

**Minutes from the Onewhero Area School Board of Trustees meeting held 27th
October 2020, 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	<p>Karakia and welcome to new Board members. This was followed by a thank you and acknowledgement of Cushla Carey’s term as Student Rep on board, Cushla was wished well in her future endeavours.</p> <p>3 new members welcomed were: new Student Rep, Kimberley Cruickshank and new parent reps from the by-election; Amelia Morgan and Corinne Anderson.</p>
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Aaron Reese (Chair), Owein Greaves, Heidi Bland, Rereokeroa Shaw, Kiri Pengelly, Cushla Carey (outgoing student rep), Kimberley Cruickshank (incoming student rep), Rima Taua, Simon Craggs, Corinne Anderson, Amie Morgan (via zoom), Stacey Ingram (minute taker).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Rachel Hagan.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil advised.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of September minutes. RESOLUTION That the September minutes be approved. M. Cushla Carey S. Owein Greaves</p> <p>3.2 Correspondence</p> <p>Inwards correspondence:</p> <ul style="list-style-type: none"> (a) Education Gazette – 21.09.2020, vol 99, No 15 (b) Education Gazette – 12.10.2020, vol 99, No 16 (c) Education Beyond the Classroom – Oct 2020, issue 48 (d) STA news – Sept 2020, issue 302 (e) Letter from NZEI re notification of a paid union meeting <p>Outwards correspondence:</p> <ul style="list-style-type: none"> (f) Appointment as returning officer to Stelless de Villiers. <p>RESOLUTION That inwards correspondence be received and outwards correspondence be approved. M. Kiri Pengelly S. Owein Greaves</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 School house update – it was confirmed that everything was up to date apart from a couple of maintenance jobs to be carried out.</p> <p>4.2 Whanau report – RS advised that changes had been made to the agenda to include Te Reo, that this will help with practice of pronunciation. RS then gave an overview of her whanau’s history of being part of the Onewhero community, RS also spoke of other whanau’s experience regarding confiscated land and the effect of this. RS put forward an idea for the Board to consider around supporting the 50/50 partnership by way of having a tangata whenua rep chairing every second Board meeting.</p> <p>4.3 September financial reporting was tabled. AR advised that there had been a brief finance committee meeting however as there had only been 2 weeks of school operation not a lot had changed. SC advised that the Repairs and Maintenance budget was getting quite tight and there was still necessary costs to the school that need to be covered. There was a discussion around topping up the budget to cover the expenses, with SC estimating that \$5K would cover this.</p> <p>RESOLUTION It was agreed that \$5K be added to the 2020 budget to cover Repairs and Maintenance. M. Corinne Anderson S. Owein Greaves</p> <p>RESOLUTION That the September 2020 financial reporting be accepted. M. Simon Craggs S. Aaron Reese</p> <p>4.4 Policies for Assurance by Principal:</p>

- (a) Reading recovery/Literacy support – SC assured.
- (b) Appointment procedure – SC assured.
- (c) Appraisal of staff – SC advised that there is a legislation change which will affect the current policy. There was a brief discussion with SC advising that once there is a draft out from School Docs that this can be reviewed by the Board. SC to update at the November meeting. SC advised that not all 2019 appraisals had been completed on time and the background to this. SC spoke of what the change in appraisal would look like.
- (d) Attestation – SC assured, there was a brief discussion around the status of where attestations were currently at, with SC advising he had had to make a judgement call on an appraisal and the background to this.
- (e) Provisionally certified teachers – SC assured.

4.5 Health & Safety reporting was tabled. AR asked if there was anything specific to highlight.

(a) Safe 365 Assessment – October 2020. HB advised that the reporting was good, it was just the audits that needed some work and that she would be assisting with this.

(b) September Sick Bay & Injury Report. AR asked around the entry where a student had punched a wall and what had been done about this. SC advised that this had been dealt with through the discipline system. AR asked if there was any support that needed implementing. SC reported that the student had lost their temper and lashed out and that it was better on the wall than another person.

RESOLUTION That the Health & Safety reporting be received. M. Kiri Pengelly S. Heidi Bland

4.6 Overnight & potentially hazardous activities / trip proposals:

- (a) North Island Junior Volleyball champs @ Mt Maunganui, 22.11.20 to 27.11.20. Person in charge Anke van Dijk.
- (b) Noho Marae - Te Kootahitanga, kappa haka trip, 06.11.2020 to 08.11.2020. Person in charge Kramer Ronaki. HB advised that KR had not submitted the required paperwork, she had been told the trip was cancelled and they will do something at school instead. There was a discussion around this and why this had happened and if whanau had had any comms regarding the trip, SC to look in to. It was agreed that this was a shame and that the Board didn't want kids missing out on opportunities, it needed to be understood why this had happened.
- (c) Te Kotahitanga Noho Marae, year 5 / camp, 25.11.2020 to 27.11.2020. Person in charge Maxine Pattinson.

RESOLUTION That two of the above overnight trips (4.6(a) and 4.6(c)) be approved. M. Rereokeroa Shaw S. Corinne Anderson

4.7 Action list from September meeting.

- (a) Inclusion of Te Reo agenda headings implemented this meeting.
- (b) SC advised that he had looked in to the out of zone enrolment scheme and dates associated with the process and the enrolments could not be done.
- (c) SC was asked for confirmation that the management actions listed had been completed, SC advised all except the last one and that Academic Reporting by department would be in place for the start of next year.

