

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 24th September, 6pm in the Staffroom**

Item no.	Item
1	Karakia , AR welcomed the three new board members to their first meeting. AR gave an overview of the changes made to the agenda and why they have been put in place.
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Owein Greaves, Chris Lees, Cushla Carey, Elliot Lancaster (outgoing student rep), Tina Klay, Rachel Hagan, Shirley Scott, Simon Craggs, Stacey Ingram (minute taker)</p> <p>2.2 Apologies: Jo McIntosh, Rereokeroa Shaw, Rima Taua.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p> <p>2.4 MOVE: That the following items be added to the agenda.</p> <p style="padding-left: 20px;">(a) Reallocation of trustee portfolios (item 3.2).</p> <p style="padding-left: 20px;">(b) Out of Zone enrolment update (item 4.8(d)).</p> <p>M. Aaron Reese S. Shirley Scott</p>
3	<p>Administration:</p> <p>3.1 Confirmation of Minutes</p> <p>RESOLUTION That the August minutes be approved. M. Simon Craggs S. Shirley Scott</p> <p>3.2 AR gave an overview of the trustee portfolios and what it meant to be on a sub-committee along with which Board members held what portfolios at present. There was a discussion around reallocating / considering the committees now that there were 3 new members with skills and knowledge to add. There was discussion around this and the committees agreed to as follows:</p> <p style="padding-left: 20px;">(a) Health & Safety: Jo McIntosh, Chris Lees, Simon Craggs.</p> <p style="padding-left: 20px;">(b) Finance: Owein Greaves, Aaron Reese, Simon Craggs, Cushla Carey.</p> <p style="padding-left: 20px;">(c) Property: Tina Klay (liaison person for Credit Control on Call re school houses). There was a discussion around what the portfolio might look like from 2020 onwards, and a suggestion to include school property (5YA etc) moving forward. It was decided that further discussion around this was required.</p> <p style="padding-left: 20px;">(d) Personnel - All Board members are able to participate, the committee will be formed by the Appointment Committee policy requirement and who is available at the time.</p> <p>RESOLUTION: The Board delegates authority to the Appointment Committee to make decisions on behalf of the Board when recruiting. M. Owein Greaves S. Rachel Hagan</p> <p style="padding-left: 20px;">(e) Discipline - All Board members except the Principal are able to participate, this will again be determined by the number of members required to attend and who is available at the time of requirement.</p> <p>RESOLUTION: The Board delegates authority to the Discipline Committee to make decisions on behalf of the Board at suspension and other disciplinary hearings. M. Cushla Carey S. Shirley Scott</p> <p>3.3 Correspondence</p> <p style="padding-left: 20px;">Inwards correspondence</p> <p style="padding-left: 20px;">(a) Letter from student re uniform and sports hoodie – AR summarised letter received and commended the student for taking the time to approach Mr Craggs/Board about this. SC explained that the non-uniform sports hoodie is something that was initiated by the sports department and the process of ordering the hoodie was done through the office staff and talked through this. This process was quite different to purchasing school uniform which the school has an agreement with School Tex and school uniform is sold through The Warehouse. There was a discussion around this and it was questioned if a hoodie was an appropriate look for a school uniform. It was</p>

