

**Minutes from the Onewhero Area School Board of Trustees meeting held
Wednesday 26th September 2018, 6:30pm in the Staffroom**

Item no.	
1	Karakia RC welcomed everyone.
2	<p>Attendance</p> <p>2.1 Present: Rosemarie Costar, Rebecca Bills, Simon Craggs, Stewart Foote, Rereokeroa Shaw, Elliot Lancaster, Rima Taua, Aaron Reese, Stacey Ingram (minute taker).</p> <p>2.2 Apologies: Tina Klay, Natalie Smith, Jonelle Hewitt, Jo McIntosh.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the minutes from the August meeting are approved.</p> <p>M. Simon Craggs S. Aaron Reese</p>
4	<p>Strategic decisions</p> <p>It was agreed that the Behaviour Management policy did not require any change to it at present.</p>
5	<p>Strategic discussions</p> <p>5.1 Principal’s report – clarification was given around the Wellbeing Survey saying the same thing in different months. RC asked about the vertical form concept, SC talked through this. There was a brief discussion around the teacher only day held at the beginning of the year and the lead on from this.</p> <p>5.2 Board approvals – AR presented a document that he and SC had discussed/prepared regarding costs of Hall Rd school house maintenance carried out to date plus what was still required. Board approved budget of \$50K will no longer cover the project. A further \$24,900 is required. There was discussion around the painting costs appearing quite high and around our policy requirement for 2 or more quotes for work in excess of \$2500 inc gst. A question was raised as to why this had gone over budget, there was further discussion around this.</p> <p>RC asked for clarification on when the work would be completed, SF confirmed 6 to 8 weeks. SC said the house was being advertised in current recruitment. RC asked where the extra money was going to come from. SC advised that there is \$22,900 surplus in the budget at present and he would like to move that this surplus be used. RC asked if SC was sure that these funds were not going to be required elsewhere. It was highlighted that \$2K of costs detailed will need to be removed somehow as the surplus does not fully cover the proposed \$24,900.</p> <p>Minute: That \$22,900 be added to the existing approved budget to complete the maintenance of the Hall Road school house.</p> <p>M. Simon Craggs S. Rereokeroa Shaw</p> <p>RC advised that there is to be no more requests for funds for this house, that the work has to be completed within the extended budget range.</p> <p>There was a brief discussion around the water blasting being carried out with the assistance of AR and other volunteers so this maintenance is not delayed and cost not incurred by school. All other Board approvals requested by SC to be carried over to next year due to no funds.</p> <p>5.3 SENCo report (term 3) – RB gave an update on the waitlist status for RTLB and MOE services. There was a brief discussion on securing school grounds.</p>
6	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p> <p>(a) International Students – SC assured.</p>

