

**ONEWHERE AREA SCHOOL BOARD OF TRUSTEES**  
**Minutes from the meeting held Tuesday 26 July 2016 at 6pm**

Item no.		Action
1	<p>Rosemarie welcomed everybody.</p> <p>Karakia by Rereokeroa.</p>	
2	<p><b>Meeting Protocol</b></p> <p><b>2.1 Present:</b> Rosemarie Costar, 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, Jonathan Lovatt.</p> <p><b>2.2 Absent:</b> Rima Taua.</p> <p><b>2.3 Approve Minutes of previous meeting held Tuesday 28<sup>th</sup> June.</b>  M. Jonathan Lovatt    S. Rebecca Bills</p> <p><b>2.4 Matters arising, RC read through applicable action points from previous meeting.</b></p> <ul style="list-style-type: none"> <li>• KH spoke of the providers who could run staff training on the symptoms of child abuse. Two options and costs discussed along with when and how this could work with teacher only days. All Board members in favour and agreed to: One full day staff training course to be scheduled for term 1, 2017. This day will be an additional TOD. 30 people, cost of \$3700 for the full day.  <b>Action: KH to book and confirm day.</b></li> <li>• In terms of any new teaching staff joining OAS, it was suggested that a 40 minute slot with the school counsellor be added to the induction program to cover this topic. <b>Action: SI to add to the induction program.</b></li> <li>• KH was to follow up with ABACUS re the drug and alcohol parental information evening. This was to get price indications for a full day option, evening option and talk about the content in further detail. It was decided at the June meeting that ABACUS sounded like a good option for students, staff and community. <b>Action: KH to follow up this week. Further action: Once this is finalised and costing understood, an application to be made to the Community Board.</b></li> <li>• KH confirmed the Methcon day has been scheduled for 1 August, any Board members are welcome to attend.</li> <li>• With regard to the recruitment for the trial of the Fundraising and Sponsorship Co-ordinator, GF advised the best timing for this role would be term 4, going in to 2017. <b>Action required: GF to recruit in preparation for this timeframe.</b></li> <li>• GF advised that the new diving boards from Plaztuff had arrived and would be installed for start of swimming season.</li> <li>• RC updated status of Care cards, they are due early August.</li> <li>• GF tabled the Attendance Register and procedure, RB submitted to School Docs.</li> <li>• BOT role descriptions, <b>action: descriptions required from RS (Maori Rep role), RB (staff version), HR (student version) – once completed to be emailed to SI.</b></li> </ul>	

- School House property maintenance – prior to SF becoming a board member he had appraised and prepared reports that were distributed to the Board about each school house. A discussion around the content of the reports took place. Potential to look at reallocation of some of 2016 budget plus for none urgent, factor in when preparing the 2017 budget. **Action required: The Property Committee to prioritise the order of maintenance (first point being the installation of the required long life smoke alarms), plus establish a cost for each point on the list. This is to be compiled and presented at the August meeting.**

**Action: HA to contact Counties Power regarding the tree interfering with the power lines on one of the Parson’s Rd school house properties.**

**Action: HA to provide quotes for the removal of the other trees identified on the school house properties that are contributing to the dampness.**
- The lock down procedure / policy prepared by KP was handed out to Board members – this forms part of the Emergency Planning document and needs to be finalised before ratification of this document can happen. A discussion took place as to the preferred option for the Lockdown policy wording took place along with a no power alerting system. **Action: SI to update KP, KP to finalise document and provide to Board to be ratified. RB to then update School Docs.**
- GF advised he has the Hall upgrade due to be carried out in term 3 before the 125<sup>th</sup> Jubilee in hand. **Action point: GF to submit a Community Board proposal to assist with costs of upgrade.**
- Lockable skip – **action: HA to provide Board with a quote and details of a caged area to enclose our bins in.** GF advised that HA currently off work with an injury (not work related) and that is why this has not been completed.
- Recycling bins – KH advised that their school house did not receive any recycling bins. **Action: Request from council.**
- Visit from the Specialist Schools Safety Officer to assess Hall Road. **Action: OAS 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.**
- Sponsorship around team uniform / clothing. **Action: KH to speak to Rachel P to source samples via School Tex for a potential hoodie suitable for adding sponsorship detail to.**
- Edtech – School Financial Accounting Software conversion to Xero. Xero reporting distributed to Board members along with advice that there is currently no interface with KAMAR. **Action: JA / JL to liaise with SE around conversion.**
- School Buses - recording of students on buses per trip per day. **Action: 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.**
- GF gave an update on the OAS code of conduct for Sports that SG is preparing. SG actioning, has a solid draft completed at this point.

