

ONEWHERO AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 24th October 2017, 6pm in the Staffroom

| Item no. | |
|----------|--|
| 1 | <p>Karakia by Simon Craggs.</p> <p>RC welcomed Elliot Lancaster to his first Board meeting as Student Rep, RC continued that there was mixed emotion with having a new student rep; happy for Elliot to be joining the board but sad to see Tuene leave. RC thanked Tuene for the wonderful contribution she has made to the board throughout her tenure as Student Rep. RC gave TH a reference from the Board and a Warehouse Stationery gift to assist with her studies next year.</p> <p>RC asked EL if he knew everyone at the meeting, EL acknowledged that he did.</p> |
| 2 | <p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar (Chair), Tuene Henderson, Elliot Lancaster, Jo McIntosh, Tina Klay, Simon Craggs, Rebecca Bills, Jonathan Lovatt, Julian Austin, Rereokeroa Shaw, Stewart Foote, Stacey Ingram (minute taker).</p> <p>2.2 Apologies received from Rima Taua.</p> <p>2.3 Declaration of interests – nil.</p> <p>2.4 Approve minutes of previous meeting with one correction, as follows. 1.3 detailed that the person who seconded this was Rebecca Bills, it was actually Julian Austin. M. Jonathan Lovatt S. Julian Austin</p> <p>2.5 Matters arising</p> <ol style="list-style-type: none"> a) SC gave an update on VOIP, quotes to come from Kiwilink and Connect. SC has a meeting with Kiwilink on Friday and with Connect Friday or Monday. SC acknowledged JL for his help. b) CARRY OVER: Request for OCL to quote outright buy price. c) CARRY OVER: The moving and storage of 200L chlorine drums. d) RC advised that there was a HSNO calculator online that can confirm storage requirements for the quantities of chlorine / hydrochloride stored to ensure we are meeting the regulations around storage for the volume of chemicals held at OAS. e) CARRY OVER: Contact to be made with Rick around cricket pitch. f) SC gave an update on the Counties Manukau funding. g) CARRY OVER: Canteen financials review. h) SC advised that the small pool was currently holding water and that this was being monitored. i) SC advised what the support staff budget was. j) CARRY OVER: 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. k) SC confirmed that the existing school credit card which was still in GF's name had been cut up / cancelled. l) New rental appraisals for the school houses need to be completed. All agreed that inquiries be made and quote obtained from an external company to carry out quarterly property inspections moving forward. m) SC advised that consultation around Barbara Brann with feeder schools had been completed last year. It hasn't been done this year. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> n) SC advised that he had spoken to HA around the tag and testing. HA would like to do this. o) SC spoke about the Lunch Online concept, this would not work for our school. p) CARRY OVER: Two reminders detailed in the Students with Special Needs and Child Protection policies to go to staff. q) There was a discussion around the Health Education curriculum that is due this year. RC advising that we had an obligation to do every 2 years, this is due this year. There was a discussion about how this could be carried out this year. r) SC provided an update around Reading Eggs. SC advised that most of junior school have Reading Eggs. There was a discussion around this, the Board had previously been advised that all junior students had Reading Eggs. s) There was a discussion around the annual plan. The Board asked how the annual plan was communicated to staff so they were aware of what commitments had been made for the year. It was advised that the annual plan had been given to all staff. t) SC advised that most tutor teachers are across tracking and updating however the tutor teacher program needs a review. u) RB advised that School docs had been updated with the changes to School House policy as per previous meeting. v) SI confirmed that congratulations cards had been sent to Thomas Murray and Mr Hopoi and the Basketball team on their recent successes. w) SC confirmed that he had followed up the management issues detailed in the H&S report. And gave an update re the pest control contractor that came to look at the schools pest control practices and give advice. x) SC advised that the COL forms had been lodged with MOE and MOU completed. 20th Nov the COL Principal's will be coming to an OAS staff meeting, then the week after all COL staff to meet. y) RC gave an update on the meeting held recently with regard to a Fundraising type committee (meeting attended by Lexi Olsen, Natalie Smith, RC, TK, JM & RS). They are now trying to understand the legal requirements around this, there was further discussion. There will be another meeting held soon with everyone regrouping and reporting on the projects they were looking in to. |
| <p>3</p> | <p>Strategic decisions</p> <p>3.1 Review of policies, these had been distributed to staff for feedback.</p> <ul style="list-style-type: none"> a) Privacy – there was a discussion around the Privacy Officer, in policy it is detailed as the AP for middle years. It was decided to remove newsletter from the list of things where only a first name of a student is shared. b) Salary units – A list of what the units are allocated for at the beginning of the year to be provided at the next meeting. Names are not required, just a breakdown of the unit allocation. c) Classroom release policy – no change. d) Appointment Procedure – SC advised that the EEO survey requirement had been implemented. e) With the exception of the changes talked about it was agreed to ratify the above 4 policies. <p>M. Jonathan Lovatt S. Rebecca Bills</p> <p>3.2 Policies for Assurance this meeting (carried over from September meeting):</p> <ul style="list-style-type: none"> a) CARRY OVER: International Students. b) SC advised the swimming pool policy could be assured from this point on. SC advised he had gone through policy with HA, microbiological testing to be carried out monthly |

