

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 27th August 2019, 6pm in the Staffroom**

Item no.	
1	Meeting opened with a karakia. AR welcomed everyone to the meeting.
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Tina Klay, Jo McIntosh, Rima Taua, Elliot Lancaster, Shirley Scott, Rereokeroa Shaw, Simon Craggs, Stacey Ingram (minute taker).</p> <p>2.2 Apologies: Chris Lees</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts - nil</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the July minutes be approved. M. Simon Craggs S. Tina Klay</p>
4	<p>In committee and Personnel – Moved in committee 6:04pm to 7:10pm</p> <p>7:10pm - TK requested that she leave the meeting due to sickness and asked for the School House reporting to be moved forward so she can give the report on this prior to leaving. This was completed (minuted under 7.4(a)). Tina left the meeting at 7:15pm.</p>
5	<p>Strategic decisions</p> <p>Policy reviewed: Health, Safety & Welfare. It was agreed that wherever there is reference to a 'hazard form' that this needs to be removed and updated to read 'care card' or email to hazards@onewhero.school.nz or logged via the Safe 365 app as these are the methods to report hazards at OAS.</p> <p>The link to a hazard register needs to be removed and just the words left there as OAS uses another template as the Hazard register which feeds in to the H&S reporting.</p> <p>Resolution: The above changes are to be made to the Health, Safety & Welfare policy to update it to reflect current practice. M. Simon Craggs S. Jo McIntosh</p>
6	<p>Strategic discussions</p> <p>6.1 Principal's report – SC asked if there were any questions regarding his report. A query was raised around PaCT program (a Progress and Consistency Tool) and OAS using this, SC advised that this was quite a complex tool and different to what is used and they don't necessarily align. There was a discussion around reporting priorities, it was said that core (numeracy and literacy) were priority for the Board and if these were being met then there would be interest in other areas.</p> <p>A question was raised around the comms plan roll out, SC gave an update around this. SC to distribute a copy of the plan to board members.</p> <p>There was a request that where there was information that related to change that this could be included in the report and tagged as 'Information only' – just to give the Board a heads up on change to ensure no surprises.</p> <p>A query was raised around the stand-downs and what they had been used for, SC responded 3 for fighting and 1 for digital technology miss use.</p> <p>There was a discussion around the Community hui planned for Term 4 to give community voice on what wellbeing at school should look like, SC advised that this hui was to follow up with parent voice. There was a question raised around actions since the Wellbeing Summit day and what has been put in place since that day.</p> <p>SC gave an update around the PB4L status in school and that this needs to be revisited. SC advised that to date no staff had put their hand up to be the co-ordinator for this. SC continued that DM hasn't had the capacity as the last 3 weeks as they have been consumed with behavioural incidents. A question was asked as to what was triggering the behavior. SC outlined what had been happening and his concerns. SC talked about all the</p>

things SLT have done to address it, stating it was a small number of students with by standers encouraging it and if they can put a stop to this they will make inroads. A question was raised as to how/who was monitoring the policy requirement for assessment data / results to be inputted in to kamar within 3 weeks of the assessment due date requirement. SC advised that RB and JL were monitoring this. There was a query raised around year 5 – 8 writing progress, SC advised that there were no updates at present, that the reporting cycle will determine. There was a discussion around the handover between teachers, with it getting close to end of year. SC advised that handover information was accessible in kamar. A query was raised around the teacher only day change referred to in the report. This was due to 3 of the 5 local mare being closed at present. The presenter who came in to school to talk about the Treaty gave a next level understanding. The staff were very impressed. SC advised that with the marae being closed that staff didn't get the rich local history however they will do this early next year. There was a query raised around the change in assessment practice from one on one assessments to teacher observation / overall teacher judgement. There was concern raised around this from a Board perspective and how will the Board understand /monitor student progress with little to no assessment data, it was highlighted that overall teacher judgements can be subjective. There was discussion around this, SC and SS gave examples on things that can have a negative effect on testing and testing results (eg: students having a bad day / bad night before, device not working affecting results), it was also said that testing tests recall. And that teachers can observe and see if a student can do something in the classroom without having to test if they can do it. Confirmation was asked if this affected all subjects, SC responded yes. AR questioned even in maths, SC responded that maths teachers tend to do more testing. It was questioned how the Board would know if it was working, it was asked how they would be able to answer questions around if a student was above or below and picking up if students are doing worse. SC advised that there would be internal moderation of answers. SC advised PAT (testing) would still take place in term 1 and 4 for years 0 to 8, and once a year at the start of the year for year 9 and 10. It was asked how does the Board get comfort based on achievement being on a teachers judgement. SC responds that the Board rely on his assurance. There was a discussion around this, it was said that overall teacher judgement needs moderation and assurance of consistency. It was highlighted that teacher competency issues become so much greater. SC gave his assurance that controls are in place to ensure they pick up where this is not happening.

