

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES

Minutes from the meeting held on Tuesday 25th October, 6:00pm in the staffroom

No.		Action
1	<p>Karakia by RB.</p> <p>RC welcomed new Student Rep, Tuene Henderson and acknowledged that this would be HR's last Board meeting. RC saying that HR had made a great contribution to the Board and thanking her for this. In return HR thanked the Board for allowing her the opportunity to be involved in every Board aspect including the Strategic Planning day, saying that she had really enjoyed her time on the Board.</p> <p>As well as extending a warm welcome to TH, RC advised TH that she had full voting rights and was a full Board member and talked around this. An introduction of Board members / roles was then made.</p> <p>RC said on behalf of the Board we would like to pay our respects and offer our condolences to RS with the passing of her sister. RS thanked everyone.</p>	
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar (Board chair), Hannah Ross (outgoing student rep), Tuene Henderson (student rep), Jonathan Lovatt, Julian Austin, Koren Hopoi, Rebecca Bills, Rereokeroa Shaw, Stacey Ingram (minute taker).</p> <p>2.2 Apologies: Stewart Foote, Greg Shortt, Rima Taua, Greg Fenton.</p> <p>2.3 Minutes from September meeting approved. M. Julian Austin S. Rebecca Bills</p> <p>2.4 Matters arising</p> <ul style="list-style-type: none"> • 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: RT, RS, GF and RC to meet to review together and then table at next Board meeting, carried over to November meeting. • School House property maintenance, outstanding action from August meeting. Action: 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 again to November meeting. • The Lock Down Policy and Procedures document. RB advised that this policy was not to go up on School Docs – it was not to be publicised. The BOT wanted to ensure that the document was available for all staff (especially relievers) to refer to if it was ever needed but were unsure how this was implemented at the moment as GF was away ill. Action: GF / KH to implement if not already done. It was confirmed that HA has checked all classrooms lock from the inside to be able to comply with policy. • Liaison between OECC and OAS with regard to sharing H&S reports, policies and emergency planning and procedures needs to take place 	

	<p>once this policy is finalised. Action point: The Emergency Planning and procedures document to be ratified this meeting, GF to now make contact with OECC around this and report back November meeting.</p> <ul style="list-style-type: none"> • Sponsorship around team uniform / clothing. KH advised awaiting sample to come through. Action: KH to follow up sample with RP and update Board next meeting. • The Board agree to ratify the Emergency planning and procedures policy now that the Lockdown policy has been completed / ratified. M. Julian Austin S. Rebecca Bills Action: RB to submit this policy to School Docs. • KH confirmed that the mud pit accumulating down the back of the school across to the automotive shed has been resolved. • CARRY OVER TO NOV: GF has been awarded the sabbatical in term 3 of 2017 that he had applied for. KH to cover GF for his sabbatical leave. Action: GF to then look at the next tier down to cover KH and put plan in place. • CARRY OVER TO NOV: 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. • JL advised that the Asset Register was completed last Friday. Action: JL now to summarise for SE, then SE to submit to Edtech. • 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 – GS to provide. • RB confirmed that the minor amendments to the Crisis Management policy had been made and then the policy submitted to School Docs. • There was a discussion around the Health & Safety committee report requiring more details – eg: action taken, date and by whom. Action: GS to provide a new template encompassing more detail for the H&S committee to use. • Updating the community on the new vision: KH advised that the boards displaying this on for the Production night were not done in time, however KH had done a big reveal to the staff. SI confirmed that the detail was put in the school newsletters (week 1 and 2) of term 4. RB confirmed detail is on website. <p>2.5 Declaration of interests – nil.</p>	
3	<p>Strategic decisions</p> <p>3.1 Education Outside the Classroom policy being reviewed. KH advised currently 2 members of staff (KC and SG) are completing PD on this area and reviewing policy at same time to give feedback to the Board. Action: GF to present feedback from SG / KC after they have completed PD. A discussion then took place around police vetting, JL making a suggestion that at the beginning of</p>	

