

ONEHERO AREA SCHOOL BOARD OF TRUSTEES

Minutes from the meeting held on Tuesday 23rd August 2016, 6:00pm in the Staff Room

Item no.		
1 Welcome	Rosemarie welcomed everyone. Karakia by Rima Taua.	
2 Meeting Protocol	<p>2.1 Present: Rosemarie Costar (Chairperson), Greg Fenton, Rebecca Bills (Staff Rep), Rereokeroa Shaw, Julian Austin, Stacey Ingram (Minute taker), Jonathan Lovatt, Hannah Ross (Student Rep), Greg Shortt, Stewart Foote, Rima Taua.</p> <p>2.2 Apologies: Koren Hopoi.</p> <p>2.3 Minutes from previous meeting approved. M. Julian Austin S. Rebecca Bills</p> <p>2.4 Matters arising from previous meeting held 26 July 2016.</p> <ul style="list-style-type: none"> • 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. Action: KH to book and confirm day. Deferred to September meeting due to KH's absence. • 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. 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. Deferred to September meeting due to KH's absence. • Fundraising and Sponsorship Co-ordinator role - GF gave an update on timing and advertising of this part-time fixed term role. • BOT role descriptions received and circulated for: staff rep, student rep and health and safety. Action required: Maori Rep role description required to complete all the Board role descriptions. • School House property maintenance –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. Deferred to September meeting. 	

	<p>Action: HA to contact Counties Power regarding the tree interfering with the power lines on one of the Parson's Rd school house properties. Quotes received for the removal of the other trees, to be discussed in inwards correspondence section.</p> <ul style="list-style-type: none"> • GF gave an update on the lock down procedure / policy currently being worked through by KP. This is a work in progress. KP is organising a walk through with the whole school participating. Action: KP to finalise lock down procedure / policy with the feedback from the last meeting and then provide to Board to be ratified. RB to then update School Docs. • GF advised he has prepared an application for a grant from the Community Board for the Hall upgrade (due to be carried out in term 3 before the 125th Jubilee). GF advised he will speak to Leanne and then submit the proposal. 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. Deferred to September meeting. • Recycling bins – GF gave an update on this, no further action required. • Visit from the Specialist Schools Safety Officer to assess Hall Road. Action: OAS awaiting response from the visit / assessment. Deferred to September meeting as no update. • 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. Deferred to September meeting. Lockdown policy still to be completed / ratified. • 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. Deferred to September meeting due to KH's absence. • Edtech – School Financial Accounting Software conversion to Xero. JA and JL confirmed this was completed. • School Buses - recording of students on buses per trip per day. GF advised he will be talking to this later in the meeting. • Emergency planning policy to be ratified at August meeting once Lockdown policy is ratified. Action: Defer to September meeting. • GF gave an update on the mud pit accumulating down the back of the school across to the automotive shed. Action point: HA is obtaining 3 quotes to concrete this area. This had not been factored into the budget. It was agreed this be included in with the school house property priority list being completed. Action: Property Committee to include this on the priority list and attach a cost next to it. • GF gave an update on the alternative provider he had approached to provide a quote for the Project Management 	
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	<p>services for 10YPP. GF advised the alternative providers quote and detail was under inwards correspondence.</p> <p>2.5 Declaration of interests: Nil</p>	
3 Strategic Decisions	<p>3.1 Review of Policy - Performance Management. A discussion took place around the appraisal cycle and what this looked like. Clarification was given around the Advice and Guidance procedure. GF advised to maintain the Performance Management policy as presented. All agreed. M. Greg Fenton S. Julian Lovatt</p>	
4 Strategic Discussions	<p>Principal's report M. Greg Fenton S. Jonathan Lovatt</p> <p>GF advised start dates for 2017 as being: Day one of term one – Tuesday 31st January 2017 (day after AKL anniversary day). Last day of term four – Thursday 14th December 2017. There was a discussion around teacher only days and how these would be utilized in 2017. Teacher only days as follows: Term 1 - teacher only day. Term 2 - double teacher only day (2 consecutive days). Term 3 - no teacher only day. Term 4 - teacher only day.</p> <p>GF advised that he had been awarded the sabbatical in term 3 of 2017 that he had applied for. Action required: BOT need to put a plan in place to cover the time GF will be on his sabbatical.</p> <p>GF gave an update on the Area Schools conference and spoke of the high caliber of speakers and workshops. Spoke of the 2 OAS Student Leaders (HR and MT) who gave a presentation to the conference on their Akaroa trip.</p> <p>GF spoke of the staff appointments detailed in his report.</p> <p>GF talked to the ART report attached to his report, explaining the distorted data and how this does not capture student leavers who enter vocational pathways or employment.</p> <p>GF presented the proposal for the tracking of students on buses. Talked through the pros and cons of using a smart phone versus a barcode scanner. GF talked through how this would be linked with Kamar. Action required: GF to keep Board updated with progress and potential of this program / software.</p> <p>GF talked about the Strategic Planning day scheduled for 16th September and advised the services Al Fone could provide in facilitating the Strategic Planning Day. Al could not make the 16th however could do the 9th</p>	

