

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 31 May 2016 at 5:30pm
In the staff room at Onewhero Area School

No.	Minutes:	Action:
<p>1. Welcome</p>	<p>Rosemarie welcomed everybody.</p> <p>Karakia by Koren Action: SI to arrange for a print out of OAS karakia to be placed in the Board meeting document case.</p> <p>Guest speaker introduced – Helen Elley. HE requested approval from the Board to start up the kids group ‘Super Kids’ again. This is for junior kids and is values based. Board gave approval as long as consent forms are signed for children participating. Confirming it needs to be an opt in consent form as per OAS policy.</p> <p>HE gave an update on the International Student Program and where we are up to. Policy documents required to be submitted as part of the application. HE requires feedback and input for Board on the following:</p> <ol style="list-style-type: none"> 1. Do we need/want to have a separate procedure policy for grievance issues in addition to the schools Concerns & Complaints policy? Grievance procedure for Board to review and provide feedback. 2. Agent agreement forms are sitting with GF for review, if required they will need to go through Board. 3. Refund Policy for International Students – Board to review and provide feedback. 4. Fees Protection Policy International Students – Board to review and provide feedback. <p>Action point: All Board - Hardcopies of the above 4 were given to all Board members to take home and review and provide feedback prior to next Board meeting. Documents to be ratified at the next Board meeting.</p> <p>Action point: HE to supply any additional completed documents to SI by Thursday 23rd June to be distributed with the documents for the June Board meeting.</p> <p>Action point: SI to provide HE with the login details for School Docs to ensure HE has access to current OAS policies.</p> <p>HE spoke of the website information requirement about taking International Students.</p> <p>A discussion around administration fees for International Students took place. Action point: SI to check with SE to ensure we have a separate bank account set up for these fees.</p> <p>Action point: GF to research what other schools are charging for this fee.</p> <p>HE advised a proposed group of age 15-16 year old Japanese students will be visiting from 28 Jul to 7 Aug 2016. HE spoke of a proposed program whilst they were here, including 3 hours each school day with an ESOL class, cultural events, farm trip, marae trip, billet / homestays required. SI advised Police Vetting takes a minimum of 20 working days. This needs to be factored into timeframe.</p> <p>A group discussion took place around if the International Student program was something OAS wanted to actively pursue. The need to better</p>	

	<p>understand what resources are required to have 5, 10 or 20 students. Suggested that 10 students would be required to make it viable. There's a requirement for an ESOL teacher plus a room / space would need to be allocated. A target market needs to be identified. A Board decision will need to be made if we pursue this and who we are pursuing. And then establishing when OAS would be ready with resourcing to start the International Student program. GF suggested that we were not in a position to go ahead now, suggested resourcing be put in place for 2017 if we do pursue. GF and HE still needed to have a discussion with NZQA to get confirmation from this organization that we are good to go prior to a decision being made by the Board. Action point: HE/ GF to have phone conversation with Liz 01/06/2016.</p> <p>A discussion around offering Aghort (Primary industries) as part of the curriculum would give us a point of difference and makes sense with the community we live in.</p> <p>Guest speaker – Darren Mann. DM presented Astle reading data and trends. Data was broken down by boys and girls to look at difference between the two. DM explained Astle is a common generic reading assessment used. Data, observations and concerns presented along with looking ahead. A discussion around this took place. DM's next steps were to present the data to the teachers at the teacher only day, teachers to come up with strategies.</p>	
<p>2. Meeting Protocol</p>	<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), Greg Shortt</p> <p>2.2 Apologies: Florence Lussi, Rima Taua.</p> <p>2.3 Minutes from previous meeting approved. M. Jonathan Lovatt S. Julian Austin</p> <p>2.4 Matters arising from previous meeting (12 April 2016): RC read through action points from last meeting.</p> <ul style="list-style-type: none"> • SI confirmed Consent form to conduct bag searches has been amended and filed as instructed. • Staff to receive training on symptoms of child abuse – action required: KH to speak to JP around her contacts with CYFs to identify a provider to run this staff training. Training to then be scheduled to run as soon as possible. • Parental information evening - KH gave an update with regard to organisations she had made inquiry with. KH advised of new organisation (starting up in Aug) called Youth INTact – action required: RC to speak to Council contact. RC will then email Board to update. • AKL Regional Dental Service – RC advised that the Dental Service will be coming back. They arrive 24th June for set up and will be operating from 27th June. They will remain at OAS until yrs. 1 to 6 are completed. Action required: SI to prepare / send a thank you letter to Jane Stehr for her efforts involved to get the Dental Service reinstated. 	

