

**ONEWHERE AREA SCHOOL BOARD OF TRUSTEES**  
**Minutes from the meeting held Tuesday 25<sup>th</sup> July 2017, 6pm in the Staffroom**

Item no.	
<b>1</b>	The meeting was opened with a karakia by Rima Taua.
<b>2</b>	<p><b>Meeting Protocol</b></p> <p><b>2.1</b> Present: Rosemarie Costar, Koren Hopoi, Rebecca Bills, Julian Austin, Jonathan Lovatt, Rima Taua, Stacey Ingram (minute taker).</p> <p><b>2.2</b> Apologies from Greg Fenton, Tuene Henderson, Rereokeroa Shaw.  Apologies for lateness – Stewart Foote.</p> <p><b>2.3</b> Declaration of interests – nil.</p> <p><b>2.4</b> Approve Minutes of previous meeting. M. Rebecca Bills S. Jonathan Lovatt  RC asked if everyone was happy with the new format of minutes with having the additional action sheet which is then used for matters arising. All agreed new format worked well.</p> <p><b>2.5</b> Matters arising</p> <ul style="list-style-type: none"> <li>a) Samsung IP phone system proposal discussed.</li> <li>b) A discussion took place around the IP for the developed bus tracking system.</li> <li>c) CARRY OVER - A better way of locating assets is required, getting a scanner that can barcode and track through. PO working on this requirement as next part of project once bus tracking set up, KH to advise next meeting on progress.</li> <li>d) Delegations reviewed with feedback from Edtech. All proposed updates were accepted and agreed to by Board. Discussion followed on good practice recommendations from NZ STA training regarding cheque signatories. K Marlow also endorsed that best practice is that the staff member preparing cheques and electronic payments should not be a signatory.  M. Rosemarie Costar S. Julian Austin</li> <li>e) KH updated on potential solutions for the moving of 200L chlorine drums.</li> <li>f) Reschedule of BOT and SLT stand down and suspension training required.</li> <li>g) JL gave an update on the work being carried out on the vacant school house.  Minute: The Board would like to thank Stewart Foote for all of the time and work he has put in to ensuring the necessary improvements are made to the school house.</li> <li>h) RB advised she had notified school docs of change to religious instruction &amp; complaints and concerns policies.</li> <li>i) KH confirmed she had informed office staff of the requirement to publish the Concerns &amp; Complaints policy in the school newsletter every term.</li> <li>j) CARRY OVER - KH to update how the school is tracking against the annual plan.</li> <li>k) KH advised that she will prepare for the August BOT meeting, yr 1 to 13 data on reading, writing and numeracy.</li> <li>l) KH advised that she had requested the financial reporting for international students' income to be shown separately in the financial reporting however this had not been done in the financial report for this meeting.</li> <li>m) CARRY OVER - KH to give SI details to send congratulations letters from BOT.</li> <li>n) KH advised that she had reminded staff of continuing to use the Care Card system for all health and safety matters.</li> <li>o) KH advised that the Health &amp; Safety Committee have now implemented the extra columns in the Hazard ID template to capture all information required.</li> </ul>

	<p>p) JL confirmed he had prepared a notice calling for expressions of interest for the BOT casual vacancy position as no objections had been received. The casual vacancy position came at no cost to the school, where a bi-election would have.</p> <p>q) KH advised that SE was making arrangements for her to be cheque signatory.</p> <p>r) CARRY OVER – KH to make contact with Rick Muir re cricket pitch.</p>
<p><b>3</b></p>	<p><b>Strategic decisions</b></p> <p><b>3.1 Review of Policies:</b></p> <p>a) Employer Responsibility: There was a discussion around the EEO requirement in this policy. This had been picked up and highlighted as non-compliant in the audit RB and RC had completed earlier in the year and feedback given to GF. It was emphasised that this needs to be adhered to as it was not currently being followed. KH was asked to talk through the appraisal system and how this worked. KH advised with CC leaving that a lot of information went with her. KH advised that teaching staff annual appraisals were done continuously throughout the year. It was agreed that no changes were required for this policy and it could be ratified as is. M. Julian Austin S. Jonathan Lovatt</p> <p>b) Documentation and Self-Review policy was discussed. No changes required, ratified as is. M. Julian Austin S. Jonathan Lovatt</p> <p><i>Stewart Foote arrived (6:48pm).</i></p> <p><b>3.2 Policies for Assurance this meeting:</b></p> <p>a) EEO Policy – this was discussed in the Employer Responsibility policy section. KH confirmed this policy was not currently being followed and therefore could not give assurance on this policy. It was discussed that going forward this must be followed.</p> <p>b) Vetting requirements for non-teachers – there was a discussion around police vetting for contractors. KH assured that this policy was being followed.</p> <p>c) 10 Year Property plan – KH advised that she couldn't assure this policy as she could not find it in School Docs. Assuring this policy to be carried over to August.</p> <p>d) Risk management - there was a discussion around this, KH advised that she was quite happy with what's happening to assure this policy.</p> <p>e) Medicines - there was discussion around this, KH assured policy was being followed.</p> <p>f) Minor/moderate injuries or Illness - there was discussion around this, KH assured policy was being followed.</p>
<p><b>4</b></p>	<p><b>Strategic discussions</b></p> <p>a) Principal's report was tabled. M. Koren Hopoi S. Jonathan Lovatt</p> <p>b) There was a discussion around the canteen review and financials. The BOT asked if the canteen was running at a break-even point. It was agreed that we do not want to run canteen at a profit but ideal would be to break even, including labour costs.</p> <p>c) There was a discussion around the Korean students and clarification of the status of HE's employment.</p> <p>d) KH advised that she had approached a relief teacher to cover her teaching load for the period until Simon starts. This would be confirmed next Tuesday.</p> <p>e) There was a discussion around the small school pool with the Board asking for clarification on what the actual issue with the pool was.</p> <p>f) KH was asked if there had been any stand-downs for the term as this detail was not being included in the Principal's reporting. KH gave an outline of the recent stand-downs that had taken place.</p>

