

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 30th October 2018, 6:00pm in the Staffroom

Item no.	
1	Karakia, everybody welcomed.
2	<p>Attendance</p> <p>2.1 Present: Rosemarie Costar, Rebecca Bills, Aaron Reese, Jonelle Hewitt, Tina Klay, Jo McIntosh, Stewart Foote, Elliot Lancaster, Natalie Smith, Rereokeroa Shaw, Simon Craggs, Stacey Ingram (minute taker).</p> <p>2.2 Apologies from Rima Taua.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the September minutes be approved. M. Aaron Reese S. Simon Craggs</p>
4	<p>Strategic decisions</p> <p>4.1 Improving Educational Outcomes for Maori – there was a brief discussion around the policy, no changes identified.</p> <p>4.2 Religious Instruction – no changes required.</p> <p>4.3 Physical Restraint Authority Letter reviewed and discussed. It agreed that staff member Bev Dixon be added to be an authorised staff member and that the document be prepared and signed by required parties. M. Jonelle Hewitt S. Rebecca Bills</p>
5	<p>Strategic discussions</p> <p>5.1 Principal’s report – there was a discussion around being able to clearly identify if a task had been completed. A discussion took place around the target relating to knowledge of policy and the importance of this and where work in term 1 and 2 was not carried out. There was discussion around a suitable leadership provider having not been found as yet and the need to carry over to 2019. The current balance of credits showing was discussed, assurance given that the issues will be sorted out for next year by way of a process with a timeline of when credits will be required to be entered into the student management system. An assessment planner / calendar will help identify any roadblocks. A question was asked if this is going to affect kids this year, with the response being that teachers are working alongside of students and some students are coming back in study time as well. Current road blocks were discussed. Assurance was given that this will not happen again. There was a question raised around the Student Agency conference being a success – what was the success based on. There was discussion around student agency and this travelling up through higher student year levels and how this transitions at NCEA level. It was highlighted that some kids are good at sliding under the radar and we need to ensure we identify and manage these kids. SC responded to say that this happens in a normal classroom environment, and that they need to capture and engage those students. The key thing is having the conversations with those kids.</p> <p>5.2 SC advised he had 2 Board approvals to discuss, as per documentation emailed out.</p> <p>(a) SC gave an update on the accounting contract. He recommended that we contract S. A. J Services to complete our annual accounts and audit. M. Simon Craggs S. Aaron Reese Approved.</p> <p>(b) SC recommended that the Board approve the fundraising income that was produced through Ag Day to be spent on improving the Adventure Playground and adjust the income/expenditure in the budget to reflect this. All were in favour and agreed. M. Simon Craggs S. Rosemarie Costar</p>
	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p>

