

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 25th August 2020, 6pm in the Staffroom**

Item no.	Item
1	<p>Karakia, AR welcomed everyone to the meeting.</p> <p>MOTION: The Board agree to co-opt Heidi Bland to the Health & Safety portfolio until 31 December 2021 to further continue the work and progress in this portfolio.</p> <p>The Board would like to formally thank Jo McIntosh for her 3 years of dedicated service on the Board, Jo's vast experience and skills in risk management and health & safety have been greatly appreciated. Greaves / Pengelly</p>
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese (Chair); Owein Greaves; Rachel Hagan; Simon Craggs; Kiri Pengelly; Cushla Carey; Rima Taua; Rereokeroa Shaw; Heidi Bland; Steldest de Villiers (minute taker)</p> <p>2.2 Apologies: Stacey Ingram</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts: Cushla stated that she is involved in the Student Leadership trip for approval.</p>
3	<p>Administration:</p> <p>3.1 Confirmation of Minutes</p> <p>RESOLUTION That the July minutes be approved.</p> <p>Hagan / Greaves</p> <p>3.2 Correspondence</p> <p>Inwards correspondence:</p> <p>(a) Letter from Wheronet – update re school's fibre project.</p> <p>(b) Education Gazette, volume 99, no 11 – 20 July 2020.</p> <p>Outwards correspondence:</p> <p>(c) Letter of appointment – returning officer for 2019 student election.</p> <p>RESOLUTION That inwards correspondence be received, and outwards correspondence be approved. Shaw / Greaves</p>
4	<p>Monitoring and Review</p> <p>4.1 (a) School house report: Aaron shared that the rent is all up to date and only minor repairs being completed at the houses.</p> <p>(b) School house portfolio allocation: Aaron shared the need for a Board Member to take care of this portfolio and be the link between Credit Control and the School. Rachel accepted the portfolio and will meet up with Vikky for updated information.</p> <p>4.2 Whanau report: Rereokeroa shared that the Matariki evening was a great success and the turnout exceeded their expectation. She was pleased to have seen 7 Board Members in attendance and the general feel of the evening was positive. They would like to continue using the same venue for next year. She thanked all the members who contributed to the successful event. She also extended a special thanks to the Guest Speaker. Simon offered a special thank you to Rereokeroa for all her continuous efforts. Next years date was set for 02/07/21.</p> <p>4.3 July financial reporting.</p> <p>(a) July financial report tabled.</p> <p>RESOLUTION That the July 2020 financial reporting be accepted. Craggs / Shaw</p> <p>(b) 2020 Budget review: Adjusted budget tabled. Aaron advised that there is a budgeted surplus and suggested to investigate potential of future investments.</p> <p>RESOLUTION That the updated version of the 2020 Budget tabled is approved. Hagan / Taua</p> <p>4.4 Policies for Assurance:</p> <p>(a) International Students – No Policy documentations on School Docs, Simon will check with Stacey. Accountable Reporting to MOE currently. Assurance by Principal.</p> <p>(b) Risk Management – Assurance by Principal.</p>

	<p>4.5 Health & Safety Reporting.</p> <p>(a) Health & Safety review – updated by Simon that a plan is in motion and the situation that caused injury to a staff member is much improved. It was highlighted by Heidi the need for staff to use the 365 Tablet to report. Kiri asked that it is advertised to staff the ability to use Tablet in Office if they do not have the App on their private devices.</p> <p>(b) Safe 365 Assessment – August 2020 shared by Heidi.</p> <p>(c) July Sick Bay & Injury Report read out by Heidi.</p> <p>RESOLUTION That the Health & Safety reporting be received. Hagan / Carey</p> <p>4.6 Overnight & potentially hazardous activities / trip proposals:</p> <p>(a) EOTC documents for YR 12 OEL - Dickies Flat from Kramer Ronaki, 9 to 11 September 2020. Risk Assessment was found to be completed and in good order.</p> <p>(b) EOTC documents for Year 7 / 8 camp (Port Waikato) from Fergus Lang, 16 & 17 September 2020. All paperwork was found to be completed and in good order.</p> <p>(c) EOTC documents for Student Leader trip (Great Barrier) from Jess Cochrane, 28 September to 2 October 2020. Heidi does not have the paperwork at hand, she will liaise with Simon to get a resolution to Jess. Therefore this trip was not approved at the meeting and will require email resolution/approval next week.</p> <p>RESOLUTION That the overnight trips detailed under (a) and (b) only be approved. Greaves / Reese</p> <p>(d) PROPOSAL ONLY - Netball tour from Anke Van Dijk, 10 to 11 September 2020. Once the information is with Heidi she will liaise with Aaron and get feedback out via email.</p> <p>4.7 Action list from July meeting.</p> <p>(a) Simon assured that the Emergency Procedures have been updated in the Induction booklet. The H&S calendar has been updated with the scheduled dates.</p> <p>(b) One PPE / rain gear item has been acquired and the other one is scheduled.</p> <p>(c) The Communication / update around the Local Curriculum was shared</p> <p>(d) May meetings action list from Kiri will be checked and confirmed once active on School Docs.</p> <p>(e) February meeting’s action point will be discussed by H&S and update the board.</p> <p>(f) November meeting’s action point was clarified in Principal’s report of this meeting.</p> <p>(g) October meeting’s action point has some development. The Registered teacher’s criteria include a development plan.</p> <p>4.8 General</p> <p>(a) By-election to replace trustees – Aaron explained the ratio needed between elected and selected members. On 1st September the regulations change and the timeframe for the election process move from 37 days to 63 days. This will cause the Mid term election to overlap the By election and will cause great confusion to parents unless we proceed with the By election immediately.</p> <p>(b) Confirmation of details for the By election: Election date: 2nd October Taking Office: 9th October Appointment of returning officer: Stellest De Villiers Confirmation of number of trustees for this election: 2</p> <p>RESOLUTION to proceed with By election and accept the dates. Greaves / Bland</p>
<p>5</p>	<p>Strategic decisions</p> <p>5.1 Policy for review:</p> <p>(a) Appointment Procedure – Review (Board only): This is covered by Employment Law and Procedure. No changes were identified for this policy.</p> <p>5.2 Property Committee:</p> <p>Concept plans have been accepted by the board and delegation to Property Committee to investigate installing turf on the senior court area as well as a structured cover. The</p>