	2.5 Declaration of interests – nil.	
3	<p><b>Strategic decisions</b></p> <p><b>3.1 Review of Policies – Action: Emergency Planning Policy to be ratified at August meeting once Lock down policy ratified to complete it.</b></p> <p>Term 3 policies are:</p> <p>(a) Performance Management – to be reviewed at meeting on Tuesday 23<sup>rd</sup> of August.</p> <p>(b) Crisis Management – to be reviewed at meeting on Tuesday 20<sup>th</sup> September.</p> <p><b>Action: All Board members to review each policy in advance of these meetings.</b></p>	
4	<p><b>Strategic discussions</b></p> <p>Principal’s report - tabled as read.</p> <p>M. Greg Fenton S. Julian Austin</p> <p>GF talked about the curriculum review being undertaken for 2017 and the OAS Cultural Diversity Statement. GF gave an update on the charter document, then handed out page 4 of the charter and talked through this. This page is the platform that the charter committee have prepared, the next step is the drop down actions from this which the Board need to be involved in. This document needs to be completed by October as it will have budget implications for 2017. It was decided that an offsite full day meeting would be the best way to complete this document with all the parties that are required. Meeting details: venue - Campbell Tyson room, date – 16 Sep, 8am to 5pm, all BOT members and SLT to be present. <b>Action: SI to book room.</b></p> <p>A discussion took place around the out of zone ballot.</p>	
5	<p><b>Monitoring</b></p> <p><b>5.1 Finance report</b></p> <p>M. Jonathan Lovatt S. Julian Austin</p> <p>JL talked through his report and the variances.</p> <p><b>Action: SI to advise SE to capitalize the new fibre cable expense.</b></p> <p>GF advised that KH would be preparing the 2017 budget with him overseeing this as part of KH’s professional development.</p> <p><b>5.2 Staff report – tabled as read.</b></p> <p>M. Rebecca Bills S. Jonathan Lovatt</p> <p>GF spoke about the incident involving 6 students which happened at the Whangamata Sports Exchange. GF has called for a parent / student meeting with all parties involved. Phone calls and follow up letters have been sent to all involved regarding the meeting. A discussion took place around the trust lost as a result and how they get this back. GF advised that he is reserving his decision on outcome until this meeting takes place. Board members welcome to attend, Thursday 5:30pm.</p> <p><b>5.3 Student Rep report – tabled as read</b></p> <p>M. Hannah Ross S. Greg Fenton</p> <p><b>5.4 Maori Report – RS tabled the Matariki Celebration report provided by Te Kotahitanga Marae Trust Secretary. A discussion then took place around the Matariki evening and things that worked well, things that could be done differently for the next one. It was suggested that the catering be provided by OAS students next time, whereby students would get credits in the process of doing. It was also</b></p>	

	<p>suggested that throughout the year teachers capture good comments / examples so that when it comes to the selection process next year these can be taken into account and measured against the criteria for the awards. There was a discussion around if families were entering ethnicity on student enrolment forms. M. Rereokeroa Shaw S. Jonathan Lovatt</p> <p><b>5.5 Health &amp; Safety Report</b> M. Greg Shortt S. Jonathan Lovatt There was a discussion around the mud pit accumulating down the back of the school across to the automotive shed. Talked through options to resolve. This had not been factored into the budget. It was agreed this be included in with the school house property priority list being completed. <b>Action: Property Committee to include this on the priority list and attach a cost next to it.</b></p>	
<b>6</b>	<p><b>Inward Correspondence</b></p> <p><b>6.1</b> 2016-17 5YA Furniture and Equipment Grant (5YA F &amp; E) and 10YPP Contribution (email).</p> <p><b>6.2</b> NZ Education Gazette – 4 July 2016.</p> <p><b>6.3</b> NZSTA Governance Internal Evaluation Tool.</p> <p><b>6.4</b> NZSTA – STA News May 2016.</p> <p><b>6.5</b> Resene – Save time and money with our free School Services brochure.</p> <p><b>6.6</b> OAS Financial Statements for year ended 31 December 2015 report received from Deloitte for review, acceptance and signing. Tabled as read. A 'Representation letter for the year ended 31 December 2015' and a 'Confirmation of Subsequent Events' letter was prepared by SI and tabled as read to accompany the return of this signed financial statement. M. Jonathan Lovatt S. Rosemarie Costar These documents were all accepted and signed at this meeting. <b>Action: SI to copy all signed documents for OAS records, then post originals.</b></p> <p><b>6.7</b> NZ Education Gazette – 25 July 2016.</p> <p><b>6.8</b> NZSTA Red Trusteeship (2016) booklets and Making a Difference handbooks.</p> <p><b>6.9</b> NZSTA New Beginnings &amp; Working Smarter (Issue 264 / June 2016)</p>	
<b>6A</b>	<p><b>Outwards Correspondence</b> Nil</p>	
<b>7</b>	<p><b>General Business</b></p> <p><b>7.1</b> GF presented the fee proposal to provide Project Management services for 10YPP received from Greenstone Group. A discussion took place around this and the fee quoted, SF offered details of another provider. <b>Action: GF to contact the alternative provider to get a cost comparison between the two. Due to the time</b></p>	

	constraints the new proposal will be emailed out to the Board, feedback to be received and a decision made as to which provider to engage.	
<b>8</b>	<b>8.1</b> Agenda items for the next meeting: <ul style="list-style-type: none"><li>• Reporting on annual plan.</li><li>• Lockdown policy.</li></ul> <b>Meeting closed at 8:10pm</b>	
<b>9</b>	<b>In committee</b>  <b>Karakia</b>	