| | |
|-----------------|---|
| | <p>was highlighted. There was a discussion around changing the wording to ‘Standing dives’ not permitted from side of pool, this is to ensure that sitting dives that are taught to junior students are permitted. There is clarification required around the stand-down period (2 weeks) from using the pool if you have had diarrhoea.</p> <p>c) SC assured the Safety Management System policy. SC raised the need for ‘inclusion of health & safety goals’ in staff performance appraisals, saying he wanted the staff to be focused on teaching and learning. SC requested this be removed, it was agreed that this be removed except for appropriate roles, eg: caretaker. There was a discussion around the need to have the fire brigade present for one drill.</p> <p>d) SC assured the Risk Management policy.</p> <p>e) SC assured the guidelines around the SUE report process / policy. RC advised that a Board member is to complete a 6 monthly review on SUE reports.</p> <p>f) SC assured the Abuse Reporting Procedures policy is being followed. There was a discussion around training for staff who are given disclosure. RB spoke of the CYF booklet which has good information.</p> <p>g) SC assured the Evacuation Procedure / Emergency Kit policy.</p> <p>h) SC assured the Digital Technology and Cyber safety policy.</p> <p>i) SC confirmed that the Student Attendance policy is being followed.</p> <p>j) SC advised re the Managing Income & Expenditure policy, that moving forward no cash cheques will be issued. An alternative arrangement is to be implemented, SC can then assure this policy is being followed.</p> <p>k) RC thanked SC for working through all of the assurances to get these up to date, acknowledging that this would have taken considerable time to do.</p> <p>l) RB gave an overview around changing our school as a ‘primary’ set up on School Docs to a ‘composite’ school to ensure the policies are more applicable. Saying this is why we are requiring amendments to adapt at present. The Board was asked if everyone was happy for RB to work through and request clarification / or ask questions as and when required with moving to the composite set-up. All agreed they were happy for this to happen.</p> |
| <p>4</p> | <p>Strategic discussions</p> <p>4.1 Principals report / annual plan update</p> <p>a) SC talked through the Principal’s report and the new template. There was a discussion around the NCEA data, level 3 data of concern. SC advised that they are working hard on getting as many of these students through as they can. There was a discussion around data and tracking of data and how this gets passed on as the student moves through school/classes.</p> <p>b) SC updated on Maori language week and how this had been celebrated and recognized within school.</p> <p>c) SC gave an update on where the property plan was currently at and solutions being looked at to move this forward to finalise.</p> <p>d) SC talked through the changes to the Education Act, there was a discussion around this. Regarding Cohort entry changes, SC said he would like to implement this at the school and talked through this.</p> <p>All Board members agreed that they were happy for SC to engage in community consultation.</p> |

