

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes of the meeting held Tuesday 12 April 2016 at 6pm
In the staff room at Onewhero Area School

No.	Minutes:	Action:
1. Welcome	Rosemarie welcomed everybody. Karakia by Rima Taua.	
2. Meeting Protocol	<p>2.1 Present: Rosemarie Costar (Chairperson), Greg Fenton, Rebecca Bills (Staff Rep), Rereokeroa Shaw, Koren Hopoi, Julian Austin, Stacey Ingram (Minute taker), Jonathan Lovatt, Hannah Ross (Student Rep), Florence Lussi, Rima Taua.</p> <p>2.2 Apologies: Greg Shortt</p> <p>2.3 Minutes from previous meeting approved. M. Rebecca Bills S. Julian Austin</p> <p>2.4 Matters arising from previous meeting: RC read through action points from last meeting.</p> <ul style="list-style-type: none"> • RB confirmed amendments to the policies had been made as per agreed changes from previous meeting. • Consent form to conduct bag searches was read out. The last sentence to be removed to make this a request. An additional note referring parents to the Surrender and Retention policy on School Docs to be made. Copies of consent form to have the Surrender and Retention policy attached ready for when required. Action required: SI to action the amendments and printing / filing in preparation. • Review of Edtech finance reporting – SI gave an overview of the agreement now in place with Edtech to ensure reports are sent through in time for the subcommittee to review / question prior to the Board meeting. • Staff to receive training on symptoms of child abuse – action required: KH to follow up with CADS to see if this is a service they could provide. • Parental information evening – action required: RB to follow up with group in South AKL who run community meetings. KH to follow up with CADS. Both to present pricing and information gathered at the May meeting. • AKL Regional Dental Service – meeting to be scheduled with the Dental Service. RC advised what she had been told by the DHB. GF confirmed that at property meetings that the builders were told that space needed to be left for the transportable dental unit throughout the building project. KH confirmed in her correspondence with the Dental service that they had scheduled for term 4, the building would be finished then so would be no issue. Action required: RC to speak to contact at AKL Regional Dental Service to arrange meeting. 	

	<ul style="list-style-type: none"> • Addressing the use of Safety Equipment with staff. Action required: GF to address with applicable staff members. • Unattended students on the school grounds during class time. GF talked through the action taken since the previous meeting. Discussion took place and agreement that this needs to be monitored. Action required: SLT - Monitor and remind teachers on release to question students if out of class. SI - put on agenda to review at next meeting. • South Franklin Bus network. Discussed incident that happened on the 18th March. RC read out apology from Murphy's and the measures put in place to ensure this does not happen again. Email given to SI to put on file. Action required: RC to speak to parent who still had concerns and who had been in to see GF about the incident last week. • School fundraising. Business case needs to be presented. Action required: GF to put together for next meeting. <p>2.5 Declaration of interests: Nil</p>	
<p>3. Strategic decisions</p>	<p>3.1 Review of Policies Minute: Logon details for accessing policies via School Docs. Username: onewhero (all lower case) Password: Onewhero (Capital O and then all lower case)</p> <p>Swimming Pool policy:</p> <ul style="list-style-type: none"> • FL questioned if we needed wording to ensure no eating, suggested 'No food to be consumed in or on pool'. • RC advised first aid kit needs to be available for all to use. Same key that is used for the padlock to get in through the pool gate be used for the lock that secures the first aid kit. Action required: HA to be advised of first aid kit lock requirement. • Discussion took place around the depth of the pool for diving and why diving boards are required and why our diving boards are located where they are. Action required: GF to investigate with Pukekohe Swim Club around the base and platform size, a smaller option may fit the other end of pool however there would be expenditure attached. GF to present May meeting. • RB advised that we teach students to dive therefore this contradicts the policy where it states no diving. JA suggested that the diving rule applies to outside of school use to allow for this. • KH suggested that signage clearly stating the depth of the pool be added. Action required: HA to be advised of requirement. • Action required: RB to update policy. • Action required: Ratify Swimming Pool and Alcohol, drugs and other harmful substances policy at May meeting. SI to put on agenda. <p>Health & Safety policy:</p> <ul style="list-style-type: none"> • RC raised the second big paragraph in policy talks about all staff being active in hazard and risk management. Discussion took place 	

