

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 22nd October 2019, 5:45pm in the Staffroom**

Item no.	Item
1	<p>Karakia, AR welcomed everyone to the meeting, including John Burns and Lydia Richards from WheroNet. John and Lydia expanded on their proposal to access the fibre connection at OAS, which had been emailed out prior to the meeting. There was a question and answer session around the technical aspect as well as benefits to the school and community should the proposal be successful. John and Lydia were thanked for their time and advised that SC would be in touch with an update once the Board had discussed this further and a decision was made.</p>
2	<p>Attendance 2.1 Present: Aaron Reese, Owein Greaves, Tina Klay, Rachel Hagan, Jo McIntosh, Shirley Scott, Rereokeroa Shaw, Chris Lees, Cushla Carey, Simon Craggs, Stacey Ingram (minute taker). 2.2 Apologies: Rima Taua. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Administration: 3.1 Confirmation of Minutes RESOLUTION That the September minutes are approved. M. Simon Craggs S. Rereokeroa Shaw. 3.2 Correspondence Inwards correspondence (a) NZSTA News – September 2019 (issue 296) (b) NZ Education Gazette, vol 98 number 17 – 14.10.2019 Outwards correspondence (a) Response to Joe Thackham regarding his letter around school uniform. RESOLUTION That inwards correspondence be received and outwards correspondence be approved. M. Chris Lees S. Cushla Carey</p>
4	<p>Monitoring and Review 4.1 School house verbal report – TK updated everyone on rent status of school houses and that KF was 90% through the list of maintenance requirements on one of the houses, the weather had impacted on getting the final elements completed. 4.2 Whanau verbal report – RS gave an update on the local curriculum hui and progress made. RS talked about the upcoming hui and a Treaty of Waitangi workshop which will follow this. RS advised that all were welcome and the details would be supplied to SI to email out. There was a brief discussion around the Te Reo sessions for Board members and everyone was in support of these sessions continuing. 4.3 September financial reporting – AR advised that the finance committee had reviewed the reporting at a meeting the day before and that there was little change to the forecasted working capital. There were 2 ledgers identified for SC to follow up on for clarification. There was a brief discussion around offering a photocopying service to assist with increasing usage. SC advised that he was in the process of preparing the 2020 budget. RESOLUTION That the September 2019 financial report be accepted. M. Rachel Hagan S. Aaron Reese 4.4 Policies for Assurance: (a) Reading Recovery/Literacy Support – SC advised that OAS doesn't currently have a qualified Reading Recovery teacher to run this program however the school was currently filling this gap with Learning Support. It was determined that this policy is an opt in policy and this was not a current OAS policy to assure. (b) Appointment Procedure – SC assured this and there was a brief discussion around the teacher shortage in NZ.</p>

