

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 27th November 2018 at 6:00pm in the Staffroom**

Item no.	
1	Karakia by all. RC welcomed everyone.
2	<p>Attendance</p> <p>2.1 Present: Rosemarie Costar, Aaron Reese, Simon Craggs, Rebecca Bills, Tina Klay, Jo McIntosh, Rima Taua, Rereokeroa Shaw, Elliot Lancaster, Jonelle Hewitt, Natalie Smith, Stewart Foote, Stacey Ingram (minute taker).</p> <p>2.2 Apologies – nil.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Confirmation of Minutes</p> <p>RESOLUTION That the October meeting minutes be approved.</p> <p>M. Aaron Reese S. Natalie Smith</p>
4	<p>Strategic decisions</p> <p>(a) School van policy – an amendment re private use is required due to regulations imposed by the funder of the van. The second sentence in the policy to be amended to read ‘The van may not be used for private or non-school use’.</p> <p>M. Rosemarie Costar S. Jonelle Hewitt</p> <p>(b) School house policy – it was decided that an amendment is required. Under the header ‘Short-term rentals’ the bullet point is to be amended to read ‘<i>OAS does rent its houses out short-term, or as holiday accommodation if not required for school purposes</i>’. M. Tina Klay S. Natalie Smith</p> <p>(c) Managing Income & Expenditure – it was decided to add the following wording ‘<i>Where this is not practical the Board may grant an exception</i>’ after the bullet point that reads: ‘Competitive quotes are obtained for capital items or operating expenses, for lease or purchase, over \$2500, inc GST. M. Aaron Reese S. Simon Craggs</p> <p>(d) Harassment policy was approved as is with no changes required. M. Natalie Smith S. Rebecca Bills</p>
5	<p>Strategic discussions</p> <p>5.1 Principal’s report was tabled. There was a discussion around wellbeing and what this actually is, at a recent Board training evening this question was asked and the facilitator talked about this being how employees contribute to the schools wellbeing. There was a question asked if all the credits had been entered into the system (there had been a discussion around this last time). The Board were advised that 71% of credits were in yesterday and that they will all be in by the end of the week as they had to be to NZQA on Monday.</p> <p>A question was asked around start of year planning and when this would be complete as there had to be some link of where the money / funding should be allocated.</p> <p>M. Simon Craggs S. Rosemarie Costar</p> <p>5.2 Board approvals prepared by SC:</p> <p>(a) PLD proposal – there was a discussion around the feedback from parents and the 2 meetings that had been held for parents to attend. It was noted that the meetings had been short notice and also the timing of meetings having had an impact on working parents and numbers of who could attend. RC advised that she had taken minutes from the parent meetings held. It was suggested that SC determine general themes from feedback and then communicate these through various media along with the answers to assist with providing more information to the parent community. One common theme coming through was that parents preferred the PLD to happen at the end of the school day not in the morning. SC advised that he proposes to not have tutor time that day and to then shorten each period. SC was asked what feedback he</p>

	<p>had had from staff regarding the proposal, there was a discussion around this. SC advised implications of bus network and also advised full cost implication was yet to be established. The Board was unable to make a decision as all the necessary information was not available.</p> <p>(b) BYOD proposal – there was a discussion around the current barriers as to why more students don’t bring devices to school, it was thought only about half currently did. Barriers included: not enough lockers, students have to carry with them all day, not used in every class, cost to purchase etc. With teachers not knowing who will have a device with them at school this has an impact on any planning a teacher does that involves devices. This needs to change as it’s the students who are missing out on learning opportunities utilising devices. SC advised that the school is holding a parent information evening on the 10th December to give recommendations on devices, Harvey Norman will have representation at evening, they have computers specific for school environment and provide a replacement should someone need to take their device in to be fixed. It was suggested to move the meeting to 7 to 8pm so it gave more time for working parents to get to school. SC and RB advised the plan for next year re the addition of more lockers to store devices in. SC advised that the school would still require loan devices for those families not able to afford devices (this would be at the Principals discretion) - he had budgeted for a number of chrome books. SC asked for approval in the change of approach to BYOD and that loaning school equipment out of school was not something the school has done. RC advised that the school would need to take out insurance on them and that SC needed to check that private use would be covered. On the basis that the chrome books can be covered by insurance all agreed with this in principle.</p> <p>(c) Adventure playground maintenance and repair: SC gave an update on where the fundraising was at from calf club plus with the amount from the year 9 project, mufti day and sausage sizzle still to be confirmed. SC advised that this would cover all of the materials required except for the bark. SC continued that there was still a further \$11,000 required to purchase the cushion fall bark that was a requirement. It was agreed to apply to Grassroots Trust for funding to assist with the bark in order to complete the required maintenance and be able to reopen this playground for the year 3 to 8s.</p> <p>M. Rosemarie Costar S. Simon Craggs</p> <p>It was noted that the fundraising will need to be moved into expenditure and budget. It was also advised that the executors of Bill Wynn’s will are to be notified of the costs associated with calf club and the amount used from the bequest. The ledger will also show the income from the fundraising efforts and this will also need to be reported on.</p> <p>JH spoke of an initiative to be able to get a new fence to replace the old / damaged fence out the front of the school. This involved asking local businesses to donate for a section of the fence which would then have a sign attached to the section advising ‘kindly donated by...’</p> <p>RC raised the concern around the number of fundraising things (mufti days, sausage sizzles etc) that the school had been asking families for money, saying we need to be mindful and planned around this. SC advised that from 2019 JL was implementing a process for planned fundraising events to ensure these were spread out.</p>
<p>6</p>	<p>Monitoring and Review</p> <p>6.1 Policies for Assurance:</p> <p>(a) Appraisal of Staff – SC assured policy, advising that currently there is no central database however this will be done at the end of the year. This is the last part of the policy to complete.</p>

- (b) CARRY OVER - Reading Recovery / Literacy Support
- (c) Teacher Certification and Police Vetting – there was a brief discussion around the requirements, SC assured policy.
- (d) Risk Management policy assured by SC.
- (e) Attestation - International Student NZQA: SC advised this was completed in October.

