

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 19 November 2019, 6pm in the Staffroom**

Item no.	Agenda Item:
1	AR welcomed everyone to the final meeting for the year, this was followed by a karakia.
2	<p>Attendance</p> <p>2.1 Present: Aaron Reese, Tina Klay, Rachel Hagan, Shirley Scott, Chris Lees, Rima Taua, Rereokeroa Shaw, Cushla Carey, Owein Greaves, Simon Craggs, Stacey Ingram (minute taker).</p> <p>2.2 Apologies: Jo McIntosh.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – Nil.</p>
3	<p>Administration:</p> <p>3.1 It was advised that there were some additional items to add to the agenda as follows:</p> <ul style="list-style-type: none"> (a) Review and approval of the annual provision of cyclical maintenance. (b) Review and approval of the stock take of the asset register. (c) Review and approval of the Useful Life of Assets 2019. (d) Setting of next Board meeting date. <p>MOVE That the above items be added to the agenda. M. Shirley Scott S. Rachel Hagan</p> <p>3.2 Confirmation of the October minutes – all agreed an accurate record of meeting.</p> <p>RESOLUTION That the October minutes are approved. M. Simon Craggs S. Rachel Hagan</p> <p>3.3 Correspondence - Inwards correspondence:</p> <ul style="list-style-type: none"> (a) NZSTA News – October 2019 (issue 297) (b) NZ Education Gazette, vol 98 number 18 – 28.10.2019 (c) NZ Education Gazette, vol 98 number 19 – 11.11.2019 <p>Outwards correspondence – nil</p> <p>RESOLUTION That inwards correspondence be received. M. Cushla Carey S. Chris Lees</p>
4	<p>Monitoring and Review</p> <p>4.1 School house report – TK updated everyone on the status of the houses and work required identified via the property inspections.</p> <p>4.2 Whanau report – RS gave an in depth overview on activities and actions of the past month, speaking of hui on 5th November to present back to whanau (follow up to previous hui). RS talked of other local schools and their interest in the OAS local curriculum. RS presented to CoL Principals on 14th Nov. SC advised that they were blown away with what was presented and that there is great interest in adopting / adapting by other schools. RS was congratulated for all her work. RS responds that she had good people (Jamie L’Huillier, Rebecca Bills, Simon Craggs and Mere Astle) supporting her.</p> <p>MINUTE: SC thanked Rereokeroa Shaw for all her hard work and hours spent on the project.</p> <p>4.3 (a) October financial reporting. AR reported that it was a consistent forecast, working capital remained the same as previous report, there was not a lot to comment on. AR advised that the finance committee had recently met with the accountant re end of year and budget for 2020.</p> <p>RESOLUTION That the October 2019 financial reporting be accepted. M. Owein Greaves S. Cushla Carey.</p> <p>(b) OAS 2020 budget – There was a discussion around this. SC advised that he had been conservative with income amount and that there was a fairly high chance that it will be higher. That there were a number of International Student groups confirmed however it was highly likely that there would be others confirmed later – therefore International Student income should increase. SC confirmed that roll numbers / income had been based off MOE projections as these are guaranteed. TK asked SC if he was confident that we can manage, SC responds that it is a break even budget – that there is no excess budget to spend. TK asked how long it would take to build up working capital, AR advised realistically probably 2 to 3 years and talked through this. There was a brief discussion around the property subdivision at Onewhero and the potential effect to the school roll with increase of housing. There was a discussion around teacher aide</p>

funding and the sources this comes from along with bulk grant. AR advised that RB has done great work with obtaining funding where possible. There was a discussion around the spend/budget related to teacher aides and how this compares to other schools. There were a couple of ledgers that were underspent for 2019 queried and why that amount had been budgeted for if the funds weren't required, SC gave context around this.

AR asked if any members had any questions regarding the final version of the budget which had been distributed to everyone. There were none.

RESOLUTION That the final version of the OAS 2020 Budget be approved. M. Cushla Carey S. Rachel Hagan.

4.4 Policies for Assurance by Principal.

- (a) Teacher certification and police vetting – SC assured policy.
- (b) Length of School Year – this was assured, SC advised that there will need to be amendments made to the teacher only days originally scheduled to be in line with new Collective Agreement requirements. It affects dates in term 3 and 4. There was a discussion around the day school had been closed earlier in the year due to power outage.
- (c) SUE – SC assured and talked through process which ensures the school is compliant.
- (d) Evacuation Procedure/Emergency Kit – policy compliance assured.
- (e) Risk Management – SC highlighted that the board had highlighted changes to be made to this policy around hazard identification methods not being reflective of current practice however this wording had not changed in School Docs and needed to be addressed.