	<p>(a) Attestation – SC assured this policy saying that this was tied into the appraisal process.</p> <p>(b) Professionally Certified Teachers (PCTs) – SC advised that this was all good except for we don’t have appraisals on file until the end of the appraisal cycle. There was a question around the appraisal of mentor teachers and this process, there was a brief discussion around this.</p> <p>(c) Appointment procedure – there was a discussion around job descriptions not always being finalised to complete the pack. SC advised that this was the only thing.</p> <p>(d) SUE (Staff Usage and Expenditure) – SC advised that he checks and signs each pay period. There was a discussion around the leave process, SC confirmed he was satisfied that we capture detail on everyone on leave.</p> <p>(e) Length of school year.</p> <p>6.2 September Finance Report - there was a discussion around cyclical maintenance and how this is funded through school. There was further discussion around the need for strategic direction and to look into the future in terms of school infrastructure, projects and prioritising these. A decision was made to have a separate meeting to focus on this. Meeting scheduled for: Wednesday 14th November @ 6pm. The variance report was talked through.</p> <p>RESOLUTION That the September 2018 financial report be accepted. M. Rebecca Bills S. Aaron Reese.</p> <p>6.3 Staff Trustee Report</p> <p>RESOLUTION That the staff trustee report be received. M. Rebecca Bills S. Jonelle Hewitt</p> <p>6.4 Student Trustee Report – EL gave an update on the student council progress with the number of applications to date and the next steps from here.</p> <p>RESOLUTION That the Student Trustee report be received. M. Elliot Lancaster S. Simon Craggs</p> <p>6.5 Whanau Report – RS advised that there was nothing to report at this meeting.</p> <p>6.6 Health & Safety Reporting – there was a question asked around HazardCo and the inducting of staff, SC advised the plan around this. There was a discussion around the medical emergency. A question was raised around the low level of care cards being recorded, felt light considering the size of workplace and number of employees.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Simon Craggs S. Jonelle Hewitt.</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) CARRY OVER: Retention of students. There was a discussion around this which is to resume at the next meeting once the data has been produced and reviewed.</p> <p>(b) There was a brief discussion around the retention of staff.</p> <p>(c) There was a discussion around increasing the profile of Board and staff members within the community. RC advised BOT needs to be mindful of BOT elections mid next year. Any current members should not be profiled until after the election in case it was viewed as electioneering.</p> <p>(d) RC advised the 2019 School Trustee Triennial Elections were being held next year with the recommended election date being 7 June 2019.</p> <p>7.2 Action list from September meeting.</p> <p>(a) SC advised that he had spoken to KF around volunteers helping with water blasting and due to the location this can’t happen due to height certificate requirement.</p> <p>(b) The draft of what the school houses are to be used for and timeframes was presented, discussed and amendments made. The guide was adopted ready for implementation.</p> <p>(c) CARRY OVER: SF to provide a detailed update re Hall Rd school house maintenance progress and costs.</p>

	<p>(d) There was a discussion around the need to obtain quotes, RC gave context as to why it had been necessary to put detail in the policy.</p> <p>(e) A question was raised about when the Hall Rd school house would be ready, SF advised 20th December. SC advised that he had somebody interested in moving in from current recruitment.</p> <p>(f) SC advised that the missing first aid kit that is required to be in the swimming pool area will be replaced before the opening of the season.</p> <p>(g) CARRY OVER: Safety Management System policy to be resent to School Docs.</p> <p>(h) SC advised that he had spoken to H&S committee around moving meeting timing to be a couple of days in advance of when the report is due and addressed content of report.</p> <p>(i) SC advised that he had had a meeting with his contact around grant application process and that he has obtained a funding provider list.</p> <p>(j) SC gave an update on the survey around the Professional Development for teaching staff proposal. RC advised that it was the Board's obligation to ensure that this was widely consulted. Next steps in terms of consultation were discussed and agreed to. A parent evening to be held in the hub Wednesday 7th November, one session at 3:15pm and another one at 6:30pm.</p> <p>(k) RC gave an update on where things were at with trying to get payment from Eddie who was the agent for a 2017 International Student group.</p> <p>(l) SC confirmed that the emergency kit was now completed.</p> <p>(m) SC gave assurance he had made staff aware of the guidelines in place for Surrender & Retention of property searches.</p> <p>7.3 Inwards correspondence</p> <p>(a) NZ Education Gazette, vol 97, number 18 – 15 Oct 2018.</p> <p>(b) Argest letter re owner inspection confirmations.</p> <p>(c) Argest letter re water test results – there was a discussion around this and what our requirements were.</p> <p>(d) Heart Foundation newsletter – Heart Life issue 59, 2018.</p> <p>(e) NZQA – Managing National Assessment Report.</p> <p>(f) NZSTA news – Sep 2018, issue 286</p> <p>7.4 Outwards correspondence</p> <p>(a) Email to Eddie (agent re unpaid 2017 International Homestay for a Korean Group).</p> <p>RESOLUTION That inwards correspondence be received & outwards be approved.</p> <p>7.5 Overnight trip proposal forms – nil.</p> <p>7.6 Call for agenda items for next meeting.</p> <p>7.7 Meeting evaluation.</p>
8	In committee and Personnel
9	Karakia, meeting closed at 9:30pm