	Community benefits are highlighted and School could potentially apply for Grant funding. Additional note to also look into lights. Greaves / Reese
6	<p>Strategic discussions</p> <p>6.1 Principal's report tabled and elaboration on the good feedback received on the DMIC evening from the parents. The Link and Video also received great feedback. The peer student leadership program is getting good support. We have 4 ex students working on a current Environmental project at school and it is great seeing them so involved. They are doing a great job. The Draft Matrix will be confirmed and PB4L will be emailed / shared and discussed and feedback sorted. The meeting asked Simon to add a key to explain the data for future reporting purposes.</p> <p>6.2 Student Achievement data: Some of the highlights include the number of students currently on track to receive merits and excellence. This is attributed to goal setting and 3Way partnership. The Goals have been revisited and worked on amounting to students setting their sights higher instead for just completing goals. Students are able to track achievements and those with credits pending are in discussion with teachers. Regular Syndicate meetings to establish who needs motivation or assistance. Board asked if Whaanau teacher could be in touch with students parents/whanau so that family can also encourage meeting targets at home. It would be a great continuation on links already established. The effort from Pam to guide the students contribute to the good results. A lot of hard work has gone into the L1 cohort and planning is on track. Simon will investigate the not achieved results for Year 11. Board is keen to keep the momentum going and it will also contribute to consistency across the board for School. Curriculum levels were explained by Simon. Currently Teachers are targeting students who need a boost and get interventions in place. Students who are 2 levels behind suggested curriculum markers have individual plans in place. Simon explained the findings that during Covid the writing achievements dropped and can possibly be linked due to less time spent on writing. It is important to note that the writing sample used was a raw (un-edited) example. Current concern on assessment for Year 7 – It was suggested that a bigger pool of writing samples to be used for assessment, Rebecca and Simon to coordinate. Looking at the next steps: Different approaches on how to encourage students; Key skills identified that is needed to advance a level. Data is used to highlight and guide the process and not to manipulate. When a student is above the Curriculum levels for the teaching group, the 'Agency' program gives them the opportunity to extend. The technology has given learning opportunities a great boost, 'Education Perfect' is adjustable to an achievable level if needed for individual students.</p> <p>6.3 Academic reporting from school departments: The upcoming Management review will have this data. The Board is asking for Results & Focus areas. Simon will distribute a template for all departments to correspond to the Board. Focus should be of all subjects using mid-year data. It is noted that Literacy and Numeracy L1 credits are reported annually. The reasoning behind the Boards request is to open communication and invest in the subjects needing a boost, Eg PD or Tools specific to the subjects / departments.</p> <p>6.4 Life Skills Overview to 29 July 2020: Alan has been conducting these once every 6 days but felt it needed to change to one ½ day and 2 additional full periods to keep it focused. Parents' feedback have reported the value this program extends to their families. The program will continue till the end of the year and dependent on the need can be extended into next year for Years 7 – 10. The program is staff dependent and board will be</p>

	consulted if assistance needed. The aim will be for Students to transition out of the program to highlight positive community focus.
7	In-committee and Personnel – 7pm to 8:45pm 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.
8	Meeting closure: 8.1 Select topics for newsletter reporting: (a) Student achievement. (b) Merit and Achievements in Snr School. (c) Comments to Raw Data used in Writing for Jnr School. (d) By-Election explained. (e) Student election to be promoted. 8.2 Call for agenda items for next meeting: Nil. 8.3 Meeting evaluation: Good time keeping as we finish 8:55pm. Karakia, meeting closed at 8:55pm.