

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from the meeting held Tuesday 28 June 2016 at 6:00pm

| Item no. | | Action |
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| 1 | <p>Greg F welcomed everybody.</p> <p>Karakia by Rereokeroa.</p> <p>As part of a disciplinary process a Y10 student was to present his reflection diary to the Board at this scheduled time. GF advised the Board that this student has since left and attends another school.</p> <p>Special welcome and acknowledgement to new Board member, Stewart Foote and recognition of Greg Shortt and Rosemarie Costar being elected back onto the Board. Action required: SI to organise a governance pack for SF.</p> <p>GF called for names for election of officers, starting with Board Chair. JA nominated RC. All BOT members were in favour, RC duly elected as Board Chair.</p> <p>GF then called for nominations for a deputy chair, RB put up her hand. Second: GS. Passed that RB is deputy chair.</p> <p>RB nominated SI for BOT Secretary. Second: GS. Passed that SI is BOT Secretary.</p> <p>GF then handed over the meeting to RB to run in RC's absence.</p> | |
| 2 | <p>Meeting Protocol</p> <p>2.1 Present: Greg Fenton, Rebecca Bills (Staff Rep / Deputy chair), Rereokeroa Shaw, Koren Hopoi, Julian Austin, Stacey Ingram (Minute taker), Hannah Ross (Student Rep), Greg Shortt, Stewart Foote.</p> <p>2.2 Apologies: Rima Taua, Rosemarie Costar (Chairperson), Jonathan Lovatt.</p> <p>2.3 (a) Approve Minutes of previous meeting – Extraordinary meeting (H&S Policy review), held 25/05/2016. Three action points from this meeting discussed, all confirmed as being completed. M. Rebecca Bills S. Greg Fenton.</p> <p>2.3 (b) Approve Minutes of previous meeting – 31/05/2016. M. Rebecca Bills S. Greg Fenton.</p> <p>2.4 Matters arising from previous meeting – 31/05/2016. RB read through action points from meeting.</p> <ul style="list-style-type: none"> • SI confirmed a print out of an OAS Karakia is now in the Board document case. • Discussion around the policies HE had given out at the previous meeting took place. RB spoke of her conversation with HE that day in regard to some of these to be worked on. A decision made that at this point in time | |

that we operate under the existing Concerns and Complaints policy until HE has looked into further.

- SI confirmed HE had been supplied with School Docs log in details to access policies on 02/06/2016.
- GF confirmed that there is a separate ledger set up for International Student fees.
- GF confirmed he and HE had spoken to Liz via phone on 01/06/2016, Liz had confirmed that OAS is all accredited for International Students.
- KH advised she is looking into JP's contact with CYFs to identify a provider to run staff training on the symptoms of child abuse. Action required: KH to update next Board meeting as to when the staff training has been scheduled for.
- The Parental information evening was discussed. KH advised that she has been in touch with ABACUS who had initially supplied some information which KH presented. Board agreed that this sounded like a really good option for students, staff and community. Action required: KH to go back to ABACUS to get price indications for a full day option, evening option and talk about the content in further detail. KH to present potential dates and detail at July Board meeting.
- Action required: Once this is finalised and cost understood, an application to be made to the Community Board.
- KH also talked of another organisation called Methcon who talks to students, KH tentatively booked for 1 August, would be a gold coin donation. Action required: July meeting KH to present information and confirm date.
- GF advised that the recruitment for the trial of the Fundraising and Sponsorship Co-ordinator role had not been advertised as yet. Action required: GF to recruit.
- SI confirmed that the MOE Circular 2013/06 Payments by students document had been circulated.
- Re Swimming Pool diving boards, GF presented quote - \$655.50 inc GST for 6. HA would be able to install, so no additional cost there. GF asked if these funds could be approved. All Board members agreed. Action required: GF to confirm order with Plaztuff, HA to install in time for opening of swimming season.
- SI confirmed school logo had been sent to RC for the Care Cards. Action required: RC organising printing of care cards.
- Attendance register – procedures and policy update. KH confirmed she has completed the update and this was now with GF. Action required: GF to review and pass on to RB to update policy on School Docs.
- GS advised that he had almost finished the stock management system for OAS uniforms.
- BOT role descriptions, JA provided the Property version. Action required: GS to complete H&S, RB to complete staff one, JL to complete Finance, HR to complete the student version and RS to complete Maori Rep role. Once completed please email to SI to compile.
- SF confirmed that the Building appraisal for property maintenance of the school rental properties had been completed and emailed. Action required: SI to circulate for review at July meeting.