	<p>agreed that if a uniform review was to be conducted it should be looked at in its entirety not by an individual piece. Given it had been some time since the uniform was reviewed it was determined that a uniform review should be carried out in the first half of 2020.</p> <p>(b) NZSTA News – August 2019 (issue 295) (c) NZSTA – Constitution 2019 (d) Education Gazette 2 September 2019 - vol 98 number 15 (e) Education Gazette 16 September 2019 - vol 98 number 16 (f) Email from Argest re Owners Inspections Confirmations Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Chris Lees S. Rachel Hagan</p>
<p>4</p>	<p>Monitoring and Review</p> <p>4.1 School house report – TK advised that last month she had reported that there were a number of required maintenance actions to be carried out (majority on one house). Kelsyn has actioned all of them except for back porch roof where water is getting in. This needs to be completed before Credit Control on Call can arrange an electrician to fix the light. Kelsyn will also be obtaining quotes for work required under new regulations which come in to affect in 2021, Quotes to be obtained, put in budget for 2020 and work carried out in 2020. TK advised status of rents. TK advised that the element for one of the stoves is still being sourced by the previous tenant. There was a discussion around the school houses to give the new members awareness of the school house portfolio.</p> <p>4.2 Whanau report – due to other school commitments (local curriculum meeting at marae), RT and RS not able to be present this evening therefore no verbal report given.</p> <p>4.3 The August financial reporting was tabled. AR gave the new members an update on where the budget was at, this had been revised/approved at the last meeting. This month’s reporting shows the schools working capital at \$69K, this has fallen. There was a discussion around where this should ideally sit. AR continued that income is consistent through the year whereas expenses can be upfront at the beginning of the year. That there is a need to keep a close eye on this as there is no wriggle room. AR reports that the assets purchased this year are \$5K over the budget, this budget has now closed for the year. The \$5K overspend is talked through. The expense budgets that are currently tracking over or close to their limit were talked through. SC advised that the curriculum budgets will close before Labour weekend and gave an update on comms to staff.</p> <p>RESOLUTION That the August 2019 financial report be accepted. M. Owein Greaves S. Tina Klay</p> <p>4.4 Policies for Assurance:</p> <p>(a) SC assured the Risk Management policy. (b) SC assured the Surrender & Retention of Property and Searches policy. (c) Re the Swimming Pool policy, SC advised that the charge of \$70 detailed in the ‘Community Use of the School Pool’ policy needs to be changed to be in line with the ‘Pool Use Contract’ which is \$80. SC also advised that KF will be checking the first aid kit etc to ensure this is all in place before the pool opens.</p> <p>4.5 The Health & Safety reporting was tabled. SC advised that he has asked LH to report by Board meeting cycle as opposed to calendar month. A question was raised around the incident with SR2 where the crisis team was involved. SC responded that this was to wrap around a student and make sure plans were in place to deescalate, they were getting things in place. It was asked what the index percentage needed to be to be compliant. SC responded 60%. It was highlighted that OAS was currently at 50% and when did we expect to be at 60% and be compliant. SC advised there were a number of areas that are still in amber, that this was a goal and something to work towards. SC continued that most</p>

organisations start around where OAS has and that they will identify one at a time, but it will take some time, indicating the end of next year. AR responds that there needs to be a clear target of when we want to be at a compliant level. AR continues that he can't see how we could approve the end of next year as being the timeframe. SC said he would have to stop working on other things to focus on this, that it was important but there were other things we do in school. A suggestion was made that SC delegate to the H&S committee to come back with a plan detailing how we get from here to being complaint and a committed timeframe to do so. Could also look at what can be put in place, prioritise the quick wins, and look to other schools who have the system to get advice.

A query was raised around the volume of students having had pamol / Panadol, there was a brief discussion around this and it was highlighted that there had been a lot of sickness. A question was asked around the accident that occurred where a child had lost consciousness, SC said he had not been made aware of this accident however he had had a couple of days away from the office so could potentially have happened then and that he would need to look in to and follow up around this.

RESOLUTION That the Health & Safety reporting be received. M. Cushla Carey S. Tina Klay

4.6 Overnight trip proposals. Before the trips were considered there was a discussion around adding 'Potentially Hazardous (high risk) activities' to this approval process in line with EOTC requirements. And that the process of reviewing the RAMs be amended as per following: JL to review trip/activity and RAMs, ensure both documents are complete with all detail and ready for the H&S committee to review, H&S committee to then clarify any detail with JL (if required) and then make a recommendation to be provided to the Board at the same meeting the trip/activity is tabled at. There was a discussion raised if adding this extra step would impact on lead times, SC to communicate with staff around this change and to ensure RAMs are completed with the initial documentation. The below 3 trips will be carried over until the next meeting to go through the above process.

- (a) Yr 10 camp – Cycle trip (Hauraki rail trail), 03/12/19 to 06/12/19 (submitted by Kiri Pengelly).
- (b) Yr 9 camp – Moto moana camp, 03/12/19 to 06/12/19 (submitted by Jamie L'Huillier). SC advised that there may not be RAMs for this camp if it falls under the school's standard operating procedures.
- (c) 2020 Ski Trip, Whakapapa Ski Field, 20/09/2020 to 23/09/2020
- (d) **RESOLUTION** As per email correspondence (15/09/2019), the RAMS for the following 3 activities have been reviewed and these overnight trips are now approved. The approved trips being: (1) Yr 12 Outdoor Ed in Leadership – Great Barrier Island, 29/09/19 to 01/10/2019, (2) Yr 13 Outdoor Ed in Leadership – Ponganui tramp & camp, 18/09/19 to 20/09/19, (3) Yr 13 Outdoor Ed in Leadership – Tongariro Northern Circuit, Taupo 29/10/19 to 01/11/19. M. Simon Craggs S. Shirley Scott

4.7 Action list from August meeting.

- (a) SS confirmed all the policy updates from May through to August have been worked through with School Docs and are now complete.
- (b) SC confirmed the finalised comms plan had been emailed out to the Board for their information on 17.09.2019.
- (c) SC advised that all staff were aware of the policy requirement where assessment data / results must be inputted in to kamar within 3 weeks of assessment due date. This was covered at a syndicate meeting.
- (d) It was confirmed that the draft mobile phone policy had been worked on and emailed out and was due for discussion later in the meeting.
- (e) Te Reo workshops being run before each monthly Board meeting for Board members to upskill in this area, first one held this evening prior to the meeting.