6.2 Summary of roll changes report was tabled by SC. There was a brief discussion around this. SC advised that class groupings would be looked at (year 1 numbers this year are high and year 2 are low) and current structure may not continue to work, this will be reviewed in term 4 once the out of zone ballot is completed.

6.3 Digital Technology procedures – SC referred everyone to the handout which details current practice around this. There was a discussion around this and questions raised around breaches and repercussions along with policing. SC talked about some ideas he had around a zonal type system for mobile phone use within school. There was further discussion around this. A question was raised around what other schools do. It was determined that a draft policy is to be drawn up for review / approval, it was agreed that it needed to have a clear set of guidelines, it was also agreed that students and parents needed to have an understanding of what happens when breaches occur once the policy is in place.

6.4 Secondary School Employer Partnerships – SC tabled a document outlining the initiative, flagging that this was just for Board info as this is what the school was looking at signing up to. There was a brief discussion around this.

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Monitoring and Review

7.1 Policies for Assurance:

(a) Safety Management System – SC advised that there were a couple of things to report on in this policy that can't be assured. That currently there are no set goals for H&S performance for school or inclusion of H&S goals in staff performance appraisals. SC advised that there is no room for this in the current teachers appraisal format and that this was not something he felt should be included. JM advised that H&S was a core competency, that everyone in a work environment is exposed to it, it has to be there, teachers are not exempt from this. The example of the staff sign up to the Safe 365 tool was talked about, it was said that if the number of people buying in to this is limited then it makes the whole process manual. The negatives of the manual care card system were flagged (eg – they go missing / not reported on). Barriers/staff feelings around putting the Safe 365 app on personal phones were raised. It was highlighted if there was not enough staff using it, then the school will need to find another system. There was a query raised if the importance of H&S was realised at school. There was a discussion that teachers appraisal should have an element of administration to it and be measured on it. Due to time, AR and SC were to continue to discuss further outside this meeting.

(b) International Students – SC assured this policy.

7.2 (a) July Financial reporting – an overview of the reporting was given by the AR and SC in conjunction with the budget review.

RESOLUTION That the July 2019 financial report be accepted. M. Elliot Lancaster S. Jo McIntosh

(b) 2019 Budget review – AR talked through the adjustments that needed to be made, the negative impacts to the lost income from Counties Manukau and International student groups was highlighted. Plus the significant overspend on the school house and the writing off of the International Student debt from an agent (relating to previous years issues) had had impact. AR advised that the school was now looking at a \$68K deficit due to past issues. It was highlighted that that it wasn't looking like there would be enough funds to do the school driveway this year, budget will be tracked over the next few months to determine this, it was noted that capital is pretty limited this year.

RESOLUTION That the updated 2019 budget be approved. M. Jo McIntosh S. Simon Craggs

7.3 Whanau update – RS advised that she would like to see more Te Reo being used and that the Board should take the lead on this, so it's filtering down from the top right the way through to students. There was a discussion around this with the Board committing to meet for half an hour workshops led by RS prior to each monthly Board meeting. RT advised that the annual pokai is scheduled for 15th September and all were welcome at the marae for this event.

7.4 School House reporting

(a) Inspection reports – TK talked through some of the aspects from the recent inspection reports and gave an update around these. TK also highlighted the elements that need to be done to the school houses next year around new regulations which come in to affect in 2021, these will need to be budgeted for and completed in 2020. The school was in the process of getting quotes for this.

TK advised the status of rent payments.

(b) There was a discussion around an amount that Credit Control has authority to spend up to on minor maintenance issues that require specialised trades people (eg: electrician). \$300 was agreed as the amount. Anything over and above \$300 should be sent to KF to go through the normal school funding approval process.