	<p>the year that anybody who is intending on attending camps, volunteering, coaching (anybody spending significant time at school or on trips) should complete forms and police vetting in preparation for the year. Action: SI and RC to review police vetting.</p>	
<p>4</p>	<p>Strategic discussions Principal's report was tabled, GF not at meeting to talk through. RC asked about the comment around the school pool (small) detailed in report and the cost involved. SI advised that it was her understanding that this was identified when the Thames Blasting came to carry out the work in their quote and found the problem and that the costs were covered in initially what was quoted as the painting would not be required as a result of finding the leak. Therefore no additional cost. There was a discussion around the new reporting template used, NAGs and the rotation of goals being reported on. JA gave the feedback that it would be good to still include the current roll number. Action: GF to add 'Current roll number' to his new template moving forward. M. Julian Austin S. Rosemarie Costar</p>	
<p>5</p>	<p>Monitoring 5.1 Finance report tabled. JL talked more on the Assets Register audit completed last Friday. JL's recommendation is to complete this every 3 years. He also suggested setting up an Asset suspense code. JA advised Xero can do this. Action: JL / SE to look into Xero input once we are using this program. JL advised that a better way of locating assets is needed. It was suggested that if the barcode scanner goes ahead for the bus tracking system that this could potentially be used. Action: Alternative solution to be implemented if barcode scanner not introduced. JL advised that some old uniform had been found in the uniform room, this was not current uniform and had no school logo. Action: Sell off as clothing, funds to uniform code. RC asked what the explanation of 'additional costs with 2015 annual accounts' was? Action: SI to clarify with Edtech. RC asked why we changed telephone companies if we are paying more. The problem with the old phone system / company was discussed. Old system was obsolete and required upgrading. RC asked about the comment Edtech had made under Consumables around 'no lease cost – higher meterage'. JA gave an update on some findings with Fuji Xerox service agreements and potential issues. Action: GF to review service agreement. SI to send copy to JA. RC asked what 'risk management' referred to, JA clarified as being insurance. RC asked about the repairs and maintenance including the portacom hireage. Action: GF to clarify if this is to be included here or project costs and an adjustment made accordingly if required. Also the portacoms for the international students should not be here – SE to check these have not been included. RC asked around the high percentage under 'Contractors & Consultancy', commentary states it includes 10 Year Plan costs. Action: SI to speak to Kaaren about a better /clearer way of declaring funded expenditure. JA raised that the Depreciation this year had an annual budget of \$50,000, last</p>	

years actual was \$80,000, JA suggested doing an adjustment now of \$30,000 to budget up. If not this could potentially have an effect on the P & L. **Action: SI to raise with Edtech.**

JA also suggested that we need a Balance Sheet budget for approval at the next BOT meeting. **Action: SI to obtain from Edtech.**

M. Jonathan Lovatt S. Julian Austin

5.2 Staff report was tabled as read.

M. Rebecca Bills S. Jonathan Lovatt

5.3 Student Rep report was tabled as read.

M. Hannah Ross S. Rosemarie Costar

5.4 A verbal Maori Report was given by RS. RS updated everyone on the Eat & Greet evening to be held on Tue 1st November 2016 at Te Kotahitanga Marae, 6:30pm start. This was to encourage kura whanau to come and meet one another and encourage interactions with BOT, school and each other. RS advising at this event she would like to run one little workshop, she may be able to get a computer to give away as a prize to help get participation in the workshop. RS advised that she has text every Maori whanau about the evening, getting some positive responses back. RS advised this week she will text all again to confirm numbers, should be 130 parents, if they don't have a babysitter she will be telling them to bring baby/kids along. This was their chance to give input / whanau voice. RS would like to ask the following questions in the workshop:

1. What skills / knowledge do you want your children to have?

2. What do you expect OAS to do to achieve?

3. What would you do as a parent to help achieve?

RS advised that some parents have said that they have never had a say, schools have trialed this before to get parent feedback.

KH asked if staff were required to be at this event as it had not been advertised to staff as yet and they need to be told. It was discussed that both staff and BOT members were invited. **Action: KH to advise / notify staff asap.**

RC asked RS if GF had given her a budget to work with. RS responded that the Marae had said they will pay. RC responded that the Marae had been very generous already. After discussing it was decided that when RS was able to confirm numbers that we need to discuss with GF and agreed to a budget if needed. RS confirming, let's see on numbers and go from there. RS also advised that she will be phoning all families next Monday to remind them again. RC suggested that we set up an attendance register to keep record of this and make inviting of whanau easier moving forward. RC advising that when current Board members have moved on that the database will be record for the school and any new Board/s.

RS said she was excited about the event and hoping that we get at least 50 school whanau there. RC suggested that the information be put on the OAS school Facebook page. **Action: RB to add.**

RS then advised another question she would like to ask at the workshop is; What would make a difference to get you turning up to parent / teacher interviews?

