

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 28th August 2018, 6pm in the Staff Room

Item no.	
1	Karakia by all. RC welcomed everyone.
2	Attendance 2.1 Present: Rosemarie Costar, Rebecca Bills, Tina Klay, Jo McIntosh, Rereokeroa Shaw, Rima Taua, Stewart Foote, Aaron Reese, Elliot Lancaster, Simon Craggs, Jonelle Hewitt, Natalie Smith, Stacey Ingram (minute taker). 2.2 Apologies - nil 2.3 Declaration of conflicts of interests or pecuniary conflicts - nil
3	Confirmation of Minutes RESOLUTION That the minutes from the July meeting (held 1 August) be approved. M. Aaron Reese S. Simon Craggs
4	Strategic decisions - Review of Complaints policy. There was a brief discussion around the policy and how it is publicised. It was deemed that no changes were necessary to the policy and it was accepted as is. M. Aaron Reese S. Rosemarie Costar
5	Strategic discussions 5.1 Principal's report – SC talked through the colour coding of the crosses and ticks to identify if targets were on track and how these correspond with commentary. There was a brief overview given around MLE (Modern Learning Environment) and how this has worked at Gisborne Intermediate. There was a question raised around the targets currently in red, with SC clarifying that at least some work would be done on them before the end of the year. These targets can then roll into 2019 if approved by the Board. There was a discussion around the concept of the new semester system being implemented in 2019, this will assist with time tabling clashes. SC talked of the South Auckland school visits he had just completed with KF, SC spoke of the amazing outdoor learning spaces they saw. 5.2 Board approvals: (a) PLD Proposal – SC explained the concept of this and the cost implication of buses. There were concerns raised as to how this will affect families. The positives were highlighted by SC. The Board gave approval for SC to proceed to community consultation and to then present the feedback back to the Board. (b) There was a discussion around the Digital Technology and Cyber Safety policy. SC proposed that the agreement be signed by all students new to the school at year 3 or above, all year 3 students, all year 7 students and all year 11 students. The board agreed to the proposed. M. Simon Craggs S. Rebecca Bills (c) Out of Zone enrolments – there was a discussion around this. The Board agreed the spaces as proposed by SC. 30 places in total are likely to be available for out of zone students for next year (15 places are likely to be available for years 1 to 6, with a maximum of 7 spaces in year 1. And 15 places are likely to be available in years 7 to 13, excluding year 10 where no places are available). M. Rosemarie Costar S. Jonelle Hewitt
	Break
6	Monitoring and Review 6.1 CARRY OVER TO SEPTEMBER MEETING - Policies for Assurance: (a) International Students (b) Swimming Pool

	<p>6.2 July Finance Report – there were general concerns with the reporting and lack of commentary that need to be addressed at the upcoming meeting with Edtech. Several lines in the variance report were discussed. RESOLUTION That the July 2018 financial report be received. M. Rosemarie Costar S. Aaron Reese. (a) The Balance Sheet Budget for 2018 with updated depreciation amount was tabled. MINUTE That the amended Balance Sheet Budget for 2018 received from Edtech be approved. M. Aaron Reese S. Rebecca Bills (b) The Depreciation Split for 2018 with updated depreciation amount was tabled. MINUTE That the amended Depreciation Split for 2018 received from Edtech be approved. M. Rosemarie Costar S. Simon Craggs</p> <p>6.3 Staff Rep Report – There was a discussion around the recent TOD and PB4L (Positive behavior for learning). There was further discussion around ongoing measures being in place re successes. SC advised this will be in place by next year. There was a question raised around the behavior management flowchart and what if behavior doesn't improve. RESOLUTION That the staff report be received. M. Rebecca Bills S. Tina Klay</p> <p>6.4 Student Rep Report detailing Student Council idea – Acknowledgement was given to EL for the format, he was congratulated on the whole idea and how it looked. RESOLUTION That the Student Rep report be received. M. Elliott Lancaster S. Jonelle Hewitt.</p> <p>6.5 Whanau Report – RS thanked RB, KR and the OAS students that attended the Swearing in Ceremony for Tinimiraka Clark. RS talked about an event happening at the Tuakau Marae on 18th / 19th September from 5:30pm to 8:30pm. This is an intermediate level, bi-lignual and total immersion speech competition run in the franklin area, invitations had been sent to all schools in area. RT spoke of the Tuaranganui Marae Poukai happening on Sunday 9th September. RT explained what a Poukai is and encouraged people who haven't attended before to come along.</p> <p>6.6 Health & Safety Reporting – there was a discussion around a H&S tool however this would come at a cost the school, JM suggested that other schools in the area may wish to come on board and therefore this could reduce cost. RESOLUTION That the Health & Safety reporting be received. M. Elliot Lancaster S. Jonelle Hewitt.</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>a) Library – It was discussed that staff and community members are supportive of getting the school library back up and running. It was the Boards understanding that after the new build was completed that the library would be established again, that school would only be without a library for a year. It was agreed it is important to have a school library and provide a quiet space for students to spend break time in. SC would look to have someone within school have an overview of the library with the assistance of volunteers. Any parents wishing to volunteer would require police vetting. RB advised that we still have all the books and the system was still there it just needed all the books to be reloaded. It was suggested that a wall could be put in as an amendment to the 5YA plan.</p> <p>7.2 Action list from July meeting.</p> <p>a) SC confirmed that the school community had been advised via the newsletter of prohibited items in line with Surrender & Retention of property and searches policy.</p> <p>b) Meeting scheduled with Edtech to give feedback on current monthly reporting template.</p> <p>c) RC updated re the services of Credit Control to recover non-payment from Eddie (\$20K for one of the 2017 International Homestay visits). No contact has been</p>

