

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 19th September 2017, 6pm in the Staffroom

Item no.	
1	<p>1.1 Karakia by Rereokeroa Shaw.</p> <p>1.2 RC welcomed Jo, Tina and Simon to their first Board meeting, acknowledging and valuing the skills each bring to the Board.</p> <p>1.3 RC introduced Alan Rowe, John Mitchell and Jess Lorimer from the Old School Building committee. Alan gave an overview of the old school building and how it came to be where it is now, what the committee are requesting of the Board and next steps needed to progress. There was discussion around this and funding along with how the house would be used / booked once on school grounds. The proposed site for the building was discussed. The approval system with the MOE and Council was queried. The question was asked if the house could be prepped in its current position to avoid having to do this on school grounds. Resolution: The Board have knowledge of and approve the process of having the old school building relocated back to school grounds. M. Jonathan Lovatt S. Rebecca Bills Note: The proposed site for the building was not agreed to at this meeting.</p>
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar (Chair), Rereokeroa Shaw, Jo McIntosh, Tina Klay, Tuene Henderson, Rebecca Bills, Simon Craggs, Julian Austin, Stewart Foote, Rima Taua (arrived 6:30pm), Jonathan Lovatt, Stacey Ingram (minute taker).</p> <p>2.2 Apologies/absent – nil.</p> <p>2.3 Declaration of interest from RB in relation to the relocation of the old school building as she is on this committee.</p> <p>2.4 Approve Minutes of previous meeting. M. Jonathan Lovatt S. Rebecca Bills</p> <p>2.5 Matters arising:</p> <ol style="list-style-type: none"> a. SI confirmed booklets from KP were distributed. b. RC confirmed that she had made contact with all candidates around the Board decision for the casual vacancy position. c. No quotes received to compare OCL costing for VoIP. Due to cost involved, 2 more quotes were asked to be obtained at the August meeting. d. JL spoke of a personal quote he had received from a phone system supplier that he had made contact with. As they had appeared very reasonable in cost he had requested a quote for the school. JL advised that he had received the quote this afternoon however he had not had a chance to review this due to timing to give feedback. e. SC signed the Schedule of Delegations. f. The moving and storage of 200L chlorine drums was discussed. g. Year 1 to 10 data on reading, writing and numeracy was supplied and SC will present this in with the Principals report. h. SI confirmed congratulations letters had been sent from BOT to the Dragons Den finalists and Zettie / Donna and music students for recent successes. i. CARRIED OVER FROM JUNE - Make contact with Rick Muir re cricket pitch. j. CARRY OVER: Simon to ensure this information is being collected and a database of results held.

	<p>k. CARRY OVER: Canteen financials review.</p> <p>l. The actual issue with the small school swimming pool is still yet to be confirmed and therefore no solution could be discussed. HA has engaged somebody to come in and do some testing with dye to see if the location of leak can be identified. SC has some contacts also that may be able to identify issue.</p> <p>m. Board did not receive confirmation of what % of the ops grant the support staff wages currently sits at for OAS.</p> <p>n. RC advised that she had been given some credit card statements to sign, updating SC that it is for auditing purposes that the Board Chair is required to sign these off.</p> <p>o. A discussion about the school credit card still being in GF's name took place and why this had not been cancelled as previously instructed.</p> <p>p. SF gave an update on the maintenance being carried out at 67 Parsons Rd. SF advised 3 things that would make sense to complete whilst work was being done: (1) installation of a window in far room of house to let light in (second hand window from school available), (2) make wardrobe space bigger and (3) erect a fence between the school houses (using old tin from roof and painting) for privacy. The total to complete this extra work is \$3K. It was agreed for \$3K to be used out of the initial \$60K set aside for house improvements to be used to carry out the above 3 things. There was a discussion around the requirement to get a new rental appraisal completed once the work is finalised in the house.</p> <p>q. Year 6 to 13 leavers data to other schools/area presented. There was a discussion around this.</p> <p>r. It was confirmed that the links to the policies were distributed via newsletter to parents / whanau for feedback.</p> <p>s. CARRY OVER – Assurance to be given on the International Students policy.</p> <p>t. It had been confirmed that the testing (Barbara Brann) of new entrants hadn't been happening as per the annual plan. RB explained what the Barbara Brann testing was. An understanding of why this had been put in place was given to SC.</p> <p>u. Budget review meeting confirmed as having taken place.</p> <p>v. SI confirmed that an agenda note for the following had been included for the Oct meeting; Potential for school marae discussion, needs to be considered in the strategic plan, community consultation required.</p> <p>w. There was a discussion about how it was considerably cheaper to train HA and purchase the tag & testing equipment to do this in-house versus using contractors to do this.</p> <p>x. SI confirmed the Lunchonline email given to SC to read / address.</p> <p>y. Confirmation was given that the Out of zone enrolment advert for 2018 places had been placed.</p>
<p>3</p>	<p>Strategic decisions</p> <p>3.1 The following policies were reviewed and ratified. Reminders for the above were discussed and agreed.</p> <ul style="list-style-type: none"> • Students with Special Needs. • Child Protection. <p>3.2 Policies for assurance were carried over to October meeting due to SC only just starting at OAS. Supporting documentation and information to be gathered for October meeting.</p>