	<p>around the care card system. GF confirmed this was talked about at the H&S subcommittee meeting. Action required: RC to get a quote for printing of care cards from Vistaprint.</p> <ul style="list-style-type: none"> • A discussion took place around students climbing trees – a reference made to trees in JZ’s report. GF advised years 7 to 13 have a blanket ban not to climb any trees at school, years 1 to 6 are able to climb trees in a designated area only. • GF advised at the H&S meeting GS talked about a safety audit of the school. There is an independent person who lives in Tuakau who has done this for another school and included detail right down to lifted carpet, tree branches etc. • KH raised if it included school houses. RC then asked the question if there is a maintenance plan in place for the houses. Confirmed that there was. • Discussion around soft pad landing under trees and playground. • GF stated AP and HA were drying monkey bars to stop them from being slippery. • RC suggested also putting a sign up to say slippery when wet. Action required: HA to be advised. • Discussion then moved back to policy, RC asking to go around the room with feedback. • RB advised that the procedural information had been updated as per current practice. • A discussion then took place as to everyone being responsible for identifying any risks, potential hazards and accidents. RC read through the legal requirements of the Board and each BoT member, the Principal as well as worker obligations. • Identified that a change required in terms of number of teachers on duty. KH confirmed 4. Action required: RB to update. • Discussion took place around the sun protection policy and how we do this well. Identified work to be done around the practice of the Plant & Machinery policy. • JL questioned around storage of chemicals and a concrete room / storage for chemistry. GF advised that the new chemistry room will have this. • RC pointed out that the chemical sign with the fire brigade number out the front is smashed. Actioned required: GF to speak to HA to replace. • RC talked through audit process, we are audited against our policy. The level of risk, controls and action. What is required and by whom. It will take time to do this. • GF talked through looking at hazard / accident register and asking questions to confirm to Board at the following meeting. • RC stated everyone here needs to log details in register. 	
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	<ul style="list-style-type: none"> • RB confirmed that the conversation had happened with the staff already, KH had addressed. • GF stated that staff had already emailed through hazards relating to the recent fire drill, so they are using the new email address. • KH advised that the staff are taking this as an opportunity to get things fixed. • A discussion took place around the attendance register and how this is not sometimes done by a teacher and sent to the office. It will be part of the new office administrator's role to monitor who does not do their roll and update KH to address. Action required: GF to instruct all staff that no rolls are to be given to office staff to enter. KH to revise policy around this. • JA asked about emergency rolls. KH / GF confirmed process in place for this. • It was agreed that the H&S policy could not be ratified at this point. RB advised that the review of this policy is not due until next term so School Docs won't change. <p>Emergency Planning:</p> <ul style="list-style-type: none"> • GF advised that the different alarms were talked about at the H&S meeting. Also advised that we don't take new staff through this however this will be implemented as part of induction moving forward. • RC raised that this policy would need to be carried over for review as well. • GF advised we are not within the 2 minute keeping for a fire drill based on one done the other day, we are 10 minutes. RC asked if we did one a term, GF confirmed yes. • It was talked about the processes that had been adapted for policy reviews and how it wasn't working, tonight given as an example. • JA and JL suggested having a separate meeting / dedicated evening. • RC stating that everyone needs to read the policies before the meeting. • Action required: ALL – a meeting to be scheduled before the next meeting to focus on policy review. Everyone to read policy prior to this meeting. 	
<p>4. Strategic discussions</p>	<p>Principal's report</p> <ul style="list-style-type: none"> • GF tabled his report, along with the 125th School Anniversary meeting minutes and the careers document attached to his report. • GF advised he will be attending the Area Schools Conference (as part of the executive), this is on the 17th / 18th / 19th August. In addition to this RB will be attending and SI is yet to advise if she is able to go. GF would like to put forward HF, who would like to go, 	