	<p>(c) Appraisal of Staff – SC assured this policy. There was a brief discussion around appraisal versus attestation.</p> <p>(d) Attestation – SC advised that he hadn't been recording the evidence used to attest and that he has now prepared a document in which the evidence will be recorded moving forward.</p> <p>(e) Provisionally Certified Teachers – SC assured this policy.</p> <p>Policy for Attestation:</p> <p>(a) International Students – SC confirmed that relevant attestation forms have gone to NZQA.</p> <p>4.5 Health & Safety Reporting. It was noted that the index percentage / uptake was increasing. SC gave clarification around the concussion incident reported on at the last meeting. SC spoke of Kelsyn's request/need to have his workshop area fenced, this would need to be budgeted for. There was discussion around students walking through the staff carpark area and the risk this posed, this area is not a thoroughfare and a reminder around this needs to be communicated. There was a discussion around students having access to the Safe 365 app and the advantages and disadvantages of this.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Simon Craggs S. Cushla Carey</p> <p>4.6 Overnight & potentially hazardous activities / trip proposals – nil. The proposals from the September meeting are to go through the new process ready for November meeting.</p> <p>4.7 Action list from September meeting.</p> <p>(a) AR advised that he had caught up with SC to look at what the property portfolio and function of this committee could look like moving forward. Priorities determined as: (1) Understand the 5YA plan and educate the Board. (2) Look at school house portfolio and long term objectives and prepare recommendations for the Board. (3) Review initial presentation from PlayScape in terms of project priorities and plan for roll out. MINUTE: It was agreed that the following members make up the Property Committee tasked with the above objectives: Simon Craggs, Rachel Hagan, Owein Greaves. In addition to this Tina Klay to participate when / where necessary regarding School House work. M. Simon Craggs S. Aaron Reese.</p> <p>(b) SS advised that school docs had been updated re the key / pool usage charge detailed in the 'Community Use of the School Pool' policy to be in line with the 'Pool Use Contract'</p> <p>(c) SC advised that the Health & Safety committee are on track with planning / prioritising works in order to become compliant with Safe 365 Index percentage rating.</p> <p>(d) SC confirmed that communication around the changes required to the EOTC process for overnight and potentially hazardous (high risk) activities had been made to all staff via email notification.</p> <p>(e) SC advised that he had spoken to JL around the change in process and that JL is now to review overnight trip/or high risk activity EOTC proposals and RAMs associated (requiring Board approval), ensuring both documents are completed with all detail and ready for the H&S committee to review prior to the Board meeting they need to be approved at. JL to attend H&S meetings where proposals are submitted to clarify any details required. The H&S committee will then make a recommendation to the Board at the Board meeting held the following week.</p> <p>(f) SC confirmed he had contacted MOE to advise the Board decision for OAS to opt in to the Donations Scheme next year. SC also confirmed that he has informed staff of this decision and what the school requirements / guidelines are moving forward to ensure awareness and that there are no breaches around this.</p> <p>(g) A reworked Wellbeing report was distributed to all with the meeting documentation.</p>
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	<p>(h) It was confirmed that the new mobile phone policy had been approved and submitted to School Docs for publishing. SLT to now manage implementation and communication of policy across all channels to ensure student, parent & whanau awareness.</p> <p>(i) SC advised that he had spoken to JL to confirm timeline senior teachers are working to, to have the website information around course (years and semesters) completed for students/parents, the deadline being 14.10.2019. SC advised that the timeline they are working to for the rest of teachers to have this information available and on school website for all year levels (school wide) is July 2020.</p> <p>(j) SC advised that a transition program for new students coming in to OAS mid or part way through the year to help them transition and ensure minimal disruption to class has been completed and is ready to use for new students affected moving forward.</p> <p>(k) There was a discussion around the admin requirement aspect of a teacher's role and the level of expectation required around this.</p> <p>(l) SC presented a draft proposal for the rollout of the trial staff PLD program commencing in 2020. There was a discussion around the proposal with feedback given around key details that needed to be included to ensure that the trial is well planned, monitored and reported on.</p> <p>(m) There was a discussion around the Health Education curriculum draft statement required for term 1, 2020. The 2018-2019 one was supplied and there was a brief discussion around this. SC advised he was in the process of gathering some year specific info (year 7 and up) and will then review and prepare a draft to be emailed out for Board feedback before it goes to the community for consultation.</p> <p>4.8 General:</p> <p>(a) The WheroNet proposal presented earlier in the meeting was discussed. It was agreed that from a technical point of view everyone was comfortable that the school's system would not be affected and that it was agreed to progress to the next stage. RESOLUTION: The Board delegate the Finance committee the responsibility to work through the terms and conditions of the agreement with WheroNet to finalise this arrangement. M. Simon Craggs S. Jo McIntosh</p> <p>(b) Strategic Planning day – AR gave an update on the meeting with the NZSTA facilitator who had been engaged to assist with the planning day. AR advised that there would be information (agenda, various surveys results, ERO indicators etc), emailed out to everyone the week prior and said it was imperative that everyone read through and think about and come to the meeting with views. AR spoke of the NZSTA training being held next week, the timely workshop is on Strategic Planning. There was a discussion around who had registered to attend.</p> <p>(c) Amended term dates for 2020 – SC presented the amended version and gave the background around why the changes needed to be made, that this was in line with requirements set out in the new Area School Teachers collective agreement. RESOLUTION: The new proposed dates were approved by the Board. M. Simon Craggs S. Cushla Carey</p>
5	<p>Strategic decisions Policies for review:</p> <p>(a) Education Outside the Classroom – There was a discussion around the first paragraph highlighted in red which talks about MOE guidelines, it was determined that this be raised as part of the H&S risk assessment when EOTC forms / RAMs are reviewed. SS advised that she had received feedback from a staff member around all staff being first aid trained – first aid certs as a minimum. There was a discussion around outdoor qualifications, EOTC competence and notifiable incidents. SC advised that JL had recently been on an EONZ course.</p>
6	<p>Strategic discussions</p>

6.1 Principal's report was tabled. A query was raised around event notification and if it was realistic to have the dates set up in the school calendar at the beginning of the year. SC advised that Ag Day would be one of the only ones we don't know in advance due to working in with other schools / groups. SC advised that JL is responsible for the calendar and he will ask him to ensure info is entered.