- (f) TK has emailed Adele at Credit on Call regarding the agreed changes to procedure / process around the school house requirements.
- (g) Student council trampoline initiative was discussed at H&S committee meeting held last week. The cost of the project would be substantial, the initiative has now been parked.
- (h) SI confirmed RB had been updated on reporting requirements discussed last meeting.
- (i) SC confirmed the property/grounds staff and office ladies had been inducted on new Safe 365 system.
- (j) SC talked through a financials comparative between current donations received versus what the figure would look like under the new donation waiver initiative, indicating that the school would be approx. \$21K better off moving to the donation waiver and that he would recommend this. There was a discussion around this.
MINUTE: Based on the above the Board agree to opt in to the MOE Donations Scheme. The Board understands that by doing this it means the school must not ask students' families and whanau for donations, except for overnight camps. M. Simon Craggs
S. Chris Lees
- (k) SC updated everyone on the request sent to MOE re the alteration to home zone submission. SC advised that MOE are currently drawing up a map to send out for consultation, SC is awaiting this to be completed. AR updated the new members as to the background of this and what had been proposed.
- (l) AR gave an update on contact with NZSTA and the facilitator services offered to assist with the planning of the next 3 years. AR currently awaiting the facilitator to make contact re potential days for the strategy / planning day. Preferred days were discussed. AR advised that SLT would be participating in this day also. Raw data from the parent and staff survey will be supplied to all board members to consider prior to the day, this will be part of the pre-read requirement. A structure of the day will also be given prior so everyone is aware of how this will look.
- (m) The handout with a summary from the Wellbeing summit day was distributed to all again and discussed. It was highlighted that it had been expected that this would detail key themes and next steps (goals / actions), outcomes from actions implemented to date and where to from here. However the report lacked all of this information. There was a discussion around this. It was also raised that the document did not reflect the themes of the whole day and felt pretty light in terms of content. AR gave context of the day to new board members, stating the day had been held early term 2, a teacher only day had been dedicated for this day so it was a big deal in terms of commitment from the school and that staff along with some students and Board members had attended, so people had given up their time to take part. SC talked through the day in more detail and said that the report was not a good reflection of the day. It was also highlighted that the report had come too long after the event.
- (n) SC advised that the meeting had been held on Monday to rejig the design of the student achievement report so the board could easily identify what the issues are in order to understand if / what resources could help the students. The new look will be reflected in the next report.

4.8 General

- (a) SS gave a short powerpoint presentation to provide an update on Kahui Ako progress.
- (b) **RESOLUTION:** As per email correspondence (02/09/2019), the Board approve staff member Dayna Kikkert to be added to the list of authorised staff members who can apply restraint. M. Aaron Reese S. Simon Craggs
- (c) SC sought approval from the Board for the proposed 2020 school term dates. SC spoke of a potential change to the TODs if comms received, at present there had not been anything specific for Area Schools provided. There were no questions raised, all

