

ONEWHERE AREA SCHOOL BOARD OF TRUSTEES
Minutes from meeting held Tuesday 29th November 2016, 6:00pm in the Staff Room

No.	
1	<p>Karakia led by Rima Taua, everyone participated using the handouts provided.</p> <p>Rosemarie welcomed everyone.</p> <p>Josie Redmond was introduced and then JR presented a powerpoint presentation on NAPP (year 7 -8) data. JR talked about why she picked this topic for her inquiry and talked through stage 1, listing the assessments used along with the benefits, concerns and next steps. JR gave an example (Astile writing) of assessment analysis, outlining benefits, concerns, how the info is used to benefit teaching and learning. JR talked about how she used student voice in her inquiry, students were each asked a question independently. JR then presented the student feedback. JR then talked about the difference between assessment and evaluation. She then made reference to the 'Making Classroom Assessment Work' book and how she found this a great book based on NZ information. JR talked about the investigated assessments and her meeting with a colleague to discuss timetable for the year. A reflection was given and the presentation summarised. JR finished with question and answer time around her presentation. A question was raised around the handover from year 6 up to year 7, and the transition from year 8 to 9. The need for this to happen the whole way through school years was discussed. There was a discussion around feeder schools and how imports arriving into year 7 were assessed and tested.</p> <p>JR was thanked for her presentation and farewellled.</p>
2	<p>Meeting Protocol</p> <p>2.1 Present: Rosemarie Costar, Tuene Henderson, Koren Hopoi, Greg Fenton, Rebecca Bills, Julian Austin, Rima Taua, Stewart Foote, Greg Shortt, Stacey Ingram (minute taker).</p> <p>2.2 Apologies from: Rereokeroa Shaw, Jonathan Lovatt.</p> <p>2.3 Approve Minutes of previous meeting. M. Rebecca Bills. S. Julian Austin.</p> <p>2.4 Matters arising</p> <ul style="list-style-type: none"> • RC confirmed that RS, RC and GF had met to review the draft BOT Maori Rep role description and that the Governance Manual had been updated to reflect the details agreed. • The Property Committee gave an update on their meeting around the School House property maintenance required. A lot of work required at Hall Rd and this was the property focused on at the sub-committee meeting. It is recommended that the property be vacant for the work to be carried out as it is quite extensive. The subcommittee are currently in the process of getting quotes for the work required. Action: Property Sub-committee to present quotes at Feb meeting. There was a discussion around alternative options, eg: removing the house, gym extension, selling the property. Action: GF to investigate with MOE possibilities of what we can and can't do with the property and have this information for the Feb meeting. These options to be reviewed again once the costs for the extensive work have been compiled. There was a discussion if the property is renovated / upgraded that a

Property Manager then be brought in to carry out property inspections and provide monthly reports. **Action: Review the Property Manager services if house upgrade / renovation goes ahead.** GF said the outside of the property is currently being tidied in preparation for the reunion.

