

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 21st November 2017, 6pm in the Staffroom

1	<p>Karakia read by all.</p> <p>RC welcomed everyone and acknowledged both Julian Austin and Jonathan Lovatt (whose Board positions were currently up for election) and the massive contribution they have made not only for the current term but their previous terms as well.</p>
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Tina Klay, Jo McIntosh, Rebecca Bills, Julian Austin, Jonathan Lovatt, Stewart Foote, Rereokeroa Shaw, Elliot Lancaster.</p> <p>2.2 Apologies for lateness: Tina Klay, Simon Craggs, Rima Taua.</p> <p>RC asked if everyone was happy to change the order of the agenda as SC would be arriving later this evening and we can go back to cover off the items where SC would need to talk through. All agreed.</p> <p>2.3 Declaration of interests:</p> <ul style="list-style-type: none"> a) RB is a member of the Old School Building committee and therefore will not be participating in any discussions / decisions around this. b) JA would not be participating in any decision making around the purchase of the tag and testing equipment due to this equipment currently being owned by his employer. <p>2.4 Minutes from previous meeting approved. M. Jonathan Lovatt S. Julian Austin</p> <p>2.5 Matters arising:</p> <ul style="list-style-type: none"> a) SC gave an overview of all of the VOIP proposals / quotes received. There was discussion around this. The Board resolved to: Accept the quote from Kiwilink for \$3626 and engage their services to make the necessary adjustments to move to VOIP for the start of next year. M. Simon Craggs S. Julian Austin. b) Chlorine / hydrochloride shed – deferred to 2018 budget / discussion. c) Cricket pitch was discussed briefly, SF will let Rick know to contact SC to discuss. Agreed to remove from action list. d) RC advised that she was still waiting on some receipts to be provided to be able to sign off the balance of the credit card statements. e) Rental appraisals received for the school houses were discussed. Two further appraisals and quotes for property management services need to be obtained in order to make a decision. The timing of the rent adjustment was discussed. It was suggested that a lawn mowing charge of \$10 per week could be offered to ensure that lawns were maintained and in line with the look of the school. f) The quotes from the external companies to complete property inspections moving forward were discussed. It was agreed that the Board wanted the school (SC) to be the first point of contact for any issues / repairs raised by tenants, the school would then have the option to manage the repairs in-house or engage our contractors if required. g) SC advised the amount covered in the Insurance policy re rental income. h) JA advised the cost to purchase the tag and testing equipment - \$2.5K. It was discussed that this needed to be fit for OAS purpose. JA advised that they would be happy for OAS to trial the equipment. It was agreed that if SC was agreeable and can fit in the budget that everyone was happy to proceed with the purchase if trial was successful. All members were in support of this. JA did not take part in the decision making process. i) SC advised that the Health Education curriculum survey had gone out to parents in the school newsletter. j) SC advised that the Tutor teachers program review was underway, a report to be written up.

