

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 28th July 2020, 6pm in the Staffroom.**

Item No.	Item:
1	<p>The meeting opened with a Karakia, and everyone welcomed. Rebecca Bills, in attendance in part for Simon, introduced Bek Galloway via Zoom. Bek educationalist who is working closely with our junior school introducing Student Agency. Bek described to the Board how student agency could provide students with a 'backpack' of tools they can use in adulthood, helping to make good choices and take ownership of their learning. Several key ideas were shared: Clarity of expectations, negotiation, and providing choice for students while not engaged directly with the teacher. Bek acknowledged that the process of student agency allows for a large range of student ability, and it is crucial that the teacher plans thoroughly for this. There is, however, a misconception people have of agency being a free for all. Some Board members then asked questions of Bek, including any data about student agency in a NZ context. Bek cited an example in Wellington that was working very well. She did state however that there was a noticeable lag in achievement in boys, and acknowledged that the reasons for this were unclear at this stage.</p> <p>Bek was thanked, and the call ended at 6.45pm.</p>
2	<p>Attendance:</p> <p>2.1 Present: Aaron Reese (Chair), Owein Greaves, Tina Klay, Rereokeroa Shaw, Jo McIntosh, Kiri Pengelly (minute taker), Cushla Carey, Chris Lees, Rachel Hagan, Heidi Bland (guest; to be co-opted at next meeting for health and safety).</p> <p>2.2 Apologies: Simon Craggs, Stacey Ingram, Rima Taua.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts: Cushla stated that she is involved in both of the EOTC events tabled for approval this evening.</p>
3	<p>Administration:</p> <p>3.1 Confirmation of June minutes. RESOLUTION: That the June minutes be approved.</p> <p>Hagan/McIntosh</p> <p>3.2 Inwards correspondence</p> <ul style="list-style-type: none"> a) Advisement of power outage b) Notice of Union meeting; <p>3.3 Outwards correspondence</p> <ul style="list-style-type: none"> a) Nil <p>RESOLUTION: That inwards correspondence be received and outwards correspondence be received Reese/Greaves</p>
4	<p>Monitoring and review.</p> <p>4.1 School house report: Tina gave a brief summary of minor repairs being completed at the houses. Everything is going well.</p> <p>4.2 Whānau report: Matariki celebration coming up on the 6th of August at Te Kōhitanga wharenuī. Starts at 6pm.</p> <p>4.3 June financial reporting</p> <ul style="list-style-type: none"> a) June financial report tabled. Budget has been reset, post-Covid. Overall, everything is going well, with a possible surplus coming. There is now a requirement to bring needs forward, with Simon to bring the message to HODs and teachers for ideas to be considered. Minor changes to be approved at the next Board meeting. <p>RESOLUTION: That the June 2020 financial reporting be accepted. Lees/Shaw</p> <p>4.4 Policies for assurance by the principal:</p>

	<p>a) Appraisal of principal: Assured b) Physical restraint: Assured by Craggs (in absentia) c) Safety management plan; Since an onsite incident last term, it has been recognised that there is an aspect of underperformance and that the frequency of checking measures needs to be in place and on a more regular basis. As there is an ongoing investigation, the policy cannot be fully assured until this investigation is completed. d) Surrender and retention of property and searches: Assured by Craggs (in absentia)</p> <p>4.5 Health and Safety report</p> <p>a) The Safe 365 assessment tabled. Concerns raised that there is still poor uptake of the use of the 365 app for reporting concerns and incidents. Communication needed from Craggs and Health & Safety rep to inform staff and other parties of their obligations and how they can use tools for reporting. Will be discussed when Craggs returns, about the finer points of embedding a positive health and safety culture within the school</p> <p>b) Concerns tabled that the number and scope of reported incidents is not what is presented to the Committee. Seven incidents of injury reporting have not been through the committee. The need to link systems is evident, and will be discussed within the Health and safety committee.</p> <p>c) June sick bay report, see above of further detail.</p> <p>RESOLUTION: That the June health and safety report be accepted McIntosh/Hagan</p> <p>d) A director expertise template was tabled, all members present to fill out and present their collective health and safety training.</p> <p>e) Heidi Bland (in attendance) is to be co-opted onto the Board of Trustees as a Health and Safety specialist, as Jo McIntosh will not be renewing her term for this co-opted role, Jo’s term ends 22/08/2020.</p> <p>4.6 Overnight activities and potentially hazardous activities:</p> <p>a) A Level 3 Geography trip to Rotorua 13/14th of August, organised by Tessa Ritchie. All paperwork was found to be complete and in good order.</p> <p>b) A Level 1-3 Ski trip to Ruapehu Maunga, and skiing at Whakapapa ski field, organised by Jamie L’Huillier. All paperwork in order and the Board was impressed that the systems in place are working well.</p> <p>RESOLUTION: That the Board approves these trips to proceed. Shaw/Klay</p> <p>4.7 Action list from last meeting</p> <p>a) Those listed as Simon’s actions to be rolled over until the next meeting, due to illness.</p> <p>b) Kiri’s list is in progress, pending confirmation of changes from SchoolDocs.</p> <p>c) All other items on the June action list were carried over.</p> <p>4.8 General</p> <p>a) Student Board Representative Election 2020. These details were tabled for discussion:</p> <ul style="list-style-type: none"> - Election date agreed as 18th September 2020 (common election date). - The appointed Returning Officer for this election is Stellest De Villiers.
5	<p>Strategic decisions</p> <p>5.1 Policies for review:</p> <p>a) Learning Support – no changes were identified for this policy.</p>

6	<p>Strategic discussions</p> <p>6.1 Principal’s Report: Carried over.</p> <p>6.2 SENCo report for term 2, 2020. Tabled by Rebecca Bills. There are pending changes for the job descriptions of our Teacher Aides. These are proving challenging. Everything else is going well.</p> <p>6.3 Behaviour report for term 2, 2020. Tabled by Rebecca Bills. The reporting of major/minor incidences has changed the statistic to a degree. The overall consistency of contact and communication from Whānau teachers to parents and improved communication seems to be proving effective. It was acknowledged that there are other measures that need to be taken to engage Whānau, especially those of the ‘repeat’ offenders.</p>
7	<p>In-committee and Personnel – 8.40pm-9.50pm</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>
8	<p>Meeting closure:</p> <p>8.1 Topics selected for the newsletter:</p> <ul style="list-style-type: none"> -Bek Galloway update about student agency, and the potential benefits of learning through play. -A reminder for Matārīki celebration -Introduction of Heidi Bland as co-opted Health and Safety representative. <p>8.2 Agenda items for next meeting:</p> <ul style="list-style-type: none"> -Student achievement. -Academic reporting from school departments. -Health and safety review. <p>Meeting closed: 10.00pm</p>