

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES

Minutes from the meeting held on Tuesday 20th September 2016, 6:00pm in the Staff Room

Item no.		Action
1	<p>Karakia by RS</p> <p>GF welcomed everyone and introduced Jason and Kelly Anderson from the Te Kohanga School Board. Mihi by RS. GF gave everyone a handout which provided the basis of the discussion around a possible merger and what this could look like, factors to consider, along with information from NZSTA and MOE around mergers. GF advised that he has had an initial discussion with MOE around the possible concept. Highlighting that the first step if both Boards were willing to explore the opportunity further would be community consultation to gauge feeling of the possible merger and identify if this opportunity could move forward. The pros and cons of a merger were discussed along with initial thoughts.</p> <p>Currently TeKohanga school is made up of 35 students, 2 classes (1 class for years 1 to 3 and 1 for years 4 to 6). JA / KA advised that they would need to take this back to the rest of their Board (there was supposed to have been a third member attending this evening) to discuss and gauge feedback. GF also proposed the idea of having a public meeting to understand the feeling from both communities around a possible merger. JA / KA to come back to GF once they have updated the rest of the TeKohanga Board, GF gave JA and KA extra handouts to be taken away with them. RT gave a farewell in Te Reo.</p>	
2	<p>Meeting Protocol</p> <p>2.1 Present: Julian Austin, Stewart Foote, Rerekeroa Shaw, Greg Fenton, Rebecca Bills, Greg Fenton, Rima Taua, Koren Hopoi, Stacey Ingram (Minute taker)</p> <p>2.2 Apologies: Rosemarie Costar, Hannah Ross (student rep), Jonathan Lovatt, Greg Shortt.</p> <p>2.3 Minutes from the August Board meeting approved. M. Julian Austin S. Stewart Foote</p> <p>Minutes from the extraordinary Board meeting held on Friday 9th September approved. M. Julian Austin S. Rerekeroa Shaw</p> <p>2.4 Matters arising</p> <ul style="list-style-type: none"> • One full day staff training on the symptoms of child abuse to be scheduled for term 1, 2017. KH advised that she had consulted with GF and this will be booked for the Thursday before school starts back in term 1 of 2017. • KH advised that the ABACUS (drug and alcohol information) has been booked to run 17th October 2016. 	

- RS advised that she has completed a draft of the Maori BOT role description and the next step is now for RT, RS, GF and RC to review together. **Action required: RT, RS, GF and RC to meet to review together and then table at next Board meeting.**
- School House property maintenance, outstanding action from August meeting –**Action required: The Property Committee to prioritise the order of maintenance, plus establish a cost for each point on the list. This is to be compiled and presented at the August meeting.** Deferred to October meeting.
HA had contacted Counties Power and tree has been removed.
- The Lock Down Policy and Procedures document was presented. A minor amendment to be made to point 2 on the policy to read: ‘Aggressive armed individual or individuals threatening violence on campus’ instead of ‘Aggressive armed individual or individuals threatening violence against any member of campus’. The Board agree to ratify this policy on the grounds that the above amendments are made.
M. Greg Fenton S. Stewart Foote.
Action required: RB to submit updated document to School docs.
Note: When looking through the procedures it was raised that some classrooms did not currently lock from the inside of the classroom, this needs to be rectified to ensure the procedure is able to be carried out.
Action point: HA to check classroom doors to ensure they are lockable from the inside, any they currently don’t lock from the inside need to be addressed in order for staff to be able to comply with procedure.
- GF advised he has submitted 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) however he has not heard back. OAS will need to pay for upgrade.
- GF advised it’s not possible to have a lockable skip and a caged area is not a viable solution to the general public dumping household rubbish in the School’s skip. It has been decided that a driveway will be established in term 3 holidays to enable the skip to be placed at the back of the school. There is a lockable gate at the driveway entrance so this will secure and stop general public from dumping. Cost for driveway is \$1800.
- Re the visit from the Specialist Schools Safety Officer to assess Hall Road. We have been advised by the mayor that there is no money to implement a change.
- 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 October meeting. Lockdown policy ratified.
- Sponsorship around team uniform / clothing. KH advised awaiting sample to come through. **Action: KH to present sample once received from School Tex.**
- Emergency planning policy to be ratified at August meeting once Lockdown policy is ratified. **Action: Defer to October meeting.**
- GF gave an update on the mud pit accumulating down the back of the school across to the automotive shed. **Action point: HA obtained quotes to concrete, HA will do himself in the term 3 holidays.**

- GF advised that he had been awarded the sabbatical in term 3 of 2017 that he had applied for. A discussion took place around the cover of GF whilst he is on his sabbatical. Board agreed: KH to cover GF for his sabbatical leave.
M. Rereokeroa Shaw S. Julian Austin
Action point: GF to then look at the next tier down to cover KH and put plan in place.
- 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.** No update at present, carry over to October meeting.
- 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.** Carried over to October meeting.
- GF confirmed HA has ordered the air horns – they are required for lockdown as well in the event of no power.
- SI confirmed care cards are displayed at reception counter at the main office.
- GF did walk around with HA with regard to the cutting or trimming of trees, this work has been carried out.
- SI confirmed a thank you letter was sent to Diane Passau regarding her letter around the hall facilities.
- GF advised that he has sat with HA with regard to the Health & Safety Workplace audit report, HA and JM are working through the list.
- 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.** Carried over as no change to current template.
- 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. SI updated with response from NZSTA.
 - (a) The school's Whanau and Maori community should be encouraged to put forward candidate for nomination to the board.
 - (b) Unlike the national government of NZ, there are no specific seats on school boards allocated for Maori representation.
- Police vetting for Board of Trustee members. SI had circulated the response from NZSTA with regard to this query. There is no legal requirement therefore not compulsory for Board members to be police vetted. A discussion then took place around what you are declaring / signing (on nomination form) when you are nominated, a co-opted member does not fill in a nomination form or go through the election process. It was decided that moving forward any co-opted members

