

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 30th July, 5:30pm in the Staffroom**

Item no.	
1	<p>Karakia. Everyone was welcomed to the meeting.</p> <p>There was a presentation from Tihirua Trust re a proposal for the old school building to be relocated back on to school grounds (to be used as a community building) and a wharenuī built in conjunction with the building. There was an overview of the history of the old school building and concept of the wharenuī presented. The proposal included a potential location and what would be required for the location to be suitable, including the preserving of the trees and playing area of the field (junior school). Tihirua Trust advised that to progress from here, they required approval from the Board to continue with the process, with the next step being Tihirua Trust approaching the Ministry of Education with the proposal. This meeting was to seek approval from the Board to do so. Tihirua Trust were thanked for their proposal and advised that the Board would discuss and consider the proposal this evening.</p>
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Jo McIntosh, Shirley Scott, Tina Klay, Chris Lees, Elliot Lancaster, Rereokeroa Shaw, Simon Craggs.</p> <p>Note: Stacey Ingram arriving at 6:45pm – Shirley Scott to take minutes until then.</p> <p>2.2 Apologies: Jonelle Hewitt, Rima Taua.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts - nil. There was a discussion about the Board members who are part of the Tihirua Trust and also the School board (Aaron Reese, Simon Craggs, Rereokeroa Shaw) and if this was a conflict of interest. After a group discussion it was decided that there was no personal gain and therefore no conflict.</p>
3	<p>Confirmation of Minutes. RESOLUTION That the June minutes be approved. M. Simon Craggs S. Jo McIntosh</p>
4	<p>Strategic decisions</p> <p>Polices for review:</p> <p>(a) Fire policy – SC spoke to the amendment required to the second paragraph. This is now to read <i>‘The Principal or a designated person ensures that Fire and Emergency NZ have been contacted’</i>. Everything from <i>‘from a safe.....ringing or siren’</i> is to be deleted.</p> <p>(b) Performance Management – no change required to this policy.</p> <p>RESOLUTION: The above amendments are approved. M. Simon Craggs S. Shirley Scott</p>
5	<p>Strategic discussions</p> <p>5.1 Principal’s report – SC was asked questions around some of the orange highlighted bullet points in his report and gave an update around these. There was a discussion around the student council trampoline proposal. It was highlighted from a health and safety perspective that an in-depth risk assessment was required, SC said he had explained to the students that they would be responsible for the safety management plans for this. There was a discussion around integrating years 11 to 13 representatives in to the student council with SC giving an explanation as to why this was not going to happen which was reinforced by EL. <i>SI arrived at meeting and took minutes from this point on.</i> CL asked about the Middle School passport initiative, SC advised that this was an operational thing however he was happy to share the matrix that related to this. There was a query raised about the Wellbeing Summit meeting scheduled for 01.08.2019 and the purpose/outcome of this meeting. It was clarified that KH and DM had been off-site for a day after the summit to collate the information gathered. There was a brief discussion around the house / team activity with commitment that there would be at least one house activity / event run each term.</p>

- 5.2** Achievement data (mid-year report) – There was a discussion around the positives around mathematics data in year 6 and year 9, SC talked about the work the math’s department had put in to the math’s program. There were concerns about the writing data with the focus this year being on writing. There was a query raised around the new students that had come in mid-year, SC advised that these students have come in from further afield and not from our local feeder schools. There was a discussion around the students entering OAS mid-year and transitioning these students.
- AR advised that the challenge with looking at this is that level groups don’t move very often, that we were half way through the year now, what were they expecting to see at the end of the year based on this reporting – AR asked if a projection could be included to understand this, this was briefly discussed. It was said that what the Board would like to understand more is: (1) getting students to the curriculum expectation (green section in report) and (2) how many students are we managing to push further on. SC gave a brief overview on the groups and how they were shifting. There was a question raised around the commentary on years 7-8 writing, SC advised that they would be moving away from genre based writing. The basics would be covered first then move on to genre later once basics are imbedded. There was a discussion around this being the first year for composite classes in the year 7/8 area. SS advised that the year 7’s have flown. There was a discussion around composite groups and the benefits of this. A question was asked that if this stretches and brings up year 7s how are the year 8s stretched. SS advised that a lot of work had gone in to ensuring that there were no double ups for the year 8s, to ensure they were not covering any of the same work as last year. It was advised that one of the teacher aides would be working with groups of kids, there was a discussion around this. It was also said that it can only take a couple of kids to swing statistics. There was mention of Astle testing with SC saying that the result should be on overall teacher judgement as opposed to just one assessment. It was said from a Board perspective that what they need to know is what are the key issue areas and who needs resources to help get them there. SC suggested getting a small group together to establish how this could look in terms of reporting so this would be easier for the Board to understand.
- 5.3** Behaviour report (mid-year report) – SC advised that the commentary in the box covers a lot of things but asked if there were any questions. SC advised that he was pleased with the serious verbal misconduct result detailed, only 10 incidents reported this year. SC talked about the staff focus around this behavior and how it has had an impact. SC talked about kids respecting the environment they are in and if there is an adult present – that the staff are talking to the students about context. SC confirmed that incidents logged are based on context, there was a discussion around this. There was a question asked around the high numbers recorded under year 9 and 10 and was this a few students causing this. This seemed well up on the year last year and we are only part way through the year. SC to look in to this and data.
- 5.4** NCEA data update (analysis and commentary for semester 1) – it was acknowledged that 51% of standards completed was a real improvement on the data for the same time as last year. It was said that they were still having to chase some teachers around this. It was reiterated that the timeframe to have this information entered by the teacher was 3 weeks after the assessment due date and that this was now written in to policy, so anyone failing to meet this is in breach of policy. There was further discussion around this. There was a question asked around how University entry was tracking, SC confirmed that this is tracked, this could be added in commentary moving forward for Board awareness. SC advised that this year was an easy transition from year 10 to year 11 as these students went straight in to semesters and had not been used to the old system. SC talked of one of the annual targets for the year was to lift ‘merit’ or above results and that to date they were not having any shifts here. SC talked through things that had been put in place to