	<p>(b) Swimming Pool – SC advised that the only thing to follow up around was the first aid kit requirement. The first aid kit appears to have been removed when pool closed over winter.</p> <p>(c) Risk Management – SC assured.</p> <p>(d) Safety Management System – it was identified that the policy amendments RB had sent to School Docs had not be completed their end.</p> <p>6.2 Finance Reports:</p> <p>(a) August 2018 – SC and AR advised they had meet with Edtech, there was a discussion around the meeting and things that have been put in place as a result. Recommendations on potential options moving forward were also discussed. SC went through some of the updates around budget lines that VM had been working on.</p> <p>RESOLUTION That the August 2018 financial report is accepted.</p> <p>M. Simon Craggs S. Aaron Reese</p> <p>(b) The Balance Sheet Budget for 2018 with updated budget figures was tabled.</p> <p>MINUTE That the amended Balance Sheet Budget for 2018 received from Edtech is approved.</p> <p>M. Aaron Reese S. Rosemarie Costar</p> <p>(c) Updated version of 2018 OAS Budget – amended 19.09.2018 with alarm cost changes.</p> <p>MINUTE That the amended version of the 2018 OAS Budget is approved.</p> <p>M. Simon Craggs S. Rebecca Bills</p> <p>6.3 Staff Trustee Report tabled – no questions raised.</p> <p>RESOLUTION That the staff trustee report be received.</p> <p>M. Rebecca Bills S. Elliot Lancaster</p> <p>6.4 Student Trustee Report (verbal) – EL updated everyone on the student council concept, currently calling for nominations from students in years 5 to 13. This had been promoted through assembly. EL advised that he had had a good amount of interest, from year 9s in particular. There was a discussion around this. RB advised that it had created talk with students.</p> <p>RESOLUTION That the Student Trustee report be received.</p> <p>M. Elliot Lancaster S. Rereokeroa Shaw</p> <p>6.5 Whanau Report (verbal) – RS spoke about the recent speech competition held at the Tuakau Marae. There was a discussion around what it involved for the participants. Next year OAS would look to have participants involved, SC to promote within school.</p> <p>RESOLUTION That the Whanau report be received.</p> <p>M. Rereokeroa Shaw S. Rima Taua</p> <p>6.6 Health & Safety Reporting. SC gave an update on his meeting with Hazard Co. There was a discussion around the initial timeframe advised in having the emergency kit finalised. There was a question raised as to why the H&S report raised a question around the road issues when H&S committee were aware of the plan for the installation of the pedestrian crossing.</p> <p>RESOLUTION That the Health & Safety reporting be received.</p> <p>M. Rereokeroa Shaw S. Rebecca Bills</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) RC acknowledged that SC had been Principal at OAS for a year now.</p> <p>(b) RESOLUTION: An application be made to Grassroots Trust Ltd for a grant of \$53,546.09 exc GST (\$61,578 inc GST) for the purchase of an additional school van.</p> <p>M. Aaron Reese S. Rebecca Bills</p> <p>(c) RESOLUTION: An application be made to The Southern Trust for a grant of \$7,800 to assist with accommodation costs for the OAS Rowing crews participation in the National Championships (Maddi Cup) to be held at Lake Karapiro in March 2019.</p> <p>M. Rosemarie Costar S. Stewart Foote</p>

	<p>(d) RESOLUTION: The Board agree to the application for NZSTA Student Rep Residential Course with the Spirit of Adventure Trust, Jan – Feb 2019 and the terms and conditions, participation and cancellation policy outlined in the application. M. Rosemarie Costar S. Rereokeroa Shaw</p> <p>(e) There was brief discussion around applying for grants and requirements.</p> <p>7.2 Action list from August meeting.</p> <p>(a) SC advised that he had had a walk around the school with AR / KR with regard to ideas on grounds improvements.</p> <p>(b) SC advised that the PLD proposal has been prepared.</p> <p>(c) SC said he had spoken to other schools re the H&S tool however no interest due to cost / funding.</p> <p>(d) CARRY OVER - Surrender & retention of property and searches (staff awareness required).</p> <p>(e) RC advised that she would be progressing to engage a debt collection service for non-payment from Eddie (International Homestay agent).</p> <p>(f) SC gave assurance that the emergency kit would be complete as at day 1 of term 4, 2018.</p> <p>(g) SI advised ANZ Tuakau branch were not considering installing an external deposit box. One is available at ANZ Pukekohe.</p> <p>(h) SI advised that NZSTA had been updated with the new term detail for RT and RS co-option on OAS Board.</p> <p>(i) RC advised that the response letter had been sent to Mr van Dijk re his email regarding the canteen.</p> <p>(j) SC advised that he had communicated with Libelle to give feedback from the last Board meeting.</p> <p>7.3 Inwards correspondence</p> <p>(a) NZ Education Gazette, vol 97, number 16 – 10 Sept 2018.</p> <p>(b) NZSTA News, August 2018, issue 285.</p> <p>(c) The thank you letter from OECC was read out.</p> <p>(d) Email from PPTA re Paid Union Meetings was discussed. SC gave an update on how this affected school and students. Advising comms would be sent out to parents in this weeks newsletter.</p> <p>(e) NZ Education Gazette, vol 97, number 17 – 24 Sept 2018.</p> <p>7.4 Outwards correspondence</p> <p>(a) Response letter to Mr van Dijk re canteen.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Rebecca Bills S. Elliot Lancaster</p> <p>7.5 Overnight trip proposal forms:</p> <p>(a) Year 9 camp – Motu Moana Camp</p> <p>(b) Year 10 camp – cycle the rail trail (Paeroa to Waihi and Te Aroha)</p> <p>RESOLUTION That the above overnight trips are approved. M. Rereokeroa Shaw S. Stewart Foote</p>
8	In committee and Personnel.
9	Karakia – meeting closed at 8:45pm