	<p>September. GF asked the Board if they would like to engage AI's services and if they would be willing to change the date. All agreed.</p> <p>Action required: GF to confirm with AI, SI to update the booking request for the room at Campbell Tyson.</p>	
<p>5 Monitoring</p>	<p>5.1 Finance report M. Jonathan Lovatt S. Julian Austin JL elaborated on converting to XERO, this will take place on the 1st of November. JL talked through the reasoning of this timing. JL advised that the Asset Register needs to be done. Items need to be located or written off – some very old items currently sitting on there. Action required: Audit needs to be completed by 1 November 2016. JL gave an update on the uniform figures, advising that SE is completing this by adding in the cost values.</p> <p>5.2 Staff report M. Rebecca Bills S. Jonathan Lovatt RB gave an update on Mathex and also talked about the Area Schools Conference and what she had got out of attending.</p> <p>5.3 Student Rep Report – tabled as read. M. Hannah Ross S. Rosemarie Costar</p> <p>5.4 Maori Report – verbal report only. RS spoke of the role description she was looking at doing for the Maori Rep role on the Board, saying that she'd never heard of one before. RS stated that her main goal was to ensure that Maori were enjoying in achievement and success. RS talked about identifying students existing Maori knowledge when they start at school and then teaching them from that. Acknowledge Te Reo student / school wide. RS felt at present OAS did not attract Kohanga Reo due to what OAS currently offers. RS spoke of productive partnerships and treaty of Waitangi training. RS advised she believes that there should be a Maori sub-committee saying that things Maori should be discussed by Maori, to discuss what we as Maori want, what are we prepared to do to support Kura, what we expect of Kura. RS continued on to say that then it's just not another meeting where we are told what to do. RC asked RS, if she meant by the school. RS then gave an example saying if there was a committee of Maori and one Pakeha at the meeting then the Pakeha would be the chair. JA then spoke of an example at another school trailing where Kapa Haka earn NZCA credits. RS then continued on to talk about the small steps being made, the amount of meetings she had to justify Matariki and the pressure it puts on. RS then spoke of the vacancies around filling the 3 levels for Matariki. RS then asked if once a month were teachers recording detail in Kamar. GF said no. RC spoke to say that this was not governance, it was operational. Saying the Board sets the direction but does not implement. RC then gave an example of where the Board would set a direction and then it was up to GF to implement.</p>	

RS then spoke of Ka Hikitia, that this should be through all of our policies and that she was looking forward to the strategic planning day to discuss this. RS continued on to say how does OAS see themselves, what are we doing about that Maori enjoy and achieve success as Maori. If we are not doing, how can we change, that's why she and RT were here as Maori reps. The main focus was that this happens. RS then questioned how serious we were about it.

JA then clarified what the Board role descriptions were being completed for. How does the Maori rep liaison look? JA then gave examples, meeting once a month, Maori advisory, doing a monthly report. JA continued that it was about detailing what the expectations are of the Board Maori Rep.

RS then spoke of employing a Maori person at OAS reception to greet people in Te Reo. RC asked if we needed a Maori person doing that or do we just need a person greeting in Te Reo. RS then advised Maori, saying that if she arrived and saw a brown face and a white face, she would go to the brown face. RS then advised that she felt that the Maori rep role description should be co-constructed as a team and have Edith's input into it. Saying that it would then be fair for everyone, not just one sided. RC responded to say that she felt as a Board that we have been really supportive, that's something really important. RC felt the BOT was very grateful to have the 2 Maori reps as BOT members.

RS responded by saying that there had been big leaps taken and that she felt honored to do the role description.

JA confirmed that Board were fine to help. GS spoke of lifting and embracing moving Maori culture forward and shared his own personal experience as a student at school in Wairoa.

RC asked RT if he would like to add anything. RT said he fully endorsed what RS has said.

M. Rereokeroa Shaw S. Jonathan Lovatt

5.5 Health & Safety Report

M. Greg Shortt S. Jonathan Lovatt

GS noted the ongoing concerns with regard to the organisation of fire drills after a poor performance by the senior school during the last fire drill. HR advised that they can't hear the bells in the student common room and this aided to the poor performance – this was the first drill completed in break time. GF advised that the bell issue would be fixed in November once the rebuild was completed. A discussion then took place around the manual use of an air horn meantime with a designated person in charge of sounding it when appropriate / required. **Action required: GF to speak to HA about purchasing these – they are required for lockdown as well in the event of no power.**

There was a discussion around the walk through practice happening on Thursday 25th.