6.2 Finance Reports:

- (a) October 2018 finance report was discussed, SC ran through the variance explanations. There was a query raised around what happens to any surplus. SC asked if there were any objections to the Suzuki Jeep being sold as it had remained in the shed for the last 3 months and had no use at all, it was surplus to requirement. There were no objections raised.

RESOLUTION That the October 2018 financial report be accepted.

M. Simon Craggs S. Jo McIntosh

- (b) Draft OAS 2019 budget. There was a discussion around the amount budgeted for school house maintenance being very light and not where it needed to be. Monthly reporting will assist with establishing more accurate costs moving forward. It was also raised that there are some changes to tenancy law coming in to affect and there was a need to be across these. A question was asked regarding clarification on costs of external paint work still to be completed on Hall Rd school house. A few budget lines were highlighted to review.

RESOLUTION That the draft OAS 2019 budget be accepted.

M. Simon Craggs S. Aaron Reese

6.3 Staff Trustee Report: There was a discussion around the staff trustee role, RC advised that there was a good explanation as to this role on the NZSTA website. This role is not to represent the staff, that is the Principal's role – eg: any new initiatives implemented at school, feedback should come through the Principal. The staff trustee role is elected by staff as someone who will contribute to policy etc. Staff need to take issues / feedback to the Principal. There was a discussion around the Board's role being to govern not manage the school. Management and management issues are for the Principal to address and should be directed to the Principal. A Board member gave an example of a parent approaching them regarding play based learning which they had very little knowledge of this, it was clarified that the management of play based learning in school was for the Principal to respond to and these types of queries need to be directed to SC – this does not fall under governance. There was a discussion around the requirement to have a complaints register.

RESOLUTION That the staff trustee report be received.

M. Rebecca Bills S. Elliot Lancaster

6.4 Student Trustee Report: EL advised that the student council was progressing well. EL was asked to supply the list of names of the council for the school newsletter.

RESOLUTION That the Student Trustee report be received.

M. Elliot Lancaster S. Tina Klay

6.5 Whanau Report: RS shared information about a recent hui she had attended and the awesome guest speaker that had presented.

6.6 School House Report – to be implemented by AR from Feb 2019 onwards. There was a brief discussion around the inspection reports and the timeframe around taking care of things requiring action.

6.7 Health & Safety Reporting: EL advised that he hadn't been receiving a meeting invite to the H&S meetings and therefore hadn't been able to attend these. There was a question raised if there was a procedure in place around when employees were on their own working at school outside of school hours to ensure their own personal safety. A question was asked around the trailer being left unhooked on the junior courts with rubbish bags in it, this was not a good look. SC advised it had been being left there as it was a central point for the cleaners

	<p>to place full rubbish bags. A suggestion was made around putting a wheel lock on it. There was a discussion around the reporting / recording of care cards. JM talked about a template, having someone set it up and talk through possibilities.</p> <p>RESOLUTION That the Health & Safety reporting be received.</p> <p>M. Jonelle Hewitt S. Tina Klay</p>
7	<p>BOT Administration</p> <p>7.1 General.</p> <p>(a) Wellbeing survey results: SC advised that he hadn't had a chance to go through in depth however handed out overall summary document. Areas of focus were talked about. It was commented that this data was now a year old and the question asked if it was still relevant. SC responded that this was a baseline to work off. SC talked about a Strengths program being put together for teachers to teach.</p> <p>(b) JH asked about recycling / no rubbish at school, there was a discussion around this. SC advised that due to having a canteen on-site that provides packaging on food we cannot make this mandatory however there were things being put in place to encourage this as much as possible.</p> <p>(c) Feedback from parents was shared in terms of issues with the lack of school communication to whanau. There was a discussion around this.</p> <p>7.2 Action list from October meeting:</p> <p>(a) SC advised that he had added the completed column to his Principal report and will work through to enter detail.</p> <p>(b) SC provided a summary of the amount of students that have left OAS in 2018 along with what category they fell into in terms of reason for leaving. There was a discussion around this.</p> <p>(c) Confirmation of staff exit process being established and now in place was discussed.</p> <p>(d) There was a discussion around a start of year bbq to be hosted by the Board. Date set for 21 Feb, 4 to 7pm.</p> <p>(e) SF reported on remaining work still required for Hall Rd school house, advising house will now not be completed until Jan 2019. SF confirmed that the cost was on track with budget.</p> <p>(f) RB confirmed that the changes to the Safety Management System policy had been resent to School Docs.</p> <p>(g) It was confirmed that the Korean School had been asked if they have any contact details for the agent (Eddie) to continue to pursue debt owed to school.</p> <p>(h) SC advised that a team had been organised to talk to Board / Community about wellbeing and positive education model, research and concept. Date to be advised.</p> <p>7.3 Inwards correspondence</p> <p>(a) NZ Education Gazette vol 97 / number 19 – 30.10.2018</p> <p>(b) NZ Education Gazette vol 97 / number 20 – 12.11.2018</p> <p>(c) Resourcing Audit & Review of Attendance Management</p> <p>(d) STA News – October 2018, issue 287</p> <p>7.4 Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received.</p> <p>7.5 Overnight trip proposal forms – nil.</p> <p>7.6 Call for agenda items for next meeting.</p>
8	In committee and Personnel
9	Karakia, meeting closed 9pm