<p><b>5</b></p>	<p><b>Monitoring</b></p> <p><b>5.1 Finance Report for June 2017</b> was tabled M. Julian Austin S. Rosemarie Costar</p> <ul style="list-style-type: none"> <li>a) There was a discussion around the reconciliation report showing no income for foreign students.</li> <li>b) There was a query around what % of the Ops grant was allocated to support staff wages.</li> <li>c) It was raised that no credit card statements had been seen by the Board for some time. It is a requirement for auditing purposes that statements be signed off by the Board Chair.</li> <li>d) Current credit card to be cancelled and reissued with the new Principal's details. Discussed if any impact in doing this now.</li> <li>e) There was a discussion around the school houses and finances available to continue on to another school house for maintenance once 67 Parsons Rd is completed.</li> </ul> <p><b>5.2 Staff Report</b> M. Rebecca Bills S. Julian Austin</p> <ul style="list-style-type: none"> <li>a) There was a discussion around the core house policy information that School Docs had supplied to RB. It was agreed that school houses should primarily be used for recruitment. It was confirmed that a tenant (not BOT) is liable for PAYE tax if the rent is lower than the MOE % discount off the rental market rate.</li> </ul> <p><b>5.3 Student Rep Report</b> – TH currently on vacation, no report available.</p> <p><b>5.4 Maori Report</b> – verbal report from RT around the success of the Matariki evening. M. Special thanks to Tuene Henderson for the great job she did at this special event.</p> <p><b>5.5 Health &amp; Safety Report</b> – no report available due to no H&amp;S meeting being held in July with school holidays etc.</p>
<p><b>6</b></p>	<p><b>Inward Correspondence</b></p> <p><b>6.1</b> NZ Education Gazette – 26 June 17, vol 96, number 11.</p> <p><b>6.2</b> NZ Education Gazette – 10 July 17, vol 96, number 12.</p> <p><b>6.3</b> NZ Education Gazette – 24 July 17, vol 96, number 13.</p> <p><b>6.4</b> NZSTA Free PD for all trustees.</p> <p><b>6.5</b> Sign it – School Safety Signs.</p> <p><b>6.6</b> NZSTA news – Election special, July 2017, issue 274.</p>
<p><b>6A</b></p>	<p><b>Outwards Correspondence</b></p> <p><b>6A.1</b> BoT Casual Vacancy.</p> <ul style="list-style-type: none"> <li>a) There was a discussion around the applications that had been received and the next steps for this process. An evening to be held to meet all the applicants individually to further determine the skillset that they could offer to the Board / school. Areas of where the Board could use expertise were discussed. A date was confirmed for the evening, KH advised that she did not need to be there.</li> <li>b) It was discussed that applications from 2 people who initially had expressed interest had not been received and needed to be followed up.</li> </ul> <p><b>6A.2</b> Pegasus Sports Foundation – re resolution passed and confirmation of Board members.</p> <p><b>6A.3</b> Message to staff Principal appointment update.</p>
<p><b>7</b></p>	<p><b>General Business</b></p> <p><b>7.1</b> School leavers data.</p> <ul style="list-style-type: none"> <li>a) There was a discussion around the Board wanting to understand school leaver data to be able to identify why students leave and how we can grow senior student numbers.</li> <li>b) JA advised that the MOE use retention rate for roll projections.</li> </ul>

	<p><b>7.2</b> School donations - review and look to consult for 2018. There was a discussion around this. A decision was deferred until there was a better understanding around this.</p> <p><b>7.3</b> Proposed enrolment zone from Tuakau College was discussed.</p>
<b>8</b>	Meeting closed at 9:03pm.
<b>9</b>	In committee. Karakia by RT.