	<p>k) SC advised that grants had not been raised for Akaroa and Spirit of NZ. Moving forward this will happen.</p> <p>l) SC advised he had established the wish list for the school for the Fundraising committee, he will send out the link to the committee to share this info. TK gave an update on what the committee was looking to establish and some suggestions about raising funds. There was discussion around the committee and how this would work. SC advised that Hauraki Plains were happy to host the Fundraising committee to share how they have been successful.</p> <p>m) SC presented and talked through a draft of the unit allocation for 2018. There was a discussion around this.</p> <p>n) Stand-down period from swimming after having diarrhea confirmed as being 2 weeks.</p> <p>o) There was a discussion around the inclusion of H&S goals in appraisals. It was decided to remove the wording 'appraisal goal' around H&S and that this should be covered in individual staff members job descriptions where applicable, eg: caretaker.</p> <p>p) SC advised that he could not find any info around the fire brigade attending one drill annually. However confirmed an evacuation plan is however submitted to the fire brigade.</p> <p>q) Confirmation was given that the CYF booklet re abuse reporting procedures had been distributed to staff.</p> <p>r) SC advised that ANZ bank had talked of cash passports as a potential solution to replace staff being given cash cheques for trips.</p> <p>s) SC advised that any co-hort entry changes were on hold at present. There was a discussion around this. It was clarified that this was an 'opt-in' with consultation change, not something the school was required to do.</p> <p>t) SC advised that the OAS 25th Reunion Committee have donated extra money to pay for the entire swimming pool toilet upgrade.</p> <p>u) An update of the status of the 2016 audit was given. There was a discussion around this.</p> <p>v) A discussion took place around the site for the old school building, everyone agreed with the response drafted by SF.</p> <p>w) SC advised that he would be making inquiry at the bus network meeting this week around the possibility of how buses could work around the PD proposal he was working on.</p>
<p>3</p>	<p>Strategic decisions</p> <p>3.1 Policy updates:</p> <p>a) School Van Policy – amendments agreed as follows:</p> <ul style="list-style-type: none"> • The van may be used for private or non-school use if approved by the principal. (This replaces the current statement that does not allow the van to be used for private or non-school use). • Everyone in the van must wear a seatbelt..... (this replaces “Students in the van must wear a seatbelt...”). • The driver must avoid any distractions including but not limited to managing passenger behaviour, eating, using a cellphone, changing the radio station, whilst driving. (This is a new clause). <p>b) Credit card policy – amendments agreed as follows:</p> <ul style="list-style-type: none"> • The user needs to present a GST invoice / receipt. (This replaces “the user needs to present a detailed tax invoice and receipt”).

	<ul style="list-style-type: none"> • The statement must be certified by the card holder and signed off by the Board Chair at the monthly meeting. (“at the monthly meeting” has been added). • “The cardholder must not allow another person to use the card”. (This needs to be deleted and the following added”. The card holder will keep clear records to who uses the card and when (date and time)). <p>c) Carry over - International Student – Fee Paying policy. It was suggested that this be carried over to the next meeting to give everyone a chance to read through it, along with considering the report submitted by Anke.</p> <p>3.2 Policies assured by SC as follows:</p> <ol style="list-style-type: none"> a) International Students. b) Reading Recovery/Literacy Support – SC advised that this requires a report from the SENCO. This had stopped part way through the year. Reporting to be completed and submitted. c) Appointment Procedure. d) Appraisal of Staff. e) Attestation. f) Provisionally Certified Teachers (PCTs) – SC advised that this is processed differently. g) Teacher Certification and Police Vetting. h) SUE (Staff Usage and Expenditure). i) Evacuation Procedure/Emergency Kit – SC said he was not satisfied with the Emergency Kit detail and will be following up with KP with regard to our requirement on this. j) Risk Management. k) Length of School Year. <p>3.3 Policies for Attestation:</p> <ol style="list-style-type: none"> a) International Students – SC advised that this has been completed.
4	<p>Strategic discussions</p> <p>Principal’s report was tabled.</p> <ol style="list-style-type: none"> a) SC advised that every year 11 student had achieved numeracy result, notification had been received that morning. b) RC asked how the timetable review would be communicated to parents. SC advised through school newsletter. c) There was discussion around several points in the Principal report as it was talked through. d) RC advised that the ALim report from Kelly Harlick was phenomenal with some valuable information in there, it was informative and positive. e) There was a discussion around the ERO report and when this is received that any outcomes identified from the report will need to be built into the annual plan. SC also advised he would be tweaking the format of the annual plan. <p>M. Simon Craggs S. Rosemarie Costar</p>
5	<p>Monitoring</p> <p>5.1 Finance report for October 2017 was tabled.</p> <ol style="list-style-type: none"> a) Bank staffing amount was discussed, JA gave an overview of bank staffing to the newer Board members to put context around this.