- GF confirmed he had met with OECC with regard to sharing OAS H&S reports, policies and emergency planning and procedures. GF also suggested that an alarm be put on the back of room 1 so it could be heard clearly at OECC in the case of an emergency. Board agreed that this should happen. **Action: GF to speak to HA about alarm installation. Meantime a runner process will be put in place to alert OECC in the event of an emergency.** In the event of an emergency OECC will assemble in the years 1 to 6 assembly area.
- CARRIED OVER TO FEB: Sponsorship around team uniform / clothing. KH advised awaiting sample to come through. **Action: KH to follow up with RP to email School Tex for an update on sample availability for Feb Board meeting.**
- RB confirmed that the Emergency planning and procedures policy had been submitted to School Doc and will be updated in the next round of updates.
- CARRIED OVER TO FEB: GF advised that he had 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.**
- GF gave an update on the tracking of students on buses. PO was in today and he is well advanced in the set-up of the program for us, he will have up and running for next year. He is in the process of creating a database. A barcoded card has been created for trial purposes. Will have quotes in before end of term 1. Year 9 and above will use their student ID card. GF advised that there will be a cost to the student if their card is lost or broken and a replacement is required.
- CARRY OVER TO FEB MEETING. JL advised that the Asset Register was completed last Friday. **Action: JL now to summarise for SE, then SE to submit to Edtech.**
- GS confirmed a new meeting agenda / minute template has been supplied to the H&S team to use for meetings from Dec onwards.
- RB confirmed that the minor amendments to the Crisis Management policy had been made and then the policy submitted to School Docs.
- Education Outside the Classroom policy is being reviewed by KC and SG in preparation for a complete walk through on EOTC obligations with all staff at the teacher only day in Jan 2017. EOTC PLD email supplied by KC tabled (attached to GF's report). Feedback from staff to be obtained, policy to then come to the Board for review. **Action: SG / KC to submit EOTC policy for review at Feb BOT meeting.**
- SI and RC confirmed they had met to go through current police vetting process including filing of this information.
- GF confirmed he would include roll number in his reporting starting next year however he didn't include in this one due to end of year numbers not being accurate with school leavers etc.
- CARRY OVER TO FEB MEETING: JL talked more on the Assets Register audit completed last Friday. JL's recommendation is to complete this every 3 years. RC suggested setting up an Asset suspense code and that the audit should be completed annually. JA advised Xero can do this. **Action: JL / SE to look into Xero input once we are using this program.**
- A better way of locating assets is required. **Action: PO to be briefed on this requirement as next part of project once bus tracking set up.**

- CARRY OVER TO FEB: 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 confirmed that SI had provided the Finance sub-committee with answers to the finance questions raised at the last meeting. A discussion then took place around some of the content in the responses from KM from Edtech. **Action: GF to speak to KM around service agreement when she is next in.**
- JA updated everyone on his meeting with SE and the Fuji Xerox representative, highlighting that we have an \$80K liability (\$52K of which was from a previous contract, \$30K from current contract). JA advised details around possibility of moving to all government contracts for copiers, this is now sitting with Fuji Xerox to come back to OAS with options. **Action: SE to follow up with Fuji Xerox and update JA.**
- GF clarified that the portacom to provide office space during renovation was coded to 'project cost' and the other portacoms for the international students' base at school was coded against 'international students'.
- RC talked through KM (Edtech) response around our Depreciation query. Motion: The Board agree to Edtech's suggestion to increase the Depreciation provision for the next 3 months up to \$77K. The Board also agree to the suggestion when setting the 2017 budget to increase the budget for depreciation from \$50K to \$80K.
M. Rosemarie Costar. S. Greg Fenton.
Action: KH to reflect the above in the 2017 budget preparation.
- Last meeting JA had suggested that we need a Balance Sheet budget for approval at the next BOT meeting. After the meeting this was looked into and found that this was tabled and accepted already in the August 2016 meeting, therefore no action required.
- GF gave an update on Point 3 of the October H&S report which was sitting with him to investigate. GF advised that he had got an electrician in to look at this. Electrician said it's the lights that are affected not the power. The lights go off at night and flick the switch. The electrician cannot determine why this happens however we have his assurance that this is not a health & safety issue.
- There was a discussion around identifying Priority Learners. JR talked to this in her presentation earlier in the evening (covered years 7 & 8). GF tabled a report from KH on aLim (acceleration and learning in maths), also included was information from JP (9 steps to identify priority learners). **Action: SI to distribute the report to Board members via email to have a more in depth look through. KH also advised she would supply information for year 9 and above for the email.**
- CARRY OVER TO FEB MEETING: Voice over IP. GF advised this is sitting with JL. There was a discussion around the benefits, for example – offsite access, skype, growing phone capability. **Action: JL to provide information.**