	<ul style="list-style-type: none"> • International Students. • Swimming Pool. • Safety Management System. • Risk Management. • SUE report. • Abuse Reporting Procedures. • Evacuation Procedure / Emergency Kit. • Digital Technology and Cyber safety. • Student Attendance. <p>3.3 A Health Education/Curriculum consultation needs to be planned. RC updated SC that this had been carried over from May to put on agenda when new Principal started.</p>
<p>4</p>	<p>Strategic discussions Principal's report was tabled. SC talked to elements within his report. A question was raised around where the 10 year property plan was at. SC gave an update on the latest staffing projections for 2018 – he is thinking about challenging this, deadline to do this is 20 Oct.</p> <p>4.1 SC shared his vision for OAS that he had presented to the staff the Wednesday before. 4.2 Annual plan update. There was a discussion about Reading Eggs and how the Junior School had fundraised for this. This was for all junior school. 4.3 SC presented data on Priority Learners (year 11-13, NCEA L1 – L3). Clarification was given as to what students are classed as Priority Learners. It was stated that being part of a CoL gives opportunities to benchmark with other schools. TH was asked if tutor teachers speak to students around updates as to how they are tracking, there was a discussion around this. 4.4 SC presented data on years 1 to 10 numeracy, writing and reading. There was a discussion around the data and questions / clarification asked on large percentage changes in some areas. It was raised that there is an issue in that data is not currently up to date in kamar. M. Rebecca Bills S. Jonathan Lovatt</p>
<p>5</p>	<p>Monitoring 5.1 Finance Report for August 2017 was tabled. SC advised budgets were closing Labour weekend, there was discussion around this. SC advised that he was currently following up queries from the Finance sub-committee / budget review. M. Rebecca Bills S. Julian Austin.</p> <p>5.2 Staff Rep report was tabled. The School Docs draft school house policy was discussed. It was confirmed that the priority would be given to the recruitment of new staff. The statement 'the board delegate's management of the house to a nominated property manager....'. '...reviews this regularly' needs changing to 'annually'. There was further discussion around the order of priority. It was decided that there would be no short term rental options – this was to be removed. M. Rebecca Bills S. Julian Austin</p> <p>5.3 Student Rep report was tabled. Thomas Murray's results at Aims were highlighted, an amazing effort saw Thomas win 4 gold medals in swimming. The success of the basketball team making the national competition was also highlighted as an awesome achievement. M. Tuene Henderson S. Rebecca Bills</p> <p>5.4 Maori report – school marae on agenda for next month's meeting.</p>

	<p>5.5 Health & Safety report was discussed. RC advised that SC and she had meet with KP yesterday to discuss feedback that was not being passed back to KP around items that are for management not Board to address. With SC being part of the H&S Committee this should resolve this issue moving forward.</p>
6	<p>Inward Correspondence circulated.</p> <p>6.1 NZ Education Gazette – vol 96, number 15.</p> <p>6.2 NZ Education Gazette – vol 96, number 16.</p> <p>6.3 Letter from Tuakau College re their proposed enrolment zone was read by RC.</p> <p>6.4 Email from MOE re our Achievement Story.</p> <p>6.5 letter from Heart Foundation re Heart Life, Spring 2017 edition.</p> <p>6.6 NZSTA news: August 2017, issue 275.</p>
6A	<p>Outwards Correspondence</p> <p>6A.1 Letter to bank to update cheque signatories was read.</p> <p>6A.2 Emails of thank you to: Charles Jordan, Kramer Ronaki, Briar Gray, Judy Pryor, Fiona Gower, Kate Logan Smith & Tina Klay re their involvement in Simon’s powhiri.</p>
7	<p>General Business</p> <p>7.1 Change of cheque signatories ratified – letter from 6A.1 read out to confirm changes.</p> <p>7.2 The appointment of a returning officer for mid-term elections 2017 was discussed.</p> <p>7.3 Communities of Learning discussion. SC presented the Te Kaahui Ako o te Puuaha o Waikato – working together to make a difference – our community of learning. SC advised that we had been invited to join the CoL, there was a form to file with MOE and a MOU to be signed as well to proceed. There was discussion around this.</p> <p>It was approved by all that we accept the invitation to join, file the form with MOE and sign a MOU.</p> <p>There was further discussion around how this could affect staffing.</p> <p>7.4 Funding of school camps - there is a perception from some teaching staff that the Board were considering not holding camps moving forward. The Board would like it minuted that there has never been any discussion of this nature around camps. The discussion has only ever been around how we fund these moving forward – if a camp is part of curriculum we cannot legally charge for this, it would be on a voluntary donation basis.</p> <p>It was discussed that the fund raising type committee that is currently being looked at to establish would be for this specific type of purpose. Raising funds for where we cannot legally charge people.</p> <p>There was a discussion around what falls into curriculum and what doesn’t.</p> <p>There was a question / discussion around if grants were applied for for Akaroa and Spirit of NZ. TK spoke of Air NZ program around donation of Air Points to school causes.</p> <p>There was a discussion about what had happened to the part-time fundraising / sponsorship co-ordinator that the Board approved on a trial basis.</p> <p>7.5 The idea of a Fundraising committee was further discussed. It was determined that the group should have autonomy but could have a link to the Board to tie in strategy and guidelines. Looking for confirmation of, what form do the Board want this to take.</p> <p>There was a discussion about mufti days and the frequency and the notification to parents / whanau.</p> <p>7.6 Reroofing of school house at 65 Parsons Road – resolution emailed and approved by Board on 12th September.</p>

	<p>7.7 Board training (Stand-down / Suspensions) with Alan Curtis confirmed as 20/09/2017, start time of 5pm confirmed.</p> <p>7.8 Staff wellbeing discussion – SC proposed a ‘wellbeing type of leave’ for all staff to be utilised when and how they wish with no questions asked. All members agreed to this being set up for start of next year and this concept to be reviewed annually thereafter.</p> <p>7.9 The overnight trip proposal for NZ Basketball Nationals was approved.</p> <p>7.10 Additional discussion around possibilities for school marae site.</p>
8	Meeting closed at 9:31pm.
9	<p>In committee</p> <p>9.1 Personnel</p> <p>Karakia by Rima Taua.</p>