

**ONEWHEREO AREA SCHOOL BOARD OF TRUSTEES**  
**Minutes of the meeting held Tuesday 22 March 2016 at 5:30pm**  
**In the staff room at Onewhero Area School**

No.	Minutes:	Action:
<p><b>1.</b> <b>Welcome</b></p>	<p>Rosemarie welcomed everybody. Karakia by Rereokeroa.</p> <p>Six students made presentations that were in line with conditions set as a result of a recent disciplinary process. Discussions with each student at the end of their presentation took place around how they were now feeling about what they had done and the consequences of their actions to all involved. Students and parents farewelled.</p>	
<p><b>2.</b> <b>Meeting Protocol</b></p>	<p><b>2.1 Present:</b> Rosemarie Costar (Chairperson), Greg Fenton, Rebecca Bills (Staff Rep), Rereokeroa Shaw, Greg Shortt, Koren Hopoi, Julian Austin, Stacey Ingram (Minute taker).</p> <p><b>2.2 Apologies:</b> Jonathan Lovatt, Hannah Ross (Student Rep), Florence Lussi, Rima Taua.</p> <p><b>2.3 Minutes from the previous meeting were unavailable.</b> At present unable to locate with the personnel change in Minute Taker. All attempts would be made to recover the minutes. Will need to source somebody to translate from short hand if we are able to recover.</p> <p><b>2.4 Matters arising from previous meeting:</b> Nil.</p> <p><b>2.5 Declaration of interests:</b> Nil</p>	
<p><b>3.</b> <b>Strategic decisions</b></p>	<p><b>3.1 Review of Policies</b>  <b>Alcohol, drugs and other harmful substances:</b>            Raised that breaches of this policy only talked about students and staff members breaching policy. If a staff member breaches then this is referred to the Principal. Currently no procedure for if a Principal breaches.            Agreed for clarity and to complete the procedures in this policy, an addition is required; if an issue arises with a Principal this is then referred to BOT.            Action required: RB to arrange amendment.</p> <p>Group discussion around bag / property checks (which falls under the Search &amp; Seizure policy) and the need to have this linked to the Alcohol, Drugs and other harmful substances policy.            Action required:            1. KH to address.            2. RB to email school docs with requirement.            The Stand-down / Suspension exclusion policy was also discussed.</p>	

Policy talks about students under 16 but not over. Discussion around if we exclude someone over 16 it is still deemed as exclusion. Under 16s we are compelled to find the student another school to go to, over 16 we are no longer obligated to refer them on to another school.

Action required:

1. RB to investigate and come back to BOT around response from School Docs.
2. Then BOT to consider if policy requires an addition to clarify over 16 exclusion and determine action required.

Another question was raised in relation to the Stand-down / Suspension policy; when a student is stood down for 5 days in a school term or 10 school days over a year this results in the student going before the Board. Policy doesn't clarify what happens when a student comes before the Board again when they have already been stood down a couple of times previously. Agreed that amendment to policy required to say; should a student reach this level of stand downs it becomes an automatic in front of board requirement.

Action required:

1. RB to email School Docs and clarify / amend.

Short discussion followed around communication to students when approaching this level of stand downs.

**Swimming pool use policy:**

Noted the requirement to display policy at the pool gate, currently there is no sign. Agreed sign needs to be installed.

Action required:

1. Sign to be made and installed.

**Next policies for review in April are: (1) Health & Safety and (2) Emergency Planning.**

Agreed to review these individually and then come back to group with any feedback. Access to view these policies in advance is via School Docs, on school website. Login – Onewhero Password – 108

Action required:

1. SI to include in April BOT meeting agenda.

H&S committee is Yanni Zwarts, Hemi Aldworth, Anika Pickard. Committee to be involved with review. Greg Shortt to join the H&S committee as the BOT representative and Darren Mann to be SLT representative. Emphasis that it is important that all staff participate in H&S, there is no opting out for anyone. Discussed existing practices in school and the H&S one pager AP distributed to staff at the beginning of the year. Noted that under new law BOT need to monitor and measure health & safety (accidents, hazards and near misses). These need to be viewed and discussed at every Board meeting.