2.5 Declaration of interests – nil.

<p>3</p>	<p>Strategic decisions</p> <p>3.1 Review of Policies. Motion: To ratify the Sun Protection policy. M. Greg Fenton. S. Rebecca Bills. It was also noted that due to the low stocks of sun hats available for purchase at OAS and the transition to uniform being available at The Warehouse next year that children were able to wear non uniform hats if they did not have one.</p> <p>The EOTC Policy is to be carried over to February 2017 meeting, SG and KC currently working on this policy review / recommendations with the recent EOTC professional development courses they have attended. Action: SI to add to Feb agenda.</p>
<p>4</p>	<p>Strategic discussions</p> <p>Principal's report tabled. M. Greg Fenton. S. Julian Austin.</p> <p>GF talked through the upgrade of the kitchen appliances installed into the gym kitchen in preparation of the reunion. GF gave an update on recruitment and proposed personnel changes. Motion: To ratify / endorse the personnel changes talked through. M. Rosemarie Costar. S. Greg Shortt.</p> <p>There was a discussion around HA currently having to use his own vehicle or school van to carry out jobs on school grounds. A solution to this was discussed along with the benefits of a tractor versus a gator. Action: GF to look into and come back to the Board with options.</p>
<p>5</p>	<p>Monitoring</p> <p>5.1 Finance report tabled. M. Julian Austin. S. Greg Shortt. A discussion took place around the canteen expenses. Talked about the need for separate budgets for 'staff meeting catering', 'Breakfast Club', 'BOT catering'. Action: SE to check through and remove anything for staff functions, BOT functions and Breakfast Club and recode accordingly. Once Board has an understanding of real canteen financials, if the canteen is running at a deficit the canteen pricing will need to be reviewed. Action: Finance Sub-committee to review canteen financials once SE has completed the above.</p> <p>There was a discussion around Breakfast Club and adding an option on the school fees letter for a voluntary donation if families wished to donate in this way. Action: SE to include this information in the letter, a tick box for both a \$5 and \$10 amount, along with an option if people wished to receive a receipt for tax purposes.</p> <p>The Variance Report template was discussed and if the Board felt it captured the information we needed it to. Action: The Finance Sub-committee (JL, JA, RC, GF) to review report and provide feedback.</p> <p>There was a discussion to update the draft 2016 Operating Budget to amend the depreciation amount to \$77,000. Motion: The Board agrees to adopt the 2016 draft Operating Budget with the above amendment. This then becomes the OAS 2016 Operating Budget. M. Julian Austin. S. Rosemarie Costar.</p>

KH gave an update on the 2017 Draft operating budget preparation. Action: KH to email this to the Finance Sub-committee Thursday morning (1st Dec) before the budget meeting on Friday.

5.2 Staff report, tabled as read.

M. Rebecca Bills. S. Rosemarie Costar.

RB reported on the PB4L meetings held for support staff and how it was a positive for support staff to be included in PD. Moving forward these have been scheduled for once or twice a term to keep support staff in the loop.

RC made reference to a conversation with DM where a PB4L behavior matrix was being compiled. RC made reference to a recent document she had read (in our complaints policy) around what we considered as majors and minors in terms of behavior. Talked about why reinvent the wheel if this was already in place.

5.3 Student Rep Report, tabled as read.

M. Tuene Henderson. S. Rosemarie Costar.

5.4 Maori Report - Feedback from Eat & Greet hui tabled.

M. Rima Taua. S. Rosemarie Costar.

RC made a special acknowledgement to RS and RT for the fantastic night.

RT read through an additional report, talked about who attended the hui and next steps.

Saying that RS and RT thought it was important to report back to whanau before Christmas and suggested a hui this Friday (2nd Dec), 6:30pm at the Marae. There was then a discussion if the Board would be able to get the necessary preparation completed in this short time frame. The Board felt that this timeframe would not give justice to any answers, and that they really needed to sit down and go through thoroughly to come out with key action points.

It was decided to release the document of compiled feedback to the whanau who attended, saying we appreciate their valued input, that we will work towards action points for Feb and hold another hui then.

GF said that there were 89 families registered as being Maori in our Kamar system and rather than just send to the 19 parents that attended that we send the information to all whanau. Action point: A letter and compiled feedback to be sent to all Maori families.