TK talked about the Communications Plan having been finalised and gave a recent example of Athletics Day not being communicated to parents, that this hadn't been in the newsletter. SC advised that he would need to check however it had been on Facebook. It was highlighted that it shouldn't be via one medium only, it needs to be multiple channels as per the comms plan. SC advised that he had done an extra session and made sure all staff had seen and were aware of the comms plan. TK advised that the plan and template had been worked on by people to ensure school communication improves and that it seemed to be a particular department that continued to have issues around communication. There was a discussion around this.

SC spoke about the Community Hui to get feedback on Wellbeing, the first meeting held this year was more a presentation as opposed to getting feedback. The follow up one to gain feedback is planned for next year and will tie in with the 'meet the teacher' event.

There was a discussion around Arinui training and where this was currently at.

SC talked about the PB4L team being behind at present, the next meeting is with the facilitator to guide the process with PB4L team. OG asks a question around how everyone knows who is on what school committee / team to help others know who to go to if they need help with something and identify who is actively involved in extra activities. There was a discussion around this and how this level of interest could be identified at recruitment stage.

SC talked about the masseuse that they had hired to come in to school last term to do stress relief with staff. SC also shared a new initiative introduced where staff celebrate each other and how this worked.

A question was raised around the Wellbeing resources that were being uploaded to the platform, SC clarified that nothing had been uploaded as yet, they were just at gathering stage.

CL asked for clarification around the Te Kawenata-Tainui survey that was now being used instead of the MOE survey.

SC advised that in terms of the local curriculum that it was not likely to have a finalised document by the end of this year, they will have the bones of it, JL has been very busy in this space.

AR noted that the report says that Bek Galloway was coming in to develop agency and play-based programs, AR questioned why this was still being developed. SC responds that they will always be developing. CL asked if there was a measure for the outcome. There was a discussion around this. AR says that it is so important to ensure the right outcomes by there being consistency and as much learning and developing of programs and staff upfront before rolling out initiatives. CL asks how Bek suggests it gets measured, adding that it's very important that to reach their potential kids need to learn the basics in reading, writing and maths. TK asks if Beks report being prepared can detail the measures for working towards reading, writing and maths. OG asks if Bek was pulled out would we get continuity within school with these programs. There is further discussion around this.

6.2 Springboard trust – SC gave an overview of the Strategic Leadership for Principals Programme in which he has recently been interviewed for. SC talked about the benefits. A question was raised as to the time commitment for SC in taking part in this, SC advised that there were 9 workshops a year. There was a query around the other commitments SC has involving time out of school, it was noted that there was a lot going on within school with new initiatives being introduced etc and the challenges that being out of school too often causes on 'business as usual' and initiatives. There was a discussion around this and what support or actions could happen to free up more of SC's time in order to focus more time on strategy and leadership.

	<p>6.3 SENCo report was tabled. There was a query raised around if our percentage of students was in line with other schools. SC responded that this depends on the community. SC advised that RB has become very skilled in her SENCo role and accessing people for assistance, knowing where to go and who to go to for varying things. The Board also acknowledged the excellent work RB is doing and her great reporting, SC agreed, advising that it is amazing what RB has managed to do.</p> <p>6.4 Student achievement report – a question was asked if we are on track for NCEA targets. SC advises that as best as they know they are on track and that RB’s commentary drills down in to this, that there are some students we know won’t get there. SC continues that reflecting on the start of the year it is so important for student to set goals. SC talks about the plan for 2020 where the students will spend the first day setting themselves challenging goals in which they will share with parents, then the school and parents will help them achieve the goals. Whanau teachers would be actively involved. There was a discussion around this initiative and keeping the students on track and the need to have supports there for when students have challenges.</p> <p>6.5 Behaviour report – it was noted that the data indicated that 15 to 20 students were responsible for the majority of the behaviours reported. AR acknowledged the great level of detail in this reporting however it did indicate that the strategies for behavior management need to be looked at. SC advised that they have seen improvement in some cases but not others. SC talked through all of the strategies that had been tried and there was a discussion around this. It was highlighted the time commitment in which this is taking SC away from working on leadership and strategies and if a way can be found to manage the behaviours it would be a very positive thing for everyone. The Board offered their support and requested that if SC has ideas to come to them, they are there to help in any way they can.</p>
<p>7</p>	<p>In committee and Personnel – 9:35pm to 10:07pm 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: 8.1 It was decided the following topics should be reported on in the school newsletter: Advise parents / whanau of the Board decision to opt in to Donations Scheme, update to 2020 school term dates and student achievement communication. 8.2 Agenda items for next meeting – none raised at this point in time. Karakia, meeting closed at 10:15pm</p>