	<p>Outcome of discussion; to establish and introduce a care card system at OAS. Simple easy system, care cards business card size, and readily available everywhere for all to fill in as soon as something has happened or a near miss or potential hazard identified. These cards can then be shared with the BOT on a monthly basis.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. H&amp;S committee meetings to be made prior to monthly Board meeting so reporting can be feed back to the Board in a timely manner.</li> <li>2. More detail required in the H&amp;S report submitted to the Board. GS will redesign current report and provide to YZ to use as the reporting template moving forward.</li> <li>3. H&amp;S to be covered in staff induction program by YZ. New employee to sign to say they have read and fully understand the H&amp;S policy and procedures of the OAS health and safety system.</li> <li>4. Everyone needs to be using appropriate safety gear at all times for their role. Examples given; if you are mowing the lawns you are using ear muffs, suitable footwear, and wearing a sun hat. If you are using a weed eater you have all the appropriate gear required to be safe.</li> <li>5. Care cards to be developed and system introduced and established.</li> </ol> <p>Agreed to have an H&amp;S email address for staff, students and members of the community to send any potential hazards identified. Email address agreed as being 'hazards@onewhero.school.nz'. These emails to feed in direct to YZ to ensure email is acknowledged with the action taken.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. KH to talk to CO about set up of email.</li> <li>2. Once email set up / tested, publicise detail in OAS newsletter to ensure community awareness.</li> <li>3. Bottom of care cards to have this email address detailed when designing.</li> <li>4. A hazard priority system to be established. GS to provide frame work when revising H&amp;S report template.</li> </ol>	
<p><b>4. Strategic discussions</b></p>	<p>Principal's report</p> <p><b>4.1 Strategic goal</b></p> <p>Provided an update on the Charter Review and the meeting held earlier that day and next steps. Discussion took place around the work completed last year with the community around our vision. Motto and values still need to be addressed with the community and a decision made around if we need to include a mission statement. Need to have all dialogue around this. Need to set the questions for gathering community feedback.</p> <p>Agreed parent interviews on 1 April 2016 was a good place to start asking the questions and gaining feedback. KR will also be visiting 7 local maraes to gain parent / whanau feedback.</p>	

	<p>Noted the importance of this document and the need for it to be driven. Request put forward for BOT subcommittee and chairperson to be appointed to drive the Charter Review.</p> <p>Subcommittee to update the wider Board for approval. Discussion around work load and over loading of some individuals took place.</p> <p>Confirmed first meeting for Charter Review subcommittee – Wed (30/03/2016) 10am, at school. BOT representatives for this subcommittee confirmed as: RC (chairperson), RS, GF and HR. BOT Student Rep to be involved.</p> <p>Actions required:</p> <ol style="list-style-type: none"> <li>1. HR to be made aware of meeting and the requirement for her involvement.</li> <li>2. Agenda items for meeting: Questions to be decided upon, how we get data, what we are going to do with data once we have, who will do analysis.</li> </ol> <p>M: Greg F. Second: Greg S.</p> <p><b>4.2 Personnel</b> Give notice and ratify the appointment of Stacey Ingram to permanent staff. Spoke around the process / steps taken for the recruitment of a third office person.</p>	
<p><b>5. Monitoring</b></p>	<p><b>5.1 Finance report</b> Discussion around some expenditure being higher than expected, could be reversed due to accruals from last year. Example given where nothing showing in Feb, all spent in Jan. Edtech were unable to complete the report they normally do in time for this Board meeting. This report summarises budget expenditure and income and shows % over etc. Due to summary not being available group agreement to hold over.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. SI to include Feb budget review in the April agenda.</li> </ol> <p>Discussion took place around Finance portfolio responsibility, timing of when Edtech supply report moving forward and the need for distribution of prior to the meeting so BOT Finance subcommittee (RC, JL, JA) have the time to review and opportunity clarify anything prior to the Board meeting.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. SI to speak to Edtech to ensure the summary report is sent through as per Board requirement (needs to be received for distribution 7 / 8 days into the new month).</li> <li>2. BOT sub-committee to undertake spot checks every month and be prepared to answer questions relating to the report presented.</li> <li>3. Need to set some KPI's at April meeting which can be monitored through the year. All BOT to participate.</li> </ol>	

## 5.2 Staff report

Item talked to in this report was around the John Parsons workshop for staff, and how John expressed that staff should know about policies that are relevant to them. Talked about the real life examples John Parsons had spoken about to show the relevance and need for all staff to understand policy.