RESOLUTION: The Board approve Credit Control on Call the ability to spend up to

	<p>\$300 for minor maintenance issues requiring specialised trades people to carry out work on school houses. M. Tina Klay S. Simon Craggs</p> <p>(c) Confirm process / responsibilities – If there is an emergency outside of school hours, TK is the contact person for Credit Control. Credit Control to email KF with job list and then follow up with a phone call to say this had been emailed through and discuss any clarification needed. TK to be copied in on comms for reporting purposes only.</p> <p>7.5 (a) Health & Safety Reporting - It was advised that OAS's Safe365 Index score is currently 46%, 60% is compliant, the red areas highlighted are the areas that the school needs to tighten up on. It was advised that there is a Safe365 workshop / training on 17th Sept with SC, LH and JM attending this.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Jo McIntosh S. Elliot Lancaster</p> <p>(b) EOTC – Risk Profiles. A query was raised if there was a requirement for the Board or a subcommittee to see RAMs forms for high risk trips in conjunction with overnight approval. There was discussion around this, JM advising she had read a reference to this requirement. JM to send out reference for review and a discussion to follow next meeting.</p> <p>(c) Student Council trampoline initiative – JM referred to a document that specifically talks about trampolines, bmx tracks etc as requiring Board approval. The risk associated is quite high, there would need to be an assessment of benefits to risks. It was determined that this requires more discussion at H&S committee level prior to Board decision.</p>
8	<p>BOT Administration</p> <p>8.1 General.</p> <p>(a) Out of Zone ballot – SC gave an update on the approved 30 spaces (approved by Board at April meeting) available for out of zone students for the 2020 school year. 14 spaces had been accepted in the earlier ballot, 16 remain. SC advised due to the large number of students in year 1 this year he would like to exclude applications from year 2 students from the ballot for the 2020 school year. All agreed that this exclusion should be included.</p> <p>(b) Student behavior – this agenda item was not discussed, it was briefly touched on in previous agenda items.</p> <p>(c) RESOLUTION: That an application be made to Pub Charities Trust for a grant of \$4347.83 exc GST (\$5000 inc GST), for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020. M. Simon Craggs S. Rereokeroa Shaw</p> <p>(d) RESOLUTION: That an application be made to Grassroots Trust for a grant of \$4347.83 exc GST (\$5000 inc GST), for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020. M. Shirley Scott S. Jo McIntosh</p> <p>(e) RESOLUTION: That an application be made to Youthtown Trust for a grant of \$3130.43 exc GST (\$3600 inc GST), this is for accommodation costs for the school volleyball team competing in the Volleyball Champs in March 2020. M. Simon Craggs S. Aaron Reese</p> <p>(f) RESOLUTION: That an application be made to NZ Community Trust for a grant of \$3130.43 exc GST (\$3600 inc GST), this is for accommodation costs for the school volleyball team competing in the Volleyball Champs in March 2020. M. Jo McIntosh S. Shirley Scott</p> <p>8.2 Action list from July meeting.</p> <p>(a) SS advised she was in the process of making the required policy update with school docs.</p> <p>(b) SC confirmed that he had emailed out the Middle School passport matrix to board members so they have an understanding of what this initiative is.</p> <p>(c) SC updated that this terms house activity initiative is Jump Jam.</p>