	<p>b) There was discussion about the impact to the budget on work being completed on the school houses.</p> <p>c) The status of parent donations was discussed. Parents have the ability to claim back 1/3 of the donation and that there was no threshold. There was discussion about the following issues:</p> <p>d) Netball account and transfer of funds.</p> <p>e) International Students (Korean short stay) – payment. School should be paid upfront, that is common practice at other schools.</p> <p>f) There was a discussion around Board member fees. The decision was made to set the Board member meeting fees at: \$70 Board Chair and \$55 for Board members (per meeting), effective 1st January 2018.</p> <p>5.1a Signatories discussion. Resolution passed to update the bank mandate as follows: Board Chair (Rosemarie Costar) be added as a signatory, Vikky Millin to be added as an 'Information Only' and the staff leaving at the end of term 4 who are currently listed as signatories are to be removed as at 15th December 2017. M. Rebecca Bills S. Julian Austin.</p> <p>5.2 Staff Rep report was tabled. There was discussion around:</p> <p>a) Items for management, not governance. b) ALim report c) Bus scanning system</p> <p>M. Rebecca Bills S. Julian Austin</p> <p>5.3 EL talked through items in the student rep report. M. Elliot Lancaster S. Jonathan Lovatt</p> <p>5.4 Maori Report – RS / RT advised that there was nothing to report this meeting.</p> <p>5.5 Health & Safety report received.</p> <p>a) There was discussion around the good feedback that came from the lightning event on 14th November. b) The toilet situation detailed is being handled by SC in the 10YPP, discussions have taken place around this with MB and DD.</p> <p>M. Jonathan Lovatt S. Stewart Foote</p>
6	<p>Inward Correspondence received</p> <p>6.1 The Sir Peter Blake Trust – 2018 Programmes & Experiences. 6.2 NZ Education Gazette, vol 96, number 19 – 30 Oct 17. 6.3 NZ Education Gazette, vol 96, number 20 – 13 Nov 17. 6.4 ANZ Olympic Schools Programme. 6.5 NZSTA news, Oct 2017 – issue 277. M. Rebecca Bills S. Jonathan Lovatt</p>
6A	<p>Outwards Correspondence Nil</p>
7	<p>General Business</p> <p>7.1 Appointment of provider for school house inspection / property management – this was discussed in matters arising. 7.2 CARRY OVER (due to late receipt of report) - International student program: review of 2017 and discussion re 2018. 7.3 The review of BOT attendance fees was discussed in the finance section of the meeting. 7.4 RC advised that she was working on a BOT Planner for 2018 which would also include all financial deadlines. This will be emailed out once completed.</p>

	<p>7.5 BOT meeting minutes to go on website once minuted as approved at the following meeting.</p> <p>7.6 RC advised that NZSTA details around BOT training for 2018 were not out as yet. Once they are RC would like to establish the BOT PD/training for the year. Most sessions are evening sessions to enable as many people as possible to attend.</p> <p>7.7 The \$300 loan request from the Old School Building committee was discussed. It was acknowledged that in previous meetings it was detailed that the Board had approved the request from the committee for a loan of \$3K. This loan had not been called upon to date. There was discussion around this and it was approved by all that the recent request for a loan of \$300 to cover outstanding debt should be gifted by the school to the committee. If further loan requests come through then these can be considered as a loan if the committee requires further assistance.</p> <p>Resolution passed: \$300 to be gifted to the Old School Building Committee.</p> <p>M. Rosemarie Costar S. Simon Craggs</p> <p>7.8 Grant application for Maadi Cup Rowing team discussed.</p> <p>It was resolved by the Onewhero Area School Board of Trustees to apply for funding from “The Southern Trust Foundation” amounting to \$4000.00. This funding is for accommodation in Twizel during the Maadi Cup Rowing Regatta from 15th – 25th March 2018.</p> <p>M. Rosemarie Costar S. Rebecca Bills</p> <p>7.9 Overnight trip proposal discussed and approved for:</p> <ul style="list-style-type: none"> a) L2 Sports Leader students – Trip to Dickies Flat. b) Duke of Edinburgh Scheme – Trip to Hunua ranges. <p>7.10 SC acknowledged and thanked SF for the work he had completed on the school house, saying he had had a look at the house that day and it looked great.</p> <ul style="list-style-type: none"> a) SF advised the last thing to complete was the curtains, there was a discussion around this. It was approved that up to \$2.5K could be spent on installing curtains in this school house. b) It was discussed and agreed that property valuations on the school houses are required for insurance purposes.
8	Meeting closed at 8:17pm
9	<p>In committee</p> <p>9.1 Personnel</p> <p>Karakia read by all.</p>