- GF confirmed he had addressed the use of Safety Equipment with staff.
- Unattended students on the school grounds during class time - GF and KH gave update on addressing this with all staff.
- School fundraising. Business case presented. Board agree to a Fixed Term Fundraising and Sponsorship Co-ordinator role for a trial period of 3 months, 10 hours per week at an agreed hourly rate. **Action required: Recruitment for a person in the agreed capacity.**
- Discussions around fundraising generated a discussion on the MOE Circular 2013/06 Payments by Parents of Students. **Action required: SI to obtain circular and distribute for the next Board meeting. SI to add to June agenda.**
- Locked first aid kit a requirement for swimming pool area – GF confirmed that HA will have this installed in preparation for the opening of the next swimming season.
- Swimming Pool Diving Boards: Investigation of new smaller base and platform size – GF made inquiry with Plaztuff, awaiting quotes. **Action required: GF to present quotes once received.**
- Signage for Swimming pool depth - GF confirmed that HA will have this completed in preparation for the open of the next swimming season.
- Care cards – RC gave update on cost to print via vistaprint. \$30 for 500 cards. Cost approved. **Action required: SI to email RC school logo.**
- RB confirmed the amendment to policy to update the number of teachers on duty had been made.
- Damaged chemical sign with the fire brigade number out the front of school is currently being addressed by HA.
- Completion of the attendance register by staff. KH gave an update advising the procedures / policy for this are currently outdated. **Action required: KH rewriting, then KH to bring back to Board. RB to then update school docs.**
- Feb Finance Report queries – JL gave an update on uniform loss, discussion around this and stock-takes took place. **Action required: GS to look into a stock management system for uniforms.** Social science pizza expenditure – JL advised this was incorrect coding.
- Board members to document what they currently do (for their Board role) and have this prepared for the meeting. Clarification was given around specific requirement for role description. RC has completed Chair and Disciplinary Sub Committee roles. **Action required: GS to complete H&S, RB to complete staff one, JA to complete Property, JL to complete Finance, HR to complete the student version and RS to complete Maori Rep role.**

Matters arising from extraordinary meeting (28 April 2016):

RC read through action points from meeting.

- Market rent appraisal on school houses presented. Market value of houses was discussed – GF advised school houses are not on separate titles. **Action required: Building appraisal to identify**

	<p>property maintenance to be completed including a schedule of repair / work. GF to present at June meeting.</p> <ul style="list-style-type: none"> • Dampness in houses discussed, some trees causing issues. Action required: GS to look into tree removal options. • Confirmation given that the income generated from the school houses sits in a separate bank account to the main account. • RC gave an update around the meeting held with key personnel at OECC on 18 May 2016. OECC to now come back to OAS early term 3. <p>2.5 Declaration of interests: Nil</p>	
3. Strategic decisions	<p>3.1 Review of Policies</p> <p>3.1a Ratify the Swimming Pool and the Alcohol, drugs and other harmful substances policy. M. Julian Austin S. Rebecca Bills</p> <p>3.1b The Emergency Planning and procedures document prepared by KP was tabled. M. Jonathan Lovatt S. Rereokeroa Shaw</p> <p>Action point: SI to email Board members the document, Board to review and respond to Kiri's queries detailed.</p>	
4. Strategic discussions	<p>Principal's report tabled.</p> <p>4.1 GF spoke of a hall upgrade requirement before the 125th Jubilee. Seeking approval from Board to proceed with the list presented. Board agreed for this to happen. Action point: GF to arrange work to be carried out in the term 3 holidays.</p> <p>Discussion around the Community Hall account and the funds sitting in this account. Action point: GF to investigate. In addition to this; Action point: GF - Community Board proposal to assist with costs of upgrade.</p> <p>4.2 GF advised there were 3 applicants for teacher aide position. There was a discussion around interviewing panel. Action point: Interviews to be arranged and conducted by GF, RB & HR.</p>	
5. Monitoring	<p>5.1 Finance report tabled.</p> <p>JL talked through the new report and the new ledgers that have been set up to assist in the breakdown of information. This will reflect in the next set of figures from Edtech. JL identified that costs for the rubbish skip / removal were up on last year already. Potentially an issue with public dumping in our rubbish skip. Action required: HA to get a quote to move from open skip to lockable skip to ensure only school rubbish is going into skip.</p> <p>GF asked about the community recycling starting 1 July and what is allowed by the school. Action point: RC to speak to council and update Board.</p> <p>There was a brief discussion around canteen financials. M. Julian Lovatt S. Julian Austin</p> <p>5.2 Staff report tabled.</p>	