GS advised the quality and number of H&S concerns being raised was positive.

A discussion around the care cards took place. RB confirming that these had been handed out to all staff. **Action required: SI to ensure these are also on the reception counter at the main office.**

<p>6 Inward Correspondence</p>	<p>Inward Correspondence</p> <p>6.1 Edtech - Suggested Budgeted Statement of Financial Position. This budget was discussed and approved by the Board as recommended by Edtech. M. Greg Fenton S. Rebecca Bills</p> <p>Edtech – Suggested category split for depreciation budget. This budget was discussed and approved by the Board as recommended by Edtech. M. Greg Fenton S. Rebecca Bills</p> <p>6.2 NZEI / PPTA – Notification of Joint Paid Union Meeting for all NZEI and PPTA members. GF advised that the school is to remain open and that he has a meeting scheduled with key personnel to discuss the staffing of the school whilst this meeting takes place.</p> <p>6.3 NZ Education Gazette – 8 August 2016.</p> <p>6.4 Removal of Trees - Quotes from Franklin Trees</p> <p>6.5 Removal of Trees - Quotes from Acer Tree Care A discussion took place around the comparison of both of the above quotes. Some of the work listed involves trees on school property – original intent of the quotes was just for trees on school house properties. Action required: GF to do a walk around of all trees highlighted in the above quotes and report back to the Property committee.</p> <p>6.6 NZSTA – President and Board election - voting.</p> <p>6.7 The University of Auckland – Uni news August 2016.</p> <p>6.8 Letter from Diane Passau re Hall facilities. There was a discussion around this letter and the actions GF has put in place with the cleaners to help resolve the issue. Action required: SI to acknowledge correspondence with a thank you letter.</p> <p>6.9 Education Review Office – School Evaluation Indicators: Effective practice for improvement and learner success.</p> <p>6.10 Devoy Consulting Ltd – Offer of Service: 2016 10YPP Preparation. A discussion took place around this and it was agreed that the Board approve Devoy Consulting Ltd to prepare the OAS 10 year Property Plan. M. Greg Fenton S. Rebecca Bills</p> <p>6.11 Deloitte - signed Audit report, stamped financials and report to management (finals for MOE). These are the final copies returned from Deloitte’s stamped and ready for submission to MOE. Minuted in the July 2016 Board meeting.</p> <p>6.12 MOE – School Leaver Achievement & Destination Profile 2015.</p>	
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<p>6A Outwards Correspondence</p>	<p>Outwards Correspondence 6A.1 Letter of offer for Appointment of Returning Officer for student elections.</p>	
<p>7 General Business</p>	<p>General Business</p> <p>7.1 Health & Safety Workplace audit report completed by all OAS staff, compiled by KP. Report was distributed to all Board members to look through. Priority ranking discussed. Action required: GF to address issues raised in order of priority. GS advised that the resolutions need to be minuted in the Health & Safety committee meeting minutes to record what has been done to eliminate the risk / issue. Need to mitigate risk as reasonably practical. Action required: Health & Safety committee to document in minutes.</p> <p>7.2 BOT Student Rep election. A discussion around the election took place, SI appointed as the Returning Officer for this election. The voting / polling day to be held on Friday 23rd September 2016 (voting closing at noon). M. Greg Fenton S. Rebecca Bills</p> <p>7.3 Reporting on the Annual Plan. The Board Work Plan was distributed as a reminder. August reviewed and September looked at.</p> <p>7.4 Lockdown policy – deferred to September meeting.</p> <p>7.5 Structure of BOT. A discussion took place around the Maori Rep roles being co-opted and the potential to restructure the Board so the Maori Rep roles are permanent elected roles on the OAS Board. All Board members agreed with the idea of this structure. Action point: SI to contact NZSTA and MOE to inquire what this would involve and report back to the Board.</p> <p>7.6 Police vetting for Board of Trustee members. A discussion took place around this and it was agreed that this would be good practice to undertake police vetting, with all members being supportive. Negative results to be reviewed by the Board with the Board having the discretion to waiver if appropriate. Motion - All current and future elected Board members to be Police Vetted subject to running this past NZSTA. M. Rosemarie Costar s. Greg Shortt Action required: SI to follow up with NZSTA and report back to the Board.</p>	
<p>8 Meeting Closure</p>	<p>Meeting closed at 8:05pm</p>	

9 In Committee	Karakia by Rima Taua Next board meeting The next board meeting is scheduled for Tuesday 20 th September 2016	
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