b>9</b>	<b>Karakia, meeting closed at 10:30pm</b>