4.5 Health & Safety reporting was tabled and SC asked if anyone had any questions. There was a discussion around the need for the caretaker's area to be fenced off and clarification around the budget which this would fall under given.

SC advised that there had been a school walk around to try and help identify items to work through and improve which would have an effect on the safe 365 index % which is currently sitting at 50%.

Questions were asked around the injury and incident report. SC advised that there had been a nasty head injury and that the parent had asked to review the actions taken by the school. SC advised that OAS had followed all of the policy requirements. The school had been questioned why an ambulance was not called and SC talked through this. SC spoke of the broken arm that happened at athletics day, advising that the Sports department were currently reviewing high jump procedures and that he would be checking with the teacher in charge of sport on Friday when he meets with the Sports department.

It was highlighted that the school grounds were looking dirty and SC was asked about the rubbish and litter throughout the school. SC talked through the process of how litter is collected. AR advised that the school needs to have the stance that it is not acceptable to litter and SLT to set the expectation around this so it is very clear that this is not tolerated.

RESOLUTION That the Health & Safety reporting be received. M. Chris Lees S. Tina Klay

4.6 Overnight & potentially hazardous activities / trip proposals were presented as follows:

- (a) Yr 10 camp – Cycle trip (Hauraki rail trail) from 03/12/2019 to 06/12/2019. Submitted by Kiri Pengelly.
- (b) Yr 9 camp – Moto moana camp from 03/12/2019 to 06/12/2019. Submitted by Jamie L'Huillier.
- (c) Kapa Haka trip to Cape Reinga from 15/12/2019 to 18/12/2019. Submitted by Kramer Ronaki.

AR asked what the recommendation to the Board from the Health & Safety committee was after reviewing the above. SC advised that the H&S committee had talked through, that all 3 had been reviewed at the meeting, along with risk and risk assessment and that the recommendation was to approve the trips. CL advised that this was not his recollection of the meeting and that there had been queries raised relating to a trip to be covered off, approval had not been given. CL

continued that some details had been talked through by JL however no RAMs had been presented at the meeting to cover off in full in order to make an informed recommendation. There was discussion around the H&S meeting and the new process in which had been established by the board around approval of overnight and potentially hazardous activities. It was agreed that full documentation including RAMs were to be provided in order for a recommendation to be made.

RESOLUTION: If the Board receive a recommendation from CL and JM that the above 3 trips are approved after they have reviewed the required documentation then the Board approve the trips to proceed. Until the Board receive this recommendation these trips are not approved. M. Owein Greaves S. Chris Lees

4.7 Action list from October meeting.

- (a) SI confirmed that the Local Curriculum hui meeting detail for November had been distributed to Board members.
- (b) SC gave an update on the 'Careers' and 'Photocopying' financials having clarified status with VM about these 2 areas of concern.
- (c) SC confirmed that a review of the safe operating procedures would take place to ensure specifics for vehicle use (including quad bike) were well covered.
- (d) SC confirmed he had promoted hazard identification methods in the newsletter, along with advice around students not walking through staff carpark due the risk in doing so.
- (e) SC advised that there was no cap to users for the Safe 365 system.
- (f) SC advised that he has completed the draft Health Education curriculum statement for 2020 - 2021 in preparation for community consultation.
- (g) TK, AR & CL confirmed they had met to go through the staff survey results to pull together common themes.
- (h) SC advised that he had spoken to JL re loading school activity in the calendar for the start of the year. JL had confirmed he was fine to do this and had done for this year.
- (i) SC confirmed that he would be addressing the communication issues with the Sports department when they meet on Friday and outlining the expectation moving forward. SC added that he had some ideas on how to change a few things to take away from the sports department and put on to parents, this should create space for better communication from the department moving forward.
- (j) SC confirmed that the interview template had been amended to add a question around willingness to be involved in activities outside of the classroom and what might be of appeal to the candidate.
- (k) SC confirmed that he has started to share stories to give reassurance around student learnings through play based learning and student agency.
- (l) Bek Galloway report on play based learning and student agency was discussed. The Board had wanted to understand how it was implemented and working within school. A question was raised regarding the 'aim' being based around student wellbeing only and where was the educational achievement focus. SC talked through that it was a misconception, the programs were more about developing the ability to learn and that it fits in to both, it gives students choice, it improves their understanding of how they learn. TK noted that it talked of the wellbeing part but doesn't mention the learning aspect. There was a discussion around the format of the report, CL saying that the report did not have a clear statement with real interpretation of whether current status was good or bad and no measurable outcomes to help identify this. AR noted that the overview indicated that there was real inconsistency and asked around rollout of programs to staff. SC responded that some teachers had interpreted in their own way. There was a discussion around the professional development and that this should have been done earlier, AR stating that the Board's expectation was that there was guidance for staff to ensure that they are all singing from the same song sheet. SC talked of the

teacher observations of each other, AR questioned if this was being documented. TK asked if SC felt that the teachers in the junior school could articulate the model and approach, SC responded that we would find some variability but there was more consistency this year than last year. TK asked what supports were there to reduce this variability.