| | |
|-----------|--|
| | <p>e) SC advised that SLT is currently looking at reviewing both senior and junior leadership structure.</p> <p>f) SC gave an update on the SENCO role and options were discussed.</p> <p>g) There was a discussion around end of year reports going out on the last day of school, SC advised that this is general practice. It was discussed that if this continues to happen that there should not be any surprises to parents in reports as there is no opportunity for parents to discuss reports being sent on the last day.</p> <p>h) There was a discussion around the potential for a traffic light system to measure and monitor data (expected credits etc.). SC advised he was exploring what other schools do.</p> <p>i) SC advised that the School Leaver Achievement and Destination Profile for 2016 had been included for everyone to look through.</p> <p>4.2 SENCO report submitted by Mrs Pryor tabled. JA gave a suggestion around allocation of hours, there was a discussion around this.</p> |
| 5 | <p>Monitoring</p> <p>5.1 Finance report for September 2017 tabled.</p> <p>a) RC explained to new Board members about the Board sub-committees – the finance one made up of JA / SC / RC, RC advised that the sub-committee meets before the Board meetings to prepare. RC also said that NZSTAs advice was to avoid having sub-committees where possible to ensure the full Board are across everything. SC acknowledged the hours RC spends on school matters. JA happy to step up and be the first point of contact for SC regarding finance.</p> <p>b) SC gave an update on revising the budget. There was a discussion around parent donations and how this was tracking.</p> <p>c) There was a discussion around where things are budgeted for and the expenditure is greater than the income, leaving the school with a loss. It was agreed that this cannot continue.</p> <p>d) Discussion around the swimming pool toilet upgrade – request info on sign off for the work carried out.</p> <p>e) There was a discussion around the 2016 audit not being finalised and overdue with MOE. Details of outstanding points that the auditor is waiting on were explained. M. Jonathan Lovatt S. Julian Austin</p> <p>5.2 Staff rep report tabled. M. Rebecca Bills S. Julian Austin</p> <p>5.3 Student rep report tabled. TH gave an overview of her report. M. Tuene Henderson S. Rebecca Bills</p> <p>5.4 Maori report – school marae discussion, refer point 7.1.</p> <p>5.5 No Health & Safety report for this meeting.</p> |
| 6 | <p>Inward Correspondence</p> <p>6.1 STA news – Sep 2017, issue 276 and Resene brochure.</p> <p>6.2 NZ Education Gazette, vol 96, number 17 – 25 Sep 2017.</p> <p>6.3 NZ Education Gazette, vol 96, number 18 – 16 Oct 2017.</p> |
| 6A | <p>Outwards Correspondence</p> <p>Nil</p> |
| 7 | <p>General Business</p> |

| | |
|-----------------|--|
| | <p>7.1 There was a discussion around the potential for a School marae, and that this would require community consultation. It was agreed it would be good for parents to understand the ways this can improve student achievement and contribute to the community. SC suggested putting together a sub-committee group to start the work on this. RC asked for volunteers to be on this committee.</p> <p>The sub-committee for the group is: RS, SC, RB, EL, RT, Mere, Kramer and JA is happy to act as a consultant further down the track with the knowledge he has from his previous experience.</p> <p>7.2 There was a discussion around the proposed site for relocation of the old school building and the implications around having it located there. RB refrained from taking part in this discussion due to the conflict of interest she declared at the previous Board meeting.</p> <p>7.3 Cohort entry, this was discussed and agreed to earlier in the meeting (Principal's report).</p> <p>7.4 SC presented an idea around a professional development structure and what this could look like. There were questions asked around how this could work and who would need to be consulted first. JA also raised that there will be PD opportunities through the COL and what does this look like with the COL funding module. Everyone was supportive of SC looking into further.</p> <p>7.5 Appointment of Sarah Ellery to the Returning Officer role for the mid-term parent election ratified.</p> <ul style="list-style-type: none"> • Election date to be the common date: Friday 1st December 2017. • Calling for nominations for 3 positions for this election. <p>M. Rosemarie Costar S. Julian Austin</p> |
| <p>8</p> | <p>Meeting closure</p> <p>8.1 Agenda items for next meeting.</p> <p>8.2 Meeting evaluation.</p> |
| <p>9</p> | <p>In committee</p> <p>9.1 Personnel</p> <p>Karakia</p> |