4.8 General

- (a) SC referred to the Kaahui Ako Strategic Plan for 2021 – 2023 document, advising what the 3 key areas of focus would be. SC talked through the document summarising the plan for the next 3 years. SC gave an update on the lead Principal role and the status around this along with internal 'within school' roles.
- (b) SC presented the second draft of the OAS Strategic plan to show how this was continuing to build. SC advised that this would be finalised and ready for approval at the November meeting. It was requested that dates be added.

	<p>(c) The MOE roll return for September 2020 was tabled, SC advised current roll was 535. A question was raised around the decrease in roll number, there was a discussion around how numbers affect funding. SC advised that the provisional was higher than last year and he was happy. SC advised that the decrease in numbers was due to transients plus some families have moved to home schooling and that he had phoned each family and they had said they don't have a problem with the school. SC added that 3 or 4 year 12s had got their credits and decided to sign out. SC to report in more detail at next meeting.</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i> CARRY OVER - Policy for review: Privacy. It was identified that there is a change required to this policy around who the Privacy Officer is, however with legislation changes this policy could change due to this update. Therefore it was decided to make inquiry with School Docs and address at November meeting.</p>
<p><i>Short break from 6:40pm to 6:50pm</i></p>	
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i> 6.1 The Principal's report was tabled. It was said that since the last report there had only be 2 weeks of school time therefore there was nothing major to highlight or update on. SC advised that the year 11 achievement target was at risk of not being achieved and that some students had engaged very little during lockdown periods and some had returned to school late after lockdowns and this had impacted. SC advised that things had been put in place for them and talked through what these were; finishing assessments before they could be signed out for study leave. OG asked around how many were affected, SC advised that there were 17 or 18 out of 50 students, SC advised that a number of them will get across the line. AR asked around some students having been targeted for a 2 year program to get credits, SC talked through how this worked. There was a discussion around this. SC advised that the annual communication survey had not been submitted to parents / whanau however that he had done a piece around communication in the lockdown survey. So this was being carried over to next year so as not to have survey fatigue this year. A query was raised around what the 'unexpected event grade process underway' meant. SC explained what this involved and said it was to be prepared for small isolated events (not events such as lockdown). SC continued that if we went in to lockdown that there would be another measure and treated in a different way however this was unknown. There was a discussion around the Work Safe process and where this was at, with SC advising status and that as part of the 5YA project that ladder hooks would be introduced and clear light would be replaced with partial colour steel / stronger product. SC advised this would be funded through 5YA. There was a discussion around the PB4L matrix and where this was at. SC said the expectations around behavior were being drawn up and this will include all scenarios, for example – assemblies and the behavior expected at an assembly. Once this is drawn up it will be taught to the students. SC gave an example of if a student is having difficulty with maths, that they would tell them the expectation around maths and then teach them how – this was the same with behavior. AR asked about the timeline of implementing the new PB4L matrix, SC advised that this will be ready from the beginning of next year to teach pro social behaviours. It was asked why this didn't happen this year, SC responded that the high level stuff happened this year. 6.2 The SENCo report for term 3, 2020 was tabled. SC spoke of the potential to have the school fenced if the school received funding to do so, SC gave an overview of why this may be necessary. Funding had been applied for, currently awaiting response to the application. SC talked through who monitors students and the day to day plans. A query was raised around if this was managed well with the amount of students, SC talked of the need for a Learning Support Co-ordinator and how this role would assist the SENCo in their role. SC gave an</p>

	<p>update around the Learning Support Co-ordinator role and the government initiative which was currently on hold. SC spoke of how hard Rebecca Bills works to be able to get all the MOE and RTLB supports that she does for the school. There was a discussion around how the school can't diagnose students this is done through various agencies dependent on the students' needs, student needs can be identified through the teacher or the students family initiating. CA asked if the school needed more teacher aides, SC advised that the school currently had a high proportion of teacher aides.</p> <p>There was a discussion around the 'within school Kaahui Ako roles', how these were funded and interest to date.</p> <p>6.3 The Behaviour report for term 3, 2020 was tabled. OG highlighted the number of year 1 incidents, SC gave an overview of this and things that can affect students settling in to school. The numbers were discussed and were reviewed diagonally through the years to be able to identify whether cohort incidents were tracking up or down in terms of recorded behaviours. AR suggested this would help management identify what measures had been put in place that were working to adopt for cohorts tracking in a similar way. And that these should be implemented at the start of each year. SC confirmed that end of year reflection and learnings were reviewed. OG noted that it was good to see that suspensions and stand-down statistics had come down. SC talked of real success stories where some students had gone from having multiple entries down to none. There was a discussion around any new teachers coming in and providing them with support and briefing them on key information. SC advised that info would be shared and the whanau teacher would help facilitate this. SC continued that the start of year program implemented this year had been a success, this involved goal setting and engaging parents. KP added that the whanua teacher model was good and imbedded at beginning of the year. AR spoke of management needing to ensure the transition plan for year 8s moving through to new whanau teacher model was well executed to ensure benefit is there for students.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 8:04pm to 8:25pm</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>
8	<p>Meeting closure <i>Whakamutunga</i></p> <p>8.1 Selected topics for newsletter reporting were agreed as follows:</p> <ul style="list-style-type: none"> (a) Update on student behavior and reduction of incidents reported. (b) Kaahui ako strategic plan for 2021 – 2023, the 3 areas of focus. (c) NCEA achievement – encourage and support students to achieve their goals. <p>8.2 Call for agenda items for next meeting – nil advised.</p> <p>8.3 Meeting evaluation.</p> <p>Karakia, meeting closed at 8:30pm.</p>