	<p>assist with this but did want to highlight now that they will struggle to meet this target. There was a discussion around the kamar portal and the information available to parents and students in there. It was highlighted that the blame should not sit with students about hitting results. SC agreed, he's against saying it's the students fault, we have to do what we can do to make it better and engage all parties (teachers, parents and students). There was a discussion around students setting goals for themselves with their Whanau teachers to regularly review as well.</p> <p>5.5 SENCo report (term 2 summary) – There was a discussion around how a priority learner is identified and what this means. There was a question asked around if there were any programs for gifted and talented. SC advised no, and that he is aware that this is currently a gap however the priority at present was with priority learners. There was a discussion around the number of special needs students currently on the register and how this number compares with other schools, SC gave an example and said he feels that this is on par.</p> <p>5.6 Jamie L'Huillier was welcomed to the meeting. JL gave an update on the OAS local curriculum that he is working on and where things are currently, at this point in time local input is required. JL talked about the 3 community evenings scheduled in August / September (being held at: Onewhero Rugby Club, Tuakau Cossie Club & Te Awamarahi marae). The objective of these meeting is to get community and stakeholders to come along and have a say in what they think in terms of content, context and skills. What should students leave OAS knowing about the local area. JL talked briefly about the activities planned at the evenings to engage whanau/community. There was a discussion and examples talked about. JL was thanked for his update and the information provided.</p>
<p>6</p>	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p> <p>(a) Physical Restraint policy was assured by SC and there was a brief discussion around this policy.</p> <p>(b) Appraisal of Principal was assured by AR.</p> <p>6.2 June Financial reporting – The finance committee reported they had met the day before to review the documents, AR talked through the findings from their meeting. AR highlighted that some budgets (% spent year to date) seem high at present however this is due to resources being required / brought earlier in year. The budget will improve as year goes on due to this. SC gave an overview of the 5YA and how the sum of money allocated is spent in order of priority. This was summarised as: Priority 1 is H&S / Priority 2 is Infrastructure etc / Priority 3 is Renovations to meet modern learning environment, lighting, heating etc / Priority 4 is for other projects. SC talked through all of the infrastructure projects worked through which are not necessarily visible, these were summarised as: alarm system update, partial roof replacement, UV water treatment, heat pumps and drainage. SC advised that the school is now at a stage on working on priority 3 and talked about the toilet block upgrade (by room 9) which had just been completed in holidays. The next project scheduled for the term 3 holidays is the art and music rooms, which will see break out spaces built and a replacement floor. Then the next steps were other projects; minor upgrades scheduled for the hub and hall. AR and SC shared their recent experience visiting other schools that Steve Waters (Property advisor) also looks after. There was a discussion about having a project group to pull projects and priorities together. It was said that it would be good to report the schools successes and share these stories with the community especially where progress is not always visible. SC talked about the recent successes SI had in grant applications for the school, gaining funding for the cushion fall bark, turf for the junior school courts and funding towards a school van. SC also said that the successes are not just about property, that these create opportunities for learning through play, that the turf will create a great environment to do this. There was a discussion around kids having pride in their school.</p>