	<p>HF works hard and managed JR's syndicate for her whilst she was on leave.</p> <ul style="list-style-type: none"> • JA asked what the general feeling was with what was being presented, who will get the most out of it. • GF stated that the BOT secretary being a new member would get a lot from it from a BOT perspective. • A discussion took place around the budget. RC advised if you have the budget then it's as your discretion as to who goes. • RB expressed her support in HF attending. <p>4.1 Strategic goal</p> <ul style="list-style-type: none"> • RB presented the Achievement Data for years 1 to 10 on a handout and took everyone through the results. An in-depth discussion then took place around the results. • Action required: DM to present in detail on the year 7 to 10 data writing results, based on a 2 year trend. From the trend present solutions to the Board along with what this could look like in class. <p>4.2 Personnel</p> <ul style="list-style-type: none"> • Ratify the appointment of Rachel Palmer, new office administrator starting at the beginning of term 2. 	
<p>5. Monitoring</p>	<p>5.1 Finance report Feb Finance report:</p> <ul style="list-style-type: none"> • JL raised the loss showing against uniforms, need journals to understand what this is. Plus, the bulk amount of money sitting in main account, suggested shifting this to another account instead of it sitting in the main account. Action required: GF to speak to SE. • GF raised the leak in the small pool and how a specialist was coming to assess this and quote to fix. • Discussion raised about how the explanations in the Edtech report were not clear and the need for clarification. <p>M. Jonathan Lovatt. Second: Julian Austin.</p> <p>March Finance report:</p> <ul style="list-style-type: none"> • Discussion around the Colour Run and the money raised with this event. • GF advised SE is looking into investing in a money counter. • A discussion then took place around once the new Office Administrator starts that the office roles would be refined. • Action required: SE to speak to Edtech to come back to Board with an explanation around the uniform loss showing and the social science pizza expenditure. <p>5.2 Staff report tabled. M. Rebecca Bills. Second. Jonathan Lovatt.</p> <p>5.3 Student Rep Report tabled. M. Hannah Ross. Second. Jonathan Lovatt.</p>	

	<p>5.4 Maori Report.</p> <ul style="list-style-type: none"> • RS tabled her report. • Talked through the awards and the selection process. Discussion took place around award for attendance and the potential for parent complaint if a child has attended school all year but does not receive this award. Criteria and measurement was talked through as to how this would be handled. GF advised that RS was coming to a staff meeting to talk through criteria and measurements. RS confirmed this was happening on 3 May at 3:30pm. • GF spoke about the meeting that took place the night before. A discussion around the timeframe being June 2015 to June 2016 and the need for teachers this year to talk to the student's teachers from last year in order to cover this timeframe (Matariki to Matariki) • It was questioned about the extra work this would create for staff. GF said that's when staff would feedback if it will work or if it needs to be calendar year. • A discussion took place around how somebody is identified as being Maori. KAMAR system holds this information if it is given on enrollment. RC suggested a permission slip go out because we could potentially miss a student out. KH suggested that teachers just ask using class roll. <p>M. Rereokeroa Shaw S. Julian Austin</p> <p>5.5 Health & Safety Report was received and accepted. GS not available to comment.</p>	
<p>6. Inward Correspondence</p>	<p>6.1 Education Review Office - Wellbeing for success: a resource for schools + Wellbeing for success: effective practice. 6.2 NZ Education Gazette - March 6.3 NZ Education Gazette - April 6.4 MOE NZSTA - 2016 School Trustee Elections info / resources.</p>	
<p>6A. Outwards Correspondence</p>	<p>6A.1 Onewhero – Tuakau Community Board – Thank you letter for funding of the Defibrillator. 6A.3 Letters to families affected by the Murphy's bus incident on 18th March. 6A.4 Response to Jane Stehr regarding the AKL Regional Dental Service letter and petition. 6A.5 Letter to Chris Betty, Tuakau College re bus constitution.</p>	
<p>7. General Business</p>	<p>7.1 Draft consent form to conduct random bag checks.</p> <ul style="list-style-type: none"> • Discussed earlier in meeting. <p>7.2 Roles and responsibilities of trustees.</p> <ul style="list-style-type: none"> • RC tabled that we need to start thinking about succession planning and the election coming up and the fact that some of us won't be 	

	<p>here. In order to make it easy as possible on any new board member/s we need to document our roles, including responsibilities on the subcommittee.</p> <ul style="list-style-type: none"> • A discussion then took place and agreement made. • Action required: All members to go away and review / document what they currently do and have this prepared for the next meeting. • Action required: SI to email out BOT Governance to all members. <p>7.3 Health & Safety</p> <ul style="list-style-type: none"> • Carry over given GS's absence. GS to present next meeting. Action required: SI to include in May agenda. <p>7.4 Elections</p> <ul style="list-style-type: none"> • Election Day agreed and confirmed as 3 June 2016. • SI appointed as the Returning Officer, this change is due to the previous Returning Officer leaving OAS. <p>M. Greg Fenton S. Julian Austin.</p> <ul style="list-style-type: none"> • Meet and greet evening to be organised for people interested in becoming BOT members. Scheduled for Thu 28th April at 6pm. Notice to be put in Franklin County News to advertise. Action required: SI to place advert. 	
<p>8. Meeting closure</p>	<p>Meeting closed at 9:50pm</p>	
<p>9</p>	<p>In committee</p>	