

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 22nd August 2017, 5:30pm in the Staffroom

Item no.	
1	<p>a) RC welcomed everyone.</p> <p>b) Two candidates for the casual vacancy met with the Board.</p> <p>c) Karakia by Rereokeroa.</p> <p>d) Kiri Pengelly was welcomed, KP spoke of current H&S concerns around the bus situation and the unsafe turnaround zone opposite the school. Several handouts were given to the Board to read. There was discussion around this. KP outlined next steps and wanting to form a working committee for this project, with the goal of having any change to the current situation in place for the start of term 1, 2018. RC and SF volunteered to be a part of this committee. It was suggested that MOE, police and council all be involved. Minute. The Board wish to again recognise and thank Kiri for all the hard work and fantastic job she does with the H&S portfolio at OAS.</p> <p>e) Peter Gall from Edsol was welcomed. Peter gave the Board an overview of information that ERO will be looking for.</p> <p>f) The Board discussed all of the candidates for the casual vacancy. It was agreed that this was a very difficult decision because all candidates had attributes that would add to the Board skillset.</p> <p>Moved: Tina Clay to fill the casual vacancy. Jo McIntosh to be asked if she would consider being co-opted on to the Board (for a 3 year term) for assistance with risk management and H&S due to her strong background in risk management.</p> <p>M. Rosemarie Costar S. Jonathan Lovatt All in favour.</p> <p>There was further discussion around the remaining candidates and their strengths and their willingness to help. Further discussions will take place with them to establish how their skills could be utilised in the best interest of the school.</p>
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Julian Austin, Jonathan Lovatt, Rereokeroa Shaw, Rebecca Bills, Tuene Henderson, Stewart Foote, Rima Taua (arrived at 6:45pm), Stacey Ingram (minute taker).</p> <p>2.2 Apologies/absent: Koren Hopoi</p> <p>2.3 Declaration of interests - nil</p> <p>2.4 Approve Minutes of previous meeting M. Rebecca Bills S. Jonathan Lovatt</p> <p>2.5 Matters arising</p> <p>a) OCL proposal for VOIP was discussed with information gathered. The Board agreed to the concept of moving to VOIP solution, 2 more quotes to be obtained to decide on the provider.</p> <p>b) Bus scanning software update provided by CO.</p> <p>c) Email from KH submitted explanation and update around the Fixed Asset register and scanning of fixed assets.</p> <p>d) Schedule of delegations updated and supplied to KH.</p> <p>e) Re potential solutions for the moving of 200L chlorine drums. SF asked if there was a misinterpretation with minutes around this as HA had spoken to him recently regarding the cost of a new shed. It was clarified that a new shed was not what was discussed as a solution.</p> <p>f) RC advised potential new dates for BOT and SLT stand down and suspension training with Alan Curtis.</p> <p>g) There was no update or information on the Annual Plan update. Information is required ASAP to ensure BOT are well prepared for ERO review.</p> <p>h) There was no Year 1 to 13 data on reading, writing and numeracy submitted for this meeting to be able to discuss.</p>

	<p>i) CARRIED OVER FROM JUNE MEETING – KH to give SI details to send congratulation letters from BOT to Tess Ritchie and her students and Music Teachers and their students for success they have had.</p> <p>j) CARRIED OVER FROM JUNE MEETING – KH to make contact with Rick Muir re cricket pitch.</p> <p>k) CARRY OVER – EEO policy; requirement to collect data and hold in database.</p> <p>l) CARRY OVER - Canteen financials review.</p> <p>m) CARRY OVER - KH to speak to the last contractor (Thames Valley Blasting) who fixed the pool to advise that it is leaking and get them to report back on this to identify what the actual cause is. SF advised that he had been speaking to HA and HA advised that the contractor was currently away and that they were awaiting his visit once he returned.</p> <p>n) CARRY OVER – Reconciliation report showing no income for foreign students.</p> <p>o) MOE advised RC that there is no set % of the Ops Grant allocation for support staff. CARRY OVER - KH to confirm what % this currently sits at for OAS.</p> <p>p) CARRY OVER – No credit card statements had been signed off by the Board for some time. This is a requirement for auditing purposes.</p> <p>q) CARRY OVER FROM JULY – Current credit card to be cancelled and reissued with the new Principal’s details when he starts.</p> <p>r) SF gave an update on the improvements being made to 67 Parsons Road. SF gave an estimate of approx. 2 months until the work is completed on this house.</p> <p>s) RB advised that School Docs are currently working on School House policy.</p> <p>t) CARRY OVER - KH advised that School Leaver data can be gained for years 7, 8, 9. KH to provide.</p> <p>u) CARRY OVER - JA advised that the MOE use retention rate for roll projections. KH to make inquiry with MOE around obtaining this information.</p> <p>v) KH had emailed the % of school donations paid for last couple of years, this was read and discussed.</p> <p>w) RC confirmed that the letter had been sent to Tuakau College re their proposed enrolment zone as per the draft emailed out to Board members.</p>
<p>3</p>	<p>Strategic decisions</p> <p>3.1 Review of Policies:</p> <ul style="list-style-type: none"> • CARRY OVER TO SEPT: Students with Special Needs. • CARRY OVER TO SEPT: Child Protection. <p>3.2 Policies for Assurance this meeting:</p> <ul style="list-style-type: none"> • Appraisal of the Principal – this policy was assured by the Board. • CARRY OVER TO SEPT: International Students.
<p>4</p>	<p>Strategic discussions</p> <p>Principal’s report was tabled. A question was raised about the initial assessment of students when they first arrive at OAS and working with feeder schools around these results. There was a brief discussion on this. Clarification required.</p> <p>4.1 Annual plan update – no update supplied for meeting.</p> <p>4.2 A SENCO report prepared by Judy Pryor for term 2 was submitted and read by all. Thanks to Judy for supplying this information.</p>