	<p>RESOLUTION That the June 2019 financial report be accepted. M. Elliot Lancaster S. Aaron Reese</p> <p>6.3 Whanau update - There was a follow on discussion from the Tihirua Trust proposal / presentation made to the board earlier in the evening. All members were in support of the project.</p> <p>RESOLUTION: OAS Board support Tihirua Trust to continue moving forward with the next steps in the process of their proposal for the old school building to be relocated back on to school grounds (to be used as a community building) and a wharenui built in conjunction with the building. Tihirua Trust have the support of the Board to approach the Ministry of Education with their proposal. M. Simon Craggs S. Aaron Reese</p> <p>6.4 School House update – TK advised that all rent had been received on time, there are no arrears at present and the houses were not due for inspection therefore no inspection details to report on.</p> <p>6.5 Health & Safety Reporting. There was a question raised around including the detail of the care cards. SC gave an overview of the 365 system, he said that feedback to date had been positive of the program. There was a discussion around the capabilities of the system and the annual cost confirmed. Concern was raised around the detail in the Injury & Accident report where an incident had happened a second time, it was noted that this hazard should have been resolved and the drum moved to a different location after the first incident. SC confirmed that the drum has been moved to a different location now.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Jo McIntosh S. Rereokeroa Shaw</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) Donation waiver – SC gave an overview of the government policy to waive donations, the school would then get a \$150 per student funding boost. SC talked about what this would equate to versus the amount the school currently receives in parent donations. There was a brief discussion around how this would affect camps, it was thought that the school still could request a contribution towards camp/s from parents. SC said he had emailed the minister asking for some clarification around the policy and that he would share when he received the response. SC advised that the school would need to decide by November what the intention was around the donation waiver. It was clarified that this would not affect the breakfast club donations etc as this was a voluntary contribution for a charitable cause – not learning associated.</p> <p>(b) There was a brief discussion around the upcoming annual BOT student election.</p> <p>MINUTE: The agreed election date is Friday 20th September 2019, Stacey Ingram appointed as the Returning Officer, the election is for one student representative. M. Simon Craggs S. Aaron Reese.</p> <p>7.2 Action list from June meeting.</p> <p>(a) SC advised that he had handed the Emergency Planning and Procedures to DM to be included in the staff induction process for new teachers and detailed in the handbook. SC also advised that printed copies referred to in this policy will be put in place in all teaching spaces on Thursday.</p> <p>(b) SC updated that DM had on the Wellbeing agenda to discuss the Wellbeing survey that was to be completed in term 2 at the next meeting.</p> <p>(c) SC advised that the information from the Wellbeing Summit held on 17th June had been collated and at the next Board meeting he will have key themes/next steps (goals/outcomes) to present.</p> <p>(d) SC confirmed that regular walk arounds and the audit process was in place in line with the Risk Management policy and that the H&S annual schedule will also include this.</p>

	<p>(e) RS gave an update around the Counties Manukau District Health Board Matariki presentation and why she would no longer be doing this due to the time slot being greatly reduced.</p> <p>(f) SC confirmed that a notice had gone in the newsletter re care cards and hazards email address as a reminder on how to report hazards.</p> <p>(g) SC confirmed that the H&S portfolio handover had been completed and this portfolio now sat with LH.</p> <p>(h) SC advised that the values certificates were in the pipeline for the students involved in the Breakfast Club initiative / proposal.</p> <p>(i) SI confirmed the advert for the two casual vacancies had been placed. There was a discussion around the process regarding this.</p> <p>(j) SC confirmed that the policy breach register had been set up and was in place.</p> <p>(k) SC confirmed that the signage to be installed to advise all contractors must sign in and out at main office when on school grounds, had been ordered and was on its way. SC advised that the sign will be installed close to the main entrance.</p> <p>(l) There was a brief discussion around the annual H&S /maintenance schedule.</p> <p>(m) It was advised that the school performance survey be sent to the parent/whanau community in its current form. The subcommittee had advised that after reviewing the survey that no changes were required, all questions were relevant.</p> <p>(n) SC advised that the home zone alterations request had gone to the MOE and he was awaiting a response from MOE around this.</p> <p>(o) There was a brief discussion around the NCEA changes, SC to forward PowerPoint presentation to board members around this. CL spoke of 'Understanding the changes to NCEA' workshops and the workshop he had registered for. Details of these workshops to be emailed out to the Board for anyone interested in attending.</p> <p>7.3 Inwards correspondence</p> <p>(a) NZSTA News – June 2019 (issue 293)</p> <p>(b) NZSTA News – July 2019 (issue 294)</p> <p>(c) Education Gazette 1 July - vol 98 number 11</p> <p>(d) Education Gazette 22 July - vol 98 number 12</p> <p>7.4 Outwards correspondence</p> <p>(a) Letter to IRD to update Board Chair details.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Simon Craggs S. Jo McIntosh</p> <p>7.5 Overnight trip proposal forms:</p> <p>(a) AIMS games (basketball, rugby 7s, netball, BMX & golf) 8th to 13th September (4 x forms submitted by Anke van Dijk).</p> <p>(b) UNISS netball tournament – 1st to 6th September (submitted by Anke van Dijk).</p> <p>RESOLUTION That the above overnight trips be approved. M. Elliot Lancaster S. Shirley Scott</p> <p>7.6 Call for agenda items for next meeting.</p> <p>7.7 Meeting evaluation.</p>
8	In committee and Personnel – 9:24pm
9	Karakia, meeting closed at 9:45pm