	<p>agreed to proposed term dates. RESOLUTION: The Board approve the term dates as presented this evening by SC. M. Aaron Reese S. Tina Klay</p> <p>(d) SC gave an update on the 2020 Out of Zone enrolment application processes (two had been conducted) and where the numbers were at for the places previously approved earlier in the year. It was determined that the likely number of places recently advertised should be revised to 21 places based on the discussions / rationale given around home zone update.</p>
5	<p>Strategic decisions</p> <p>Discussion took place around an OAS Cellphone policy and different scenarios proposed and worked through until there was consensus of detail to form this policy. Consequences for breaches were also determined. The timing of implementation of the policy was agreed to. It was also noted that the policy needed to be communicated across multiple channels and included in enrolment packs for new students.</p> <p>MINUTE: It was agreed that from here the policy be drafted and the Board delegate SC and AR authority to sign off the policy incorporating all of the agreed elements. School management to then implement the rollout and communication. M. Tina Klay S. Shirley Scott</p>
6	<p>Strategic discussions</p> <p>Principal’s report was tabled, SC was asked to update on the actions that were at risk of not being completed this year. SC highlighted and talked to the following actions which have been flagged: Team leaders to receive training in Arinui and Coaching leadership - SC advising that training only delivered this term to those who have requested help. The strategic plan review process was only beginning now but date and facilitator were being set up for early next term. A question was asked around the communications plan, the report said it was finalised but had it been implemented. SC advised that it had gone on line today and all staff were now expected to follow the process, SC also advised that he had also signaled the new communications plan at an earlier staff meeting. A question was raised around the statement ‘Initiated PB4L process’ and what this actually meant, SC clarified that it was the strategy that had been initiated. They had been advised to focus on hammering values for the rest of the year and work on the behavior matrix and rework through that. SC advised that Suzanne Amodeo had been appointed in the PB4L coordinator role.</p> <p>A question was asked if there was going to be a review of the current integrated model to separate English out. SC responded that he was pretty happy with the program as it is, he hadn’t seen any drop off. There was a discussion that Integrated studies had been around for 3 years now and there should be assurance that the curriculum is covered for both English and Social Studies. It was also asked with the introduction of Wellbeing that it needed to be checked and assured that Health & Wellbeing were not doubling up on content.</p> <p>CL raised a question around writing and what had been put in place. SS advised that they won’t come together until term 4 when they can get released. CL asked if it will flow through the school, it was clarified that moderation discussions would be going right the way through the school. They will be unpacking the curriculum together, looking at what kids are struggling to overcome at what levels. Progression of sentence, paragraph then genre specific stuff – they will be unpacking a clear pathway. There was a discussion around building in development for kids who are higher in curriculum levels.</p> <p>SC advised that the feedback around the student achievement data had been taken on board and this will be reflected in this terms reporting.</p> <p>AR highlighted that SC had given a broad review about what Bek Galloway had been in school for. SC advised that Bek was the key consultant on play based learning / student agency (applicable for years 1 to 8). That Bek had previously been in and observed and then held meetings around positives and work ons. Bek was currently back to do more observations, more meetings and recommendations. AR advised that this strategically was a big change for</p>

	<p>the school and that as a Board it would be good to get an understanding on how these changes are tracking. SC asked if the Board would like Bek to attend a Board meeting or provide a report on her findings. AR advised that a report on Bek's findings would initially be enough to get an understanding. AR highlighting that this is the big picture stuff that there should be updates to – how we measure success, what does this look like – measure, review and act.</p> <p>AR asked around the staff finalising the course documentation for 2020, saying he had seen on the school website the years and semesters and different options. Some had really good information on there for parents, however some sections were not consistent or felt quite light. It was noted that this would be awesome detail to provide for parents (for all year levels across school) so parents had awareness of what was being taught. SC advised that this is something JL will be working on with other teachers however the senior teachers / courses were the priority. SC added that it would take time to get across the whole school however they would keep progressing.</p> <p>AR advised that what would really help with improving this report and making this section of the meeting more efficient would be to include more detail to points, some points only contained a few words or one sentence which made it difficult to understand exactly what the status of the action was with little content. AR highlighted that good examples of this were in the Student Achievement section of the Principals report. The level of detail included in this section gave context and substance to what was being said therefore didn't require questions to be raised at the meeting because it was self-explanatory.</p> <p>AR advised that he is working with SI on the calendar for next year in terms of agenda items to allow more discussion time for bigger picture items.</p>
<p>7</p>	<p>In committee and Personnel (from 9:14 to 9:37pm)</p> <p>In accordance with the provisions of Section 48 (1) of the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee to discuss various matters. After discussion it was proposed that the meeting move out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.</p>
<p>8</p>	<p>Meeting closure:</p> <p>8.1 Topics selected for newsletter reporting – it was agreed that the following topics from tonight's meeting be shared in this week's school newsletter.</p> <ul style="list-style-type: none"> (a) Mobile phone policy update. (b) Strategy day. (c) 2020 school term dates. <p>8.2 Call for agenda items for next meeting – no items received at this point.</p> <p>AR made a presentation to Elliot Lancaster to acknowledge his role on the Board as the student rep, in which he had held for 2 terms. AR noted that Elliot was mature beyond his years and had done a fantastic job as the student trustee and that Elliot was to be commended for his confidence to speak at Board meetings and share his views and back himself, this was something to be admired. AR continued that Elliot's views were always valued and appreciated and he wished Elliot every success for his future endeavors.</p> <p>Karakia, meeting closed at 9:42pm</p>