- (d) JM advised that she would like to be part of the group formed to look at reformatting the student achievement report to assist with identifying what the issues are to determine Board priorities and resources.
- (e) SC talked through the corrections identified in the Behaviour Reporting. SC gave clarification on some of the behaviour categories. SC advised that a lot of things had been put in place, summarised as: had police in, made presentation on the Harmful Digital Communications Act, addressed at year 7/8 assembly, addressed at year 9-13 assembly plus they are pushing values at assemblies. SC added that SLT are proactive and have been out and about at break times. SC advised that there was a lot being done.
- (f) SC confirmed that UE tracking can be included in the NCEA data analysis, this would need to be done manually but could be done.
- (g) SC advised that the kamar glitch in the reporting for year 11 where last year's bar is showing at 100% could not be fixed. A question was raised about manually detailing the correct % from a previous report so the true comparative is noted there.
- (h) SC confirmed that the School would advertise on a regular basis the kamar parent portal and information available in kamar for parents / students to promote this, JL will be sending this out.
- (i) SC advised that Whanau teachers (years 9 to 13) would be sitting down with every student in their class to have conversations around checking in on their progress via kamar and encourage students to use this tool. SC also confirmed that they were looking in to Whanau teachers working with students around goal setting and putting in place regular measures / updates.
- (j) SC confirmed that there would be a register at each of the Local Curriculum evenings to record attendees and a space allowed for any additional comments or notes where attendees can add info or detail around how they might be able to assist. SC added that there would have been around 30 to 40 people at the first one held Monday night at the rugby club.
- (k) It was noted that there was a bit more detail in the care card reporting this month, SC advising that he would keep pushing this.
- (l) SC advised that he had done the inducting for the Safe 365 system. Advising that support staff were yet to be advised about the system. SC also confirmed that he had updated DM to include information around the Safe 365 system in the induction program for new staff.
- (m) SC shared the response back from the Minister re the Donation Waiver queries he raised/emailed. There was a brief discussion around this. SC to look in to financials to give indication what this would look like so the Board understand this before the decision is made.
- (n) SC advised that he had sent out the survey to parent / whanau community today.
- (o) It was confirmed that the 'Understanding the changes to NCEA' workshops detail had been sent out to all board members.
- (p) It was confirmed that the PowerPoint presentation around the NCEA changes had been distributed to Board.
- (q) SC gave an update on the initial communication back from the MOE re the alteration to home zone submission.
- (r) There was a discussion around the Strategic Plan and consultation being due term 3. SC handed out a document with Strategic Plan Amendment and Consultation 2019 suggestions along with an example from another school. SC commented the existing OAS plan when compared to the example was a little thin and our vision was really a motto. SC added that the strategic aims needed to be developed and mapped across the years. AR advised that reviewing the strategic aims, plan and vision within the existing monthly meetings was not achievable. It was agreed that a day offsite in September with a facilitator to help with the process was to be arranged.

	<p>(s) SC reported that DM had advised that the Wellbeing survey that was to be completed in term 2 will now be done in term 4. SC advised that the intention was to pick out areas where weakness was identified last time and re question these.</p> <p>(t) There was a discussion around Board comms for the newsletter and what would be of value to communicate. The initial comms will introduce the two new members.</p> <p>(u) SC handed out a Wellbeing Summit analysis document. The Board had requested an overall summary from the Wellbeing summit day, detailing key themes and next steps (goals/outcomes) from here to keep momentum going. This will be carried over to the September meeting to give members a chance to read through the document.</p> <p>(v) The roll change summary was presented earlier in the meeting (6.2) and the 2019 budget review was completed under (7.2(b)).</p> <p><i>EL left meeting at 9:45pm.</i></p> <p>8.3 Inwards correspondence</p> <p>(a) Education Gazette 5 August - vol 98 number 13</p> <p>(b) Education Gazette 19 August - vol 98 number 14</p> <p>8.4 Outwards correspondence</p> <p>(a) Letter of appointment – returning officer for 2019 student election.</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved. M. Simon Craggs S. Rereokeroa Shaw</p> <p>8.5 Overnight trip proposal forms:</p> <p>(a) Yr 12 Outdoor Education in Leadership – Great Barrier Island, 29/09/19 to 01/10/2019 (submitted by Kramer Ronaki).</p> <p>(b) Yr 13 Outdoor Education in Leadership – Ponganui tramp & camp, Wairamarama, 18/09/19 to 20/09/19 (submitted by Kramer Ronaki).</p> <p>(c) Yr 13 Outdoor Education in Leadership – Tongariro Northern Circuit, Taupo, 29/10/19 to 01/11/19 (submitted by Kramer Ronaki).</p> <p>(d) L3 Geo Rotorua Tourism, 09/09/19 to 10/09/19 – (submitted by Jess Cochrane).</p> <p>RESOLUTION That due to the nature of these particular overnight trips (a), (b) and (c) the Board would like see the risk analysis management (RAM) forms prior to approving these 3 trips. Trip (d) L3 Geo Rotorua Tourism overnight trip is approved as is. M. Simon Craggs S. Elliot Lancaster</p> <p>8.6 Call for agenda items for next meeting – nil.</p> <p>8.7 Meeting evaluation.</p>
9	<p>Karakia</p> <p>Meeting closed at 9:48pm</p>