

Onewhero Area School Board of Trustees
Minutes from the extraordinary meeting held Monday 11th December 2017 @
6pm in the school staffroom.

Item no.	
1	<p>Karakia led by RS.</p> <p>Present: Rosemarie Costar, Aaron Reese, Rebecca Bills, Jonelle Hewitt, Stewart Foote, Rereokeroa Shaw, Elliot Lancaster, Natalie Smith. Apologies: Tina Klay, Simon Craggs, Rima Taua, Jo McIntosh.</p> <p>RC welcomed the new Board members and made introductions.</p>
2	<p>General Business</p> <p>(a) RC advised that the Board needed to finalise the 2018 Draft budget at this point, then adopt a finalised budget at the Feb 2018 meeting. At present it was showing as a deficit budget however more information was required to complete the budget. SC obtaining all of the info needed for the budget, advising that work would normally commence on the draft budget in term 2 of each year however SC had started at OAS part way into term 3. It was moved that the 2018 draft budget be approved. M. Rereokeroa Shaw S. Natalie Smith There was a request from AR for the following minute to be added: It is not the intention of the OAS Board for this budget to remain in deficit.</p> <p>(b) 2016 Audit documentation was tabled. This was approved and signed off as submitted. M. Rebecca Bills S. Stewart Foote. There was a discussion around the delay of receiving this and it was highlighted that the end of year visit from the auditor for the 2017 should have been completed. Action: SC to follow up with Deloitte's.</p> <p>(c) RC gave an overview of what was discussed at the November meeting with regard to rent reviews and property management. SC does not wish to do house inspections. RC presented the additional quotes that were requested as SF felt that the rates initially quoted were low. RC also spoke of teachers entitlement to 25% discount off the market rate. There was discussion to determine the rental amounts, it was decided to draw an average of the rental quotes and attach the quotes so the tenants understood how the amounts had been determined. The following was agreed to:</p> <ul style="list-style-type: none"> • Rent for 65 Parsons Road to be increased to \$370 per week as at 1st March 2018. The legislative 25% off for teachers to be taken off this amount. • Rent for newly refurbished 67 Parsons Road to be set at \$395 for new tenant. The legislative 25% off for teachers to be taken off this amount. <p>Resolution: That Credit Control be engaged to conduct 3 monthly inspections at a cost of \$50 per inspection for the next 12 months. Aaron Reese is appointed at the School House property liaison person and that a rent and property maintenance report be supplied to the Board monthly and reviewed at Board meetings. The above to be in place for a 12 month period at which time it will be reviewed. M. Rebecca Bills S. Natalie Smith</p>

	<p>RC thanked AR for volunteering to take on the property management services aspect. RC asked for it to be noted that she wished to vote against keeping property management within the school as based on previous experiences she did not believe that this was in the best interest of the school and felt that an external service provider should be engaged to keep this separate from school management.</p> <p>(d) There was a discussion around SC’s proposal to amend the charter goal structure which had been emailed out prior to the meeting. SC’s proposed changes were accepted.</p> <p>(e) RC advised that the ERO report had been received. There was opportunity to dispute or accept, clarifying that errors of fact are the only thing that can be disputed. RC read through the recommendations. It was agreed that the report be emailed to all Board members who are then to review document and come back to RC in the next day or so if there were any questions. If there were no errors of fact to dispute RC would then accept the draft report.</p> <p>(f) There was a discussion around setting dates for 2018 BOT meetings. It was agreed meeting day to continue being Tuesdays. Action: SI to prepare the meeting schedule for 2018 and distribute. RC gave a summary of items that need to be covered in the first meeting of the year, also talking through sub-committees and how these work. RC asked everyone to have a think about what they might like to get involved in. Action: RC to email out governance manual to new members.</p> <p>(g) RC read through the overnight trip proposal from Kramer Ronaki for Kapa Haka roopu. There was discussion around this with all agreeing that this trip be approved. RC signed documentation.</p> <p>(h) SF asked around the DP recruitment and the school house on hall road and when this would be vacant. There was a brief discussion around this.</p>
<p>3</p>	<p>Meeting closed at 7:20pm.</p> <p>Karakia led by RS. Action: SI to email out karakia to new Board members.</p> <p>RC gave detail of OAS prize giving and Board involvement.</p>