	<p>would be asked to complete a police vetting form as part of the co-opting process.</p> <p>M. Julian Austin S. Rereokeroa Shaw.</p> <p>2.5 Declaration of interests – nil.</p>	
3	<p>Strategic decisions</p> <p>3.1 Crisis Management policy reviewed.</p> <p>Only two minor changes identified for the Crisis Management Plan as follows:</p> <ol style="list-style-type: none"> 1. Under heading Immediate Actions, point 6 needs to detail 'Inform MOE'. 2. Under heading Crisis Management Team: Priorities and Actions, under point '5' the addition of Board Chair to be added so it reads 'Board Chair prepare a written....' <p>The Board agree to ratify this policy on the grounds that the above amendments are made.</p> <p>M. Julian Austin S. Rima Taua</p> <p>Action required: RB to submit changes to school docs.</p>	
4	<p>Strategic discussions</p> <p>Principal's report tabled as read, although GF did want to highlight the following: The staffing requirement for 2017 with a couple of appointments that need to be made.</p> <p>GF advised Devoy Consulting had identified that our current property space is in deficit in accordance with our current roll. MOE have acknowledged that we need more space as a result of the Devoy Consulting report.</p> <p>GF talked in brief through the PB4L document.</p> <p>M. Greg Fenton S. Rereokeroa Shaw</p>	
5	<p>Monitoring</p> <p>5.1 JA talked through the Finance report and where we are at budget versus percentage of year gone, with discussion around contributors to the uniform and canteen percentages.</p> <p>GF gave an update on the overall positive financial position that the school is in. He also advised that we are looking to purchase some transport for Hemi to use onsite at school – at present Hemi currently uses the school van and when this is often not available he has to use his own vehicle.</p> <p>5.2 Staff report tabled as read. RB spoke of the school production.</p> <p>M. Rebecca Bills S. Julian Austin</p> <p>5.3 Student Rep Report tabled as read.</p> <p>M. Rebecca Bills S. Julian Austin</p> <p>5.4 Maori Report – oral report from RS.</p> <p>RS advised that she would like to give RT a job. Together they would start engaging Maori whanau in working with the kura and tamariki education. RS requesting names of Maori whanau on roll to invite to hui.</p> <p>GF said he had a list, saying RC herself had said we need to be talking to Maori. GF also advised a draft letter had been prepared (giving a copy to RS), no meeting detail (date, time, place) as yet, just content of the goals from Ka Hikitia to</p>	

	<p>discuss. GF said he had identified some immediate whanau to invite. He said DM and KH said everyone on the roll should be invited.</p> <p>RS continued saying she wanted to get a good contingent of whanau involved as participation in the survey (completed earlier in year) was low with only one Maori family completing.</p> <p>Timing of hui discussed as being early term 4.</p> <p>GF added it was important that we understand what they want from us.</p> <p>5.5 Health & Safety Report</p> <ul style="list-style-type: none"> There was a discussion around the committee report and actions. JA reiterating that the Board need to see the actions. Action required: Check to see if GS has a template that the H&S committee could adopt. <p>There was a discussion around having a H&S budget for next year to cover any required actions that come out from H&S reporting.</p> <p>M. Rebecca Bills S. Julian Austin</p>	
6	<p>Inward Correspondence</p> <p>6.1 Letter from Caroline Hurst re hall facilities.</p> <p>6.2 NZ Education Gazette – 22 August 2016.</p> <p>6.3 NZ Education Gazette – 5 September 2016.</p> <p>6.4 NZSTA – STA News July 2016, NZ STA Area School. Teachers Collective Agreement, Safety Sign flyer, Resene. Save time and money with our free school services brochure.</p> <p>6.5 ERO – Partners in Learning letter and brochures.</p> <p>6.6 The Mind Lab by Unitec.</p> <p>6.7 NZ Education Gazette – 19 September 2016.</p>	
6A	<p>Outwards Correspondence</p> <p>6A.1 Response letter to Diane Passau re hall facilities.</p> <p>6A.2 Response letter to Caroline Hurst re hall facilities.</p> <p>6A.3 Thank you letter to Campbell Tyson for the use of their meeting room facilities.</p>	
7	<p>General Business</p> <p>7.1 A discussion took place on how we update the community on the new vision. The following suggestions were agreed:</p> <ol style="list-style-type: none"> Have detailed on a board at the Production nights (Wed 21st through to Fri 23rd). A lot of families and community members attending the Production. Action point: KH to arrange after staff have been briefed. To be detailed in the school newsletters (week 1 and 2) of term 4. Action point: SI to give RP information for newsletter. Detail on OAS website – Action required: RB to update. <p>GF advised that he has a student working on updating the document detailing our new vision, 3 goals and values. KH advised if this was ready she could cover this off with the staff prior to the Production starting so they had awareness of this first.</p>	

	<p>7.2 The Board agrees that the OAS values as discussed at the Strategic Planning day held on Friday 9th September are: Purpose - Ako Character - Mahi Ngatahi Community – Whakawhanaungatanga M. Julian Austin S. Greg Fenton Carried.</p> <p>7.3 Focus group (working committee) – this was talked about / raised in RS’s verbal report earlier in the meeting.</p>	
8	<p>No agenda items for October raised. Meeting closed at 8:45pm.</p>	
9	<p>In committee</p> <p>Karakia by Rima Taua</p> <p>Next board meeting The next board meeting is scheduled for Tuesday 25th October 2016.</p>	