RC adding that that wasn't just a Maori thing. A discussion then took place around who it was that did actually turn up to parent / teacher interviews.

RC then gave the Board an update of the meeting held today with Edith, Marija, RS, KH and herself.

	<p>5.5 Health & Safety report tabled. There was a discussion around the template again and the need to have a new one. Point 3 on the report was discussed, RC asking an immediate action was for GF to look into this and ensure this has been resolved. Action: SI to advise GF, GF to investigate / ensure resolved.</p>	
6	<p>Inward Correspondence 6.1 RC read the email from Kidz First Public Health Services re Immunisation Programme 2017. 6.2 NZ Education Gazette – Vol 95 / number 18 – 10th October 2016. 6.3 NZSTA – STA News August 2016, Resene flow chart – brochures handed out. 6.4 Novopay letter – Career Allowance Stage 3 for Principal. 6.5 Windows 10, Education Brochure. 6.6 NZSTA – STA News September 2016, Safety Sign Sales Ltd brochure – brochures handed out.</p>	
6A	<p>Outwards Correspondence - Nil</p>	
	<p>General Business 7.1 It was discussed that if the Global Funding model the Government was proposing went ahead that a policy be put in place to protect the school. The Board saw no problem with it whilst GF was Principal however this measure would be to safeguard for the future. It was agreed that if it did proceed that a policy is to be established by the Board and put in place to avoid abuse of the funding method. 7.2 RC asked the question around how we identify Priority Learners. And then how do we share info as a child moves from year to year? There was a discussion around this. JA asked how attendance was tied in with as well. Action: GF to bring and present info at November Board meeting. 7.3 SI advised that Edtech had sent through the BOT FTE calculation required for the annual accounts. SI advised she has developed a spreadsheet that captures this detail for her to input and SI will provide with the attendance sheet at the start of each meeting for each Board member to complete. This would ensure this was recorded accurately. Action: All Board to complete each meeting. 7.4 Voice over IP. Action: Deferred to November meeting due to GF's absence this meeting. RC advised that she had 3 small things to add to discuss this evening if all members were happy to do so. All agreed. RC asked if all Board members had a copy of the Trusteeship A Guide for School Trustees 2016. RS advised she did not have one, RC gave RS a spare copy. Action: SI to supply KH with a copy. RC referred to page 10 under the Governance section (Understanding Governance and Management) and read</p>	

	<p>form this. RC also read the statements under ‘Governance determines’ and ‘Management determines’. RC stated we are a unique school, we often do cross the line. RC then reiterated, as we are becoming more strategic we need to make sure we are staying in governance and keeping out of management. JA gave an example of where a Board he was on overstepped the mark and became involved in management.</p> <p>RC then referred all members to page 12 reading ‘Trustees share a common purpose of ensuring that all students receive the best possible education. This requires an environment that enables effective delivery of quality education to achieve high educational outcomes. Decisions must be made in the best interests of all students at the school’. RC then continued to say that we need to make sure the Principal is given the time to make sure he has time to do what he needs to do.</p> <p>RC advised that when she was at school today some strong concerns were raised to her around a date clash, with this Thursday being Group Day and if weather was bad that this then would get pushed to Friday. However the schools Athletics day was scheduled for Friday. RC asked the question who sets dates and who changes dates. KH advised that the Athletics day was set at the beginning of the year and entered into the calendar to save the day. KH advised that she had not been given a date for Group Day to enter into the calendar. KH clarified that she is the only person who has access to the calendar and entering the dates. There was a discussion around this, KH advising that it would be harder to cancel the Athletics day due to the large amount of students involved and parents who have made arrangements to attend (taking time off work etc). RC advised that she had been told that Group Day always falls on the last Thursday every October, with the Friday being the backup day in case of bad weather. Action: KH to go into future calendars to save both of these days and block them out for Group Day each year to avoid any future potential issues.</p> <p>There was a discussion around the timing about the Board reports being submitted for Board meetings. Action: Moving forward all members (who are required to provide a Board report) have committed to submitting reports by Wednesday 5pm to allow SI to distribute all meeting documents Thursday morning.</p>	
8	<p>No agenda items raised for November meeting. Meeting closed at 7:35pm.</p>	
9	<p>In committee Karakia by RS. The next board meeting is scheduled for Tuesday 29th November 2016.</p>	