There was a discussion around the need for cohesiveness through schooling and talked around this, and how do we ensure this happens, how do you ensure so the teacher knows and can carry on the learning journey effectively. SC responds that the conversations are happening, they are just not written down at present. There was a discussion around the need for documenting more. AR referred to the implementation of play based learning and student agency, saying that this should have been done before the journey was started. SC responded that you don't always know. AR highlighted the importance of having a plan and then modifying as you learn. SC talked about the initial plan and how this changed and then Bek Galloway was brought in. It was noted that the plan in the report for 2020 lacked important information - ie: timeframes for any of the activity, when was this being actioned, what were the expected outcomes for each of the actions – what will be achieved, how will it be reported on etc. The Board would like to understand this.

It was highlighted that there had been concerns from parents about these programs. TK adding that there had been no real pathway of where we are headed and where we want to get to communicated which didn't help. TK asked SC when he would be able to share key outcomes and what this looks like. SC responds that it's a long process, that he couldn't say a definite timeline but suggested the end of next year that there would be a lot more documentation in place. TK highlighted that it was important for the Board to understand key outcomes and deliverables of outcomes. And that a documented plan helps to show progression through key milestones. AR highlights that writing goals for initiatives were imperative – we wouldn't operate without some written component and this applies to teaching staff.

It was said as a Board that they needed to understand expected outcomes from details in the annual plan, so they are clear on what is an outcome of the action, which all relates back to and comes down from the strategic plan set by the Board.

CL asked whilst JL is still developing the local curriculum what were we running with, SC advised national standards. SC talked of the last visit from ERO 2 years ago and that we had been asked to show our local curriculum and that we didn't have anything to show. They had also identified student agency and understanding student pathway as being a gap in understanding.

AR reinforced that there should be more documented when a change of this magnitude happens. AR continues that the Board can't get involved in the 'how' but they wanted to know so they have some comfort that these changes are affecting student achievement in a positive way, so understanding the outcomes assists with this.

TK makes reference to a comment that SC made that they just didn't implement 'willy nilly' – TK continued that the point was that parents were still confused because they haven't been told the story and as a Board they didn't even understand – there does not appear to be a lot of structure to this. It was agreed that measurables needed to be put in place / updated along with expected outcomes for these programs. That it was an expectation moving forward that all big decisions, initiatives and changes must have a plan and structure to them to ensure they are implemented well. They should be executed as well as they possibly can from the start of implementation to ensure the best possible outcomes for students.

(m) SC confirmed that the mobile phone policy had been well implemented. SLT had communicated the mobile phone policy across all channels (eg: website, Facebook, class

dojo, newsletter, kamar notice). SC advised that there had been a question that had come up regarding the wording indicating that phones could not be used during school hours and where students were therefore using before school. SC commented that this had caused confusion, that it needed to be more specific as kids are good at finding loop holes. AR expressed disappointment that this needed to be clarified as the intention was made very clear with all involved when policy was discussed and set. There was a discussion around this and the intention of putting this policy in place. Wording was discussed and it was agreed to amend the words 'during school hours' to be 'any time before 3pm' to clarify for anyone confused. **MINUTE:** OAS Mobile phone policy (years 0 to 10 section) to be updated to read 'If a student is observed with a mobile phone any time before 3pm, the phone will be confiscated and the student must hand it to the staff member immediately when asked'. M. Aaron Reese S. Tina Klay
 AR asked SC to ensure this was communicated to SLT and staff asap. TK highlighted that this needed be communicated to the school community as per comms plan and should go in very first newsletter for 2020.

- (n) SC confirmed that there had been a boost to the health & safety budget for 2020.
- (o) SC advised that he would not be proceeding with the trial PLD proposal in 2020 which involved an early finish one day a week. SC said this was based on reflection after the last Board meeting and where the school was at with parent feedback. Instead they will do a trial after school and see if this is worth proceeding with this model.
- (p) SC confirmed that KF had was aware of what needed to be done around the compliance check of swimming pool before the pool is open for the season. SC advised he would be following up with KF to ensure this was all completed.