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| | <ul style="list-style-type: none"> • With regard to the tree removal requirement at the school rental properties, GS advised that Franklin Tree Services and Acer are in touch with HA. Action required: HA to advise update for July meeting. • SI advised that the Emergency Planning document was emailed to Board members. The points raised by KP were discussed. Action required: SI to update KP, KP to finalise document and provide to Board to be ratified. RB to then update School Docs. • Re the Hall upgrade due to be carried out before the 125th Jubilee. Action point: GF to arrange work to be carried out in the term 3 holidays, to investigate the funds sitting in the Community Hall account and to submit a Community Board proposal to assist with costs of upgrade. • GF advised that HA had made contact with our supplier around providing a lockable skip. They don't have these. HA looking into having a lockable caged area to put the skip in. Action required: HA to provide Board with a quote and details of caged area idea. • Community recycling starting 1 July clarification on what will be allowed by the School is needed. Action required: RC to speak to council and update Board. • RB advised that a thank you letter from teachers and kids had been sent to the council in appreciation of the X-Man service / council initiative. • GF spoke around the visit from the Specialist Schools Safety Officer to assess Hall Road. Action point: Awaiting response from the visit / assessment. • Liaison between OECC and OAS with regard to sharing H&S reports, policies and emergency planning and procedures needs to take place once this policy is finalised. Action point: Once the Emergency Planning and procedures document is completed and ratified, GF to then make contact with OECC around this. • RS confirmed that the Maori rep profiles had been completed and submitted for distribution in this weeks school newsletter. <p>2.5 Declaration of interests – Nil.</p> | |
| 3 | <p>Strategic decisions</p> <p>3.1 Review of Policies – term 2 policies reviewed at previous meetings. Only outstanding thing for term 2, action required: Emergency Planning policy to be ratified once KP had made amendments and submitted.</p> | |
| 4 | <p>Strategic discussions</p> <p>Principal's report - Tabled as read. M. Greg Fenton S. Julian Austin</p> <p>GF advised he has approached Greenstone Group, stating we are obliged to enlist services of a MOE approved company, to put together a proposal for a 5 year / 10 year Property Plan. GF advised that KH would be working on this as part of her professional development.</p> <p>GF then spoke about school uniforms, advising this takes a portion of the busy office staff's time, he would rather maximize their skillset better and not have the uniform as part of their day to day roles. It also meant gaining some space. GF presented the cost comparison between the existing supplier and School Tex and the benefits to the school of moving to School Tex. A discussion took place around our existing stocks, the sell through of this and the benefits to parents of being able</p> | |

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| | <p>to purchase from TWL. A decision needed to be made as a commitment needed to be indicated by 1 July to prepare for kick off next year. The decision was unanimous to move to School Tex.</p> <p>GF then raised the wearing of the Boys first 15 rugby team members wearing their rugby hoodies to school. How they had been told that this was not uniform and not done through the school channel and therefore not to be worn at school. A discussion then took place around the opportunity for sponsorship around team / sports uniforms and if this is something the Board would consider. JA raised that OAS would need full control over placement and size of sponsor details. GS suggested that the new role of the Fundraising and Sponsorship Co-ordinator could look at implementing a template. GF suggested this be limited to a Hoodie / Jacket. Action required: KH to speak to RP to source samples via School Tex for sign off.</p> | |
| <p>5</p> | <p>Monitoring</p> <p>5.1 Finance report M. Julian Austin S. Greg Shortt JA talked through finance report, discussions took place around figures showing for uniform, canteen. Action required: VJ to be informed whenever there is a sausage sizzle or student initiative organized that will affect canteen sales. GF / KH – when considering budget moving forward a hospitality budget to be developed to include catering for TODs, PB4L meetings or any hosted event that requires VJ’s services. JA advised May is 42% of the year. Budgets showing above this were discussed. JA talked through Edtech report.</p> <p>5.2 Staff report tabled as read. M. Rebecca Bills S. Greg Fenton</p> <p>5.3 Student Rep Report tabled as read. M. Hannah Ross S. Rebecca Bills.</p> <p>5.4 Maori Report M. Rereokeroa Shaw S. Julian Austin RS advised Hannah and De Adre had made all the phone calls and received a great response from parents. RS advised there was a Matariki practice run on Wednesday from 2pm for all students involved and staff briefing as well. RS presented the Award nominations, menu, process for presentation and the programme for the Matariki evening. Action required: Hannah and De Adre to organise student photos and MC the evening.</p> <p>5.5 Health & Safety Report M. Greg Shortt S. Greg F GF advised that once the new build was finished the alarm sounding will be able to be heard everywhere in the school. GS asked how the H&S meeting with staff went. GF and KH gave an update on this. Action point: SI to send H&S meeting schedule to GS</p> | |
| <p>6</p> | <p>Inward Correspondence</p> <p>6.1 NZSTA – NZSTA President and NZSAT Board election.</p> <p>6.2 NZSTA – Annual Report, 2015.</p> <p>6.3 NZ Education Gazette – June 2016.</p> | |