received from Eddie in some time. Credit Control pursuing debt on behalf of. May need to engage a third party which is able to pursue costs of getting payment as well as actual payment, this is not something Credit Control can do. It was agreed that MOE is to be advised of the issue and the agent detail to avoid this happening to other schools.

- d) SC updated everyone on the options for the school alarm system, costs and budget amendment were approved.
- e) EOTC injury / incidents will be included in monthly H&S reporting moving forward.
- f) SC advised that the school quad bike is being housed and that the inspection had been completed and work done. KF completed quad training, JM was not able to attend training and will not be using the quad until such time that training is completed.
- g) SC advised that he is waiting on roofer to come and provide a quote to finalise the costs associated with issues from a lack of scheduled maintenance.
- h) SC advised KP is organising the final elements for the emergency kit.
- i) RS and RT agreed to extend their co-opted status for a further term. RS and RT were thanked for their willingness to do this to keep building on the momentum and progress made to date.
- j) SC advised annual building WOF has been completed.
- k) There was a discussion around putting in a request to ANZ Tuakau for an external deposit box with the branch reducing its opening hours.

7.3 Inwards correspondence

- a) School house property inspection reports from Credit Control for Parsons Road properties. SF and AR advised they have been through the reports and allocated work as necessary.
- b) Email from Alex van Dijk re Canteen was given to all Board members to read. There was a discussion around this.
- c) Email Introducing Black Trakka – in support of the Government’s Predator Free NZ by 2050 campaign.
- d) NZ Education Gazette, vol 97, number 14 – 13 August 2018.
- e) NZSTA News, July 2018, issue 284.
- f) NZ Education Gazette, vol 97, number 15 – 27 August 2018.
- g) Invitation from University of Auckland to take part in a study about the impact of urbanisation on small and rural schools. All agreed to take part in the study.

7.4 Outwards correspondence

- a) Email to Alex van Dijk to confirm receipt of email.
- b) Thank you letter to John Andrew Ford.
- c) Thank you letter to NZ Community Trust.
- d) Letter of appointment re Student Rep Election.

RESOLUTION That inwards correspondence be received & outwards be approved. M. Simon Craggs S. Tina Klay

7.5 Overnight trip proposal forms:

- a) AIMS Rugby 7’s tournament - Mt Maunganui.
- b) AIMS Netball tournament - Mt Maunganui.
- c) UNISS Tournament - Tauranga.
- d) Year 7 Camp - Port Waikato.

RESOLUTION That the above overnight trips be approved. M. Jonelle Hewitt S. Stewart Foote

There was a discussion and congratulations given to recent successes in netball and basketball.

	7.6 Call for agenda items for next meeting. 7.7 Meeting evaluation.
8	In committee and Personnel
9	Karakia