4.8 General

- (a) Proposed OAS Strategic goals for 2020-2022 were discussed. AR gave an overview of the document and how it all flowed back to the Strategic Planning day ideas where parent, staff and student feedback were all taken on board. From here SC is to set the annual plan advising how they will achieve the strategic goals / priorities set by the Board. There was a discussion around progressing with a new vision statement and volunteers called for to form a group to work with SLT to come up with draft concepts.
RESOLUTION: That the proposed OAS Strategic goals be approved. M. Tina Klay S. Chris Lees
- (b) **RESOLUTION:** That an application be made to The Trusts Community Foundation for a grant of \$5000 inc GST, for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020 (accommodation 26th March to 5th April 2020). M. Simon Craggs S. Tina Klay
- (c) **RESOLUTION:** That an application be made to Pub Charity Limited for a grant of \$5000 inc GST), for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020 (accommodation 26th March to 5th April 2020). M. Simon Craggs S. Rachel Hagan
- (d) **RESOLUTION:** That an application be made to Grassroots Trusts for a grant of \$5000 inc GST), for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020 (accommodation 26th March to 5th April 2020). M. Simon Craggs S. Owein Greaves
- (e) **RESOLUTION:** That an application be made to The Southern Trust for a grant of \$5000 inc GST, for accommodation costs for the school rowing team competing in the Maadi Cup in March 2020 (accommodation 26th March to 5th April 2020). The Board authorise Stacey Ingram and Simon Craggs to apply on behalf of Onewhero Area School. M. Rachel Hagan S. Simon Craggs
- (e) The annual provision of cyclical maintenance was reviewed. SC advised that he had checked this with the school's property consultant to ensure correct information.
RESOLUTION: That the annual provision of cyclical maintenance presented is approved.

	<p>M. Aaron Reese S. Simon Craggs.</p> <p>(f) The stock take of the asset register was reviewed. SC advised that with the change of accountant the maintenance of the register had improved significantly. RESOLUTION: That the stock take of the asset register presented is approved. M. Tina Klay S. Chris Lees</p> <p>(g) The Useful Life of Assets 2019 was reviewed. RESOLUTION: That the Useful Life of Assets 2019 presented is approved. M. Rachel Hagan S. Simon Craggs.</p> <p>(h) AR gave an overview of the intention around 2020 board meetings and dates and that he and SI were working through this. Meantime AR proposed to meet 6pm, 28th January (extraordinary meeting) to review the draft annual plan, so this element along with the vision is completed before the school year starts. At this meeting the officers would be set, board meeting dates confirmed, with the main focus being on the annual plan. All agreed and meeting day and time was confirmed.</p>
5	<p>Strategic decisions</p> <p>Policy for review: Sun Protection. There was a brief discussion around who provided sunscreen during PE or lessons that involved being outside during summer period. It was clarified that the school did not provide this, that in general sunblock was provided by parents for their children's own use however the office did have sunscreen as an emergency backup. There were no further questions and no changes to the existing policy identified.</p>
6	<p>Strategic discussions</p> <p>Principal's report was tabled. AR asked SC to cover off anything at risk of not being completed as planned. SC advised that there was nothing that had not already been discussed previously. OG asked SC if he had met with his SLT team to cover off the staff feedback/themes from the staff survey. SC responded that he hadn't however they had a meeting/day coming up and that it would be part of that meeting. SC continued, however since the Strategic Planning day they had debriefed and put it in to perspective and were fine with it.</p> <p>SC advised that they were formalising a structured program for whanau time. That this will be completed at a TOD. SC talked through the past tutor teacher model versus the new proposed model they were looking to move to. There was a discussion around this and that this would provide students with someone to connect with and be the main point of contact for parents. AR advised that there had been feedback from parents around not being informed by staff about incidents that have been entered in to kamar, that there has been no notification home. SC advised that this should be happening. SC continues that parents can say that however he has seen consistency that this happens and that the culture was changing. There was further discussion around behavior and contacting parents, communicating what is happening at school. That there was a need to set the expectation of who is doing what / reporting to parents. A question was raised around the Wellbeing action 'Seek staff, student, whanau and community voice via hui and survey' and the lack of progression of this action reported for both term 3 and 4. SC advised he would look in to this.</p> <p>There was a discussion around the massive improvements identified in the years 3-10 PAT's results for English, Mathematics and Science reported on. The results were phenomenal. It was asked if the Board could get an achievement data end of year report.</p> <p>SC talked about the recent activities in regard to the creation of Te Marautanga o Puaha o Waikato, advising what a success this has been and a real positive to share.</p>
7	<p>In committee and Personnel – 8:45pm to 9:35pm</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	Meeting closure: 8.1 Topics for school newsletter reporting – agreed Strategic goals (plus priorities to give parents context around goals). 8.2 Call for agenda items for next meeting - nil Karakia – meeting closed at 9:40pm.
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