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| | <p>6.4 ERO – Vocational Pathways: Authentic and relevant learning May 2016. This was given to KH.</p> <p>6.5 Staff Claim form for Damian Cameron – 5 year P endorsement (bus license). Board approved this claim. Action required: SI to give approved claim to SE for processing and update DC.</p> <p>6.6 Edtech – School Financial Accounting Software conversion to Xero. JA raised the need to see what reporting would look like and if there was an interface with KAMAR. Action required: SI has requested this info from Edtech, to be sent to finance sub-committee for review once received.</p> <p>6.7 Thames Valley Blasting – Quotation for school pool painting. GF talked through the issue with the small pool, RB read through the quote. All agreed that the school and community did not want to lose the small pool. A discussion took place around where these funds would come from seeing this was not budgeted for. All agreed that a portion of the International Student fees to be put aside for this. All members agreed to accept the quote and carry out the work. Action required: HA to be updated. SI to contact Thames Valley Blasting, accepting quote and confirm work to be carried out in the term 3 school holidays.</p> <p>6.8 Enviroplaz – cost to supply Plaztuff diving platforms. This was talked through in matters arising. Cost accepted by the Board.</p> <p>6.9 Darroch – Important changes to insulation and smoke alarms residential tenancy regulations from 1 July 2016. A discussion around this took place, all agreed that this needs to happen, needs to be long life smoke alarm versions. Action required: GF to brief HA on this requirement.</p> <p>6.10 Letter from year 7/8 syndicate teachers. RB read letter out to Board, all agreed that there should be an acknowledgement from the Board and presentation of flowers along with this letter read at a staff briefing. Action required: SI to arrange for flowers for staff meeting on 04/07/2016, GF / RB to present on behalf of board and read letter to all staff.</p> | |
| <p>6A</p> | <p>Outwards Correspondence</p> <p>6A.1 Thank you letter to Jane Stehr.</p> | |
| <p>7</p> | <p>General Business</p> <p>7.1 Outgoing Board member – it was all agreed that we send FL a thank you card and voucher for her services and contribution to the OAS Board. Action required: SI to purchase voucher and card and send on behalf.</p> <p>7.2 Ongoing drug issues (year 10 students). Discussion deferred from March meeting to June. Discussed earlier in meeting.</p> <p>7.3 OAS Staff Code of Conduct. 2016 version tabled. SI requesting approval from Board to use to update employee files with this document. Board agreed / approved.</p> <p>7.4 School Buses - recording of students on buses per trip per day. GF presented his idea on having a barcode printed on bus tags or student IDs, then using a barcode reader to read the barcodes on bus entry. GF has had initial conversation with CO around this information then feeding into our KAMAR system to record this information. GF advised that this would be relatively inexpensive and efficient. KH suggested a photo would need to be on the tag or student ID and that ID's for junior students would not be able to have names on for privacy reasons. It was clarified that OAS is responsible for students as soon as they got on the bus in the morning therefore there needed to be a system adopted for both pick up and drop off. Talked through potential for scanning to be completed by bus monitors in the</p> | |

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| | <p>mornings. Board agreed that this system / process is one that they would like to see followed through on. Action required: GF to provide costing of barcode guns for each bus, costs associated with tags / IDs for Board approval. KH to work through with CO to confirm this information can be read, feed into KAMAR and stored in there and provide feedback to the Board at the July meeting.</p> <p>7.5 Discussion / review of the effect on school buses /students due to road closure incident on 21/06/2016. Action required: SE / KH looking into the ability to text parents on mass when an incident like this occurs in the future to improve notification to parents.</p> <p>7.6 GF talked through the draft management report from the Auditor which detailed 3 points only, of which GF was responding to. GF advised the auditor's comments around the Board attendance fee, all Board members aware of tax implication.</p> <p>7.7 Discussion around a code of conduct policy for sporting activities (when representing our school in any sporting field) took place. Examples given of recent parent behavior. Board agreed this needs to be put in place and signed and agreed to by both parents and students. Action required: SG to develop an OAS code of conduct for sporting packs to be given out when a student registers for a team from this point moving forward. As majority of teams are well underway for this year, SG to prepare a notice in the newsletter outlining ambassador policy for all.</p> | |
| 8 | Meeting closed at 8pm. | |
| 9 | In Committee | |