5	<p>Monitoring</p> <p>5.1 Finance Report for July 2017 was tabled. M. Julian Austin S. Rosemarie Costar</p> <p>5.1a There was discussion around the bank staffing.</p> <p>5.1b There was a discussion around the review of the budget and that this has not taken place. This was the last chance to influence the overall result for the year. Meeting to be held by the Finance Committee urgently. RC asked if any other Board members would like to take part in the review – no one wished to.</p> <p>5.1c There was a discussion around working capital.</p> <p>5.2 Staff Report M. Rebecca Bills S. J Austin</p> <p>5.2a RB reported on the recent old school building committee discussions. RB talked through proposed site for the house to be relocated to and that 2 carpark sites will be lost in doing this. The council will therefore not give consent without more carparks being provided. The surveying company have suggested sites where additional carparks could be established which RB talked through. The BOT requires more information around how many carparks were actually required and if the OECC carparks were counted.</p> <p>RB advised that there are forms to complete and be sent to the MOE with Board authorisation for the relocation to happen. There was discussion around the budget to relocate the house to OAS and that this covered plumbing and electrical requirements.</p> <p>5.3 Student Rep Report M. Tuene Henderson S. J Lovatt</p> <p>5.4 Verbal Maori Report. RS asked where the marae was going to go at school, RS advised that she had been brought on to the Board with the understanding from GF that this was happening. RC advised that a proposal for a marae to go on school grounds has never come to the Board but would certainly be welcome.</p> <p>5.5 Health & Safety</p> <ul style="list-style-type: none"> a) A discussion took place around the tag and testing detail. A question was asked around what had happened with tag and testing in-house. b) It was discussed that the contractor who had come in to do the tag and testing needed to complete what they had started. c) The comments re staff phone is for management to address. d) Tech block issue is for management to address. e) There was a general discussion that the Principal is the Board member who should be part of the H&S committee and attend meetings. The Principal is able to look into and provide solutions for the management issues being raised at the H&S meetings. This will ensure timely solutions and clear lines of communication.
6	<p>Inward Correspondence</p> <p>6.1 NZ Education Gazette – 14 August 2017, vol 96, number 14.</p> <p>6.2 NZ's Digital Future – 2017 Manifesto led by InternetNZ, ITP, and NZTech.</p> <p>6.3 School lunch programme and school canteen email from lunchonline.</p> <p>6.4 Response from Tuakau College re receiving feedback on enrolment zone was discussed.</p> <p>6.5 NZSTA – Secondary & Area School Groundstaff CA.</p> <p>6.6 NZSTA – School Caretakers' & Cleaners CA.</p>
6A	<p>Outwards Correspondence</p> <p>6A.1 Letter to Tuakau College re proposed enrolment zone.</p> <p>6A.2 Appointment as Returning Officer letter for student election.</p>
7	<p>General Business</p> <p>7.1 Out of Zone enrolments 2018 – there was a discussion around the numbers that KH had submitted for the meeting.</p> <p>7.2 Yr 1 to 13 data on reading, writing and numeracy – no information supplied for meeting.</p>

	<p>7.3 Trip Proposal form from Keryn Chitty – Base Backpackers, Rotorua (overnight) was approved.</p> <p>7.4 Ratify the appointment of Stacey Ingram as the Returning Officer for this year’s BOT student rep election.</p> <p>7.5 The Powhiri for Simon Craggs on Monday 4th September at 10am was discussed.</p>
8	<p>Meeting closure</p> <p>8.1 Agenda items for next meeting.</p>
9	<p>In committee</p> <p>9.1 Personnel</p> <p>Karakia</p>