	<p>RB updated the Board on a number of staff using their own time to run clubs etc. during lunchtime. Acknowledgement by BoT for staff – efforts are most appreciated and this will be relayed to staff at next staff meeting. Action required: GF / KH to pass on at next staff meeting. M. Rebecca Bills Second. Julian Lovatt.</p> <p>5.3 Student Rep Report tabled and accepted.</p> <p>There was a discussion around X-man and the contribution to kids learning made by him. X-man is a Council initiative. Action point: RB to arrange a thank you letter from teachers / kids to go to the Council in appreciation of this service.</p> <p>5.4 Maori Report tabled. RS gave thanks to De Adre and Hannah for being involved in hui. RS provided an update on Matariki.</p> <p>5.5 Health & Safety Report tabled. GS talked of progress the H&S committee had made. Discussion around the staff using the hazard email address and how things are getting done in response to emails. Discussed if the care cards were then required if people using the email, Board agreed that they were required in addition to.</p> <p>There was a discussion about the extreme concerns around safety for children around the traffic and parking of cars / buses on Hall road. A Specialist Schools Safety Officer has been contacted to come up to Hall road to assess this. Action required: Date of the Specialist Schools Safety Office assessment to be advised by RC.</p> <p>GS advised there are 4 key H&S areas for the Board: Leadership, Risk Identified, Injury & Illness and Monitoring. A discussion then took place around the need for liaison between OECC and OAS with regard to sharing H&S reports, policies and emergency planning and procedures. Action point: Once the Emergency Planning and procedures document is completed and ratified, GF to then make contact with OECC around this.</p> <p>There was a discussion around the H&S report template and what this needs to include and an agreed priority ranking system. GS confirmed that this was being worked on. Action required: H&S committee to evolve working document.</p>	
<p>6. Inward Correspondence</p>	<p>6.1 NZSTA – Health & Safety at Work Act 2015: A practical guide for boards of trustees and school leaders. 6.2 STA News 6.3 Microsoft Digital Learning Experience – Learning without limits. 6.4 PPTA – Mahi tika Pasifika Stage 1 6.5 NZ Education Gazette – April 2016 6.6 NZ Education Gazette – May 2016 6.7 MOE – 2015 Underuse: Final banking staffing balance. 6.8 Safety Sign Sales Ltd: School safety signs 6.9 MOE – Acknowledgement of receipt of Charter / Planning and reporting Documents.</p>	

	<p>6.10 Thank you card and donation from Trina Crosbie.</p> <p>6.11 School Houses – Comparative Market Analysis prepared by Dori Muir.</p>	
6A. Outwards Correspondence	<p>Outwards Correspondence</p> <p>6A.1 Letters of invitation to key OECC personnel for the meeting on 18th May 2016.</p> <p>6A.2 Returning Officer letter of appointment.</p>	
7. General Business	<p>7.1 Unattended students on the school grounds during class time – discussed in matters arising.</p> <p>7.2 Health & Safety (carried over from April meeting) – discussed in matters arising.</p> <p>7.3 Discussed the opportunity to have an Old parent network. Using the Jubilee as the catalyst, the register from the reunion to form the start of the Old parent network. Action point: When registering there would need to be an ‘opt in’ option for people to confirm they would like to be a part of this.</p> <p>7.4 Introduction of Maori reps in school newsletter. Action required: RS and RT to send SI a photo along with a blurb that they would be happy to have published in the school newsletter.</p> <p>7.5 Maori engagement hui – Matariki confirmed as the one for this term.</p> <p>7.6 A discussion took place around if we are living and breathing the values. With the recent survey results (that went out around the schools motto etc.) this was questioned. There was a discussion about students knowing what the values are and the disconnect there. The timing of the survey was also discussed along with things that were happening around that time. KH made the point that PB4L look at what behaviour looks like for the values. A discussion then took place on setting examples for students and addressing behaviour if it does not fit our values.</p> <p>7.7 Whanau Day: Shared lunch, book fair, sample of work – this was parked to give the opportunity for some thought around this.</p> <p>7.8 Year 10 integrity – discussed in 7.6.</p> <p>7.9 BoT meetings - attendance fees for Board members was discussed in line with feedback from Edtech. Action required: For next BoT to set at next meeting.</p> <p>7.10 School Fundraising proposal – discussed in matters arising.</p> <p>7.11 Board members to present their documented role within the Board – discussed in matters arising.</p> <p>7.12 Proposal for L3 Geography trip (3 days) to Rotorua was tabled and approved.</p> <p>7.13 Motion that a grant application to Grassroots Trust for \$55,000 to purchase a new 12 seater minivan be submitted.</p> <p>M. Johnathan Lovatt S. Rebecca Bills</p>	
8. Meeting closure	Meeting closed at 10:07 pm	
9	In committee	