Discussion took place around staff using School Docs to access policies and being aware of policy. Feedback in general was that until staff needed to find a policy that School Docs was not widely used. Agreed / noted purpose of having on School Docs was to save printing. It was reiterated the importance of policy and the need for all staff to be familiar with and follow process. Discussion around when policy and procedures are in place but are not followed what action is then taken with the staff member.

Clarity of process for staff involvement when reviewing policy is:

- Staff are aware we review 2 policies per month.
- All staff are a part of that review process. Staff have an opportunity to give feedback before BOT ratification.
- School Docs is the site where staff access the policy for review
- New employees to the school will be told about School Docs (and above 3 steps) as part of their induction program.
- Any feedback from staff around policy being reviewed that month is given to BOT Staff Representative or Committee (Eg H&S) in time for the next BOT meeting when the review takes place.

H&S policy coming up for review, no opting out for anyone, everyone has to participate, no exception! If staff see something that is a hazard, they must follow process. Confirmation of H&S legislation change due 4 April.

Action required:

1. H&S Committee (GS, YZ, AP, HA, DM) plus GF to meet prior to the next Board meeting 12 April 2016. GF to sit in on this meeting to confirm if what is being discussed is manageable in a school environment.
2. GS to advise GF once meeting is scheduled.
3. H&S Committee to then go out to all staff for comment on policy.
4. H&S Committee to work through checklist to cover all elements.
5. H&S Committee report back to Board at April BOT meeting.

Noted under the child protection policy it states that we train staff to recognise symptoms of child abuse. This training needs to take place. In addition to this it was agreed that training should be provided on the symptoms of drug use and what to look for. Agreed this information would also be beneficial to parents.

Action required:

1. Staff to receive training on symptoms of child abuse and drug use.
2. Hold a parental information evening about drug and alcohol use.

	<p><b>5.3 Student Rep Report.</b> All confirmed student report read.</p> <p><b>5.4 Maori Report.</b> RS tabled her report. An overview on the Matariki Maori Achievement awards initiative was given. Run from Matariki to Matariki. Talked through how it works and the selection criteria for students. Request for Board to ratify that RS chairs the meeting on 11<sup>th</sup> April. RS happy to chair on behalf of BOT. Ratify annual budget of \$2500, discussion around what funds would be used for took place BOT make an allowance of \$2500 for this financial year for celebrating success of Maori achievement awards to be led by RS. M. Rosemarie S. Julian</p> <p>OAS awards scheduled to run Thur 30<sup>th</sup> June at Marae in Tuakau. 3 Month time frame. Action required:</p> <ol style="list-style-type: none"> <li>1. RS to work with teachers to identify nominees - 5 students per year level (4 receive certificates / 1 receives a trophy supplied from a local Marae). Week 5 of term 2 suggested as cut off for nominees.</li> <li>2. RS to approach maraes for toanga (trophies). Ideally each local Marae to supply a toanga / trophy.</li> <li>3. RS to update progress made at each Board meeting.</li> </ol> <p><b>5.5 Health &amp; Safety Report</b> Went through earlier in meeting when discussing policy.</p>	
<p><b>6. Inward Correspondence</b></p>	<p><b>6.1 NZSTA – A Parents’ Guide to the Role of BOT.</b> Copies to be kept on hand with printed copies of the BOT hand book in preparation for upcoming elections for any parents who are interested.</p> <p><b>6.2 STA News</b></p> <p><b>6.3 NZSTA – AGM notice.</b> Discussion around OAS Rep being sent to previous AGMs took place, along with budget query. Action required:</p> <ol style="list-style-type: none"> <li>1. RC to read through and come back to the BOT.</li> </ol> <p><b>6.4 PPTA / NZEI – H&amp;S letter.</b> PPTS Work Safe Course. Action required:</p> <ol style="list-style-type: none"> <li>1. Two delegates from H&amp;S Committee to attend – YZ and AP.</li> </ol> <p><b>6.5 NZ Education Gazette</b></p> <p><b>6.6 Letter from Heart Foundation – Autumn 2016</b></p>	

	<p><b>6.7</b> Petition from Jane Stehr – Re AKL Regional Dental Service.  Communication from Jane Stehr read regarding the letter and petition she has put together and sent to AKL Regional Dental Service about the discontinuation of the transportable dental unit coming to OAS. Group discussion about the negative affect of this change to students and families in our community. Plus the lack of communication from AKL Regional Dental Service around the change.</p> <p>Action:</p> <ol style="list-style-type: none"> <li>1. A letter to be sent to Jane from the BOT acknowledging and fully supporting the letter / petition.</li> <li>2. GF and RC to meet with AK Regional Dental Service to discuss.</li> <li>3. Jane Stehr to be invited to the above meeting as a parent representative.</li> </ol>	
<p><b>6A. Outwards Correspondence</b></p>	<p><b>6A.1</b> Waikato District Council – Defibrillator correspondence.  Action required:</p> <ol style="list-style-type: none"> <li>1. New thank you letter to be addressed and sent to Onewhero – Tuakau Community board who approved the funds.</li> </ol>	
<p><b>7. General Business</b></p>	<p><b>7.1</b> Drug education for students and parents.  Group discussion around the school undertaking drug education for students and parents, what this could look like, possible venues to consider to ensure wider community involvement. Talked through what potential external agencies could assist and using these agencies to put together a panel of presenters to cover all aspects on this topic. Discussed paying for this type of education and where these funds could come from.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. RC, RB and KH (and any other BOT member who wants to be involved) to work together on a proposal to be emailed to the rest of the BOT prior to the next Board meeting.</li> <li>2. Involve School Counsellor for external agency contacts and information.</li> </ol> <p><b>7.2</b> Standard form required to consent to conduct random bag checks.  Through disciplinary meetings it's become clear that a standard form is required for parent consent to conduct random property checks as part of the student's disciplinary conditions.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. SI to produce a consent form for BOT approval.</li> </ol> <p><b>7.3</b> Discussion around ongoing drug issues (year 10 students). Do we consider doing things differently to achieve a different result? Talked about different camp style options that were available and the effectiveness this type of activity can have on individuals. Potential to run a trial identifying students who are at risk and sending them on this type of activity. Group decision to defer this discussion until June 2016.</p> <p>Action required:</p> <ol style="list-style-type: none"> <li>1. SI to include in June agenda to revisit discussion.</li> </ol>	

**7.4 Health & Safety – use of safety equipment with mowing of fields.**  
Talked to this earlier in meeting. Group then went on to discuss the access to technology equipment during break time (eg: drill, hammers etc). No student access to this equipment outside of supervised class time.

Action required:

1. SLT to address with staff.

**7.5 Unattended students on the school grounds during class time.**

Action required:

1. SLT to address with staff.

**7.6 South Franklin Bus network.**

An in depth discussion took place around the history of the South Franklin Bus network. Agreed that due to the complexity and detail involved around this topic, that discussion continues outside of this meeting.

Action required:

1. GF, RC and JA to meet to discuss further and look at scenarios and come back to the BOT.
2. Constitution due to be signed by the end of term 1. A letter to be sent in response to say we are currently reviewing at present.

Whilst discussing buses and current service the BOT was told of the scenario that happened last Friday (18/03/2016) with one particular bus route whereby some students were not delivered home to their normal bus stop on this day.

Action required:

1. In addition to the school's action a formal complaint to be sent from BOT to the bus company.
2. All families of the students affected to be identified and letter sent to all families involved to say that this matter is being taken extremely seriously and action is being taken.

**7.7 School fundraising.**

Talked through past fundraising procedures and efforts. All events we are hosting or sending students to this year is a sizeable amount. Proposed the idea of having an external marketing person that promotes OAS and co-ordinates fundraising on our behalf to cast the net wider than our own community for funding. There would still be a parent contribution requirement for events however this initiative would assist in keeping costs down for families. Staff would still run activities like car washes etc. however it would reduce the amount of activities having to be done in a year by teachers and the assistance required from the community. This is something other schools are doing. An indication of a job description / model was handed out at meeting.

Action required:

1. BOT would like to see more of a business case put together around this.



	2. Discuss as matters arising at next BOT meeting. SI to include on April agenda.	
<b>8. Meeting closure</b>	Meeting closed at 9:05pm	
<b>9</b>	<b>In committee</b>	