There was an acknowledgement to the 8 Board members who attended this evening to represent the BOT. Along with a big thank you to the Marae for hosting the event.

Action: BOT to meet in the holidays to look at proposed action points to bring back for staff input in February and proceed from there. Teachers to email through ideas / input beforehand if possible.

Action point: GF to speak with RS to organize the hui in Feb as a follow up to the Eat & Greet.

There was a discussion around Cassius performing a song at the Eat & Greet and how impressed the Board were by his talent. Action point: SI to send a letter of acknowledgement to Cassius.

	<p>5.5 Health & Safety Report, tabled as read. GS talked through new agenda and reporting template supplied to the H&S team for meetings moving forward. M. Greg Shortt. S. Greg Fenton. From the November report there was a discussion around the toilets in the junior learning centre and the foul odor generated from these and how to resolve. Action: GF to arrange the roof vent to be fixed plus get plumber to check floor / gravity. Expel air and extractor fans to be looked at as well. Girls and boys toilets to both be addressed.</p>
<p>6</p>	<p>Inward Correspondence</p> <p>6.1 NZ Education Gazette – Vol 95 / number 19 – 25th October 2016.</p> <p>6.2 NZ Education Gazette – Vol 95 / number 20 – 7th November 2016.</p> <p>6.3 NZ Education Gazette – Vol 95 / number 21 – 21st November 2016.</p> <p>6.4 Application for Leave of Absence (RM) – Board approved.</p> <p>6.5 NZSTA News, Oct 2016 – Issue 268 plus Get Firewise (It’s Arson Season) flyer.</p> <p>6.6 Get Licensed letter. GF talked to this, saying we don’t have a current copyright license. He had done some investigation into costs / choices which were presented to the Board. Motion: For Board approval to cover this cost in 2017 budget. M. Greg Fenton. S. Julian Austin. Action: KH to include in 2017 budget (\$4373.50).</p> <p>6.7 Annual Audit Update Letter from Deloitte.</p> <p>6.8 NZSTA Subscription. Motion: For Board to approve subscription. M. Greg Shortt. S. Julian Austin. Action: SE to arrange payment.</p> <p>6.9 MOE letter – 2017 Area Principals’ Sabbatical letter.</p> <p>6.10 HEB Construction quote - reseal school carpark and driveway.</p> <p>6.11 Lifestyle Asphalt Ltd quote – remove existing asphalt and relay new asphalt over carpark and turnaround area. The Board discussed both the above quotes and the decision was made to hold off and patch up carpark / driveway at this point in time.</p> <p>6.12 Franklin Laminates Ltd quote – new fittings and worktops for OAS. A discussion took place around this, having not been budgeted for and never being in the plan. Determined it was a necessary after thought. GF said there are funds available in the Building Improvement budget which could be utilized. Determined that further quotes required to get a perspective around costs. Action: HA to obtain 2 more quotes, these can be emailed to the Board for consideration and cost approval to ensure this work is completed asap.</p> <p>6.13 Resignation letter from Hayley Fenton. Action: SI to arrange for a reference for HF. Action: The Board would like to see exit interviews conducted with personnel leaving this year.</p>

6A	<p>Outwards Correspondence</p> <p>Nil</p>
7	<p>General Business</p> <p>7.1 Voice over IP, GF had handed this over to JL. Action: Carry over to Feb 2017 meeting for JL to address.</p> <p>7.2 Identifying priority leaners, this was talked through earlier in meeting. Action: SI to email out GF handouts for the Board to have a more in-depth read.</p> <p>7.3 Procedures for complaints policy, this is a work in progress. Action: Carry over to Feb 2017 meeting</p> <p>7.4 School house rent review. A discussion took place around the current rent of houses versus the rental appraisals completed April. A decision was made that the rent is to be increased on both Parson Rd properties. Action: RC to look into what we can legally do including notice period required. Action: RC to email Board early next week with findings, with a decision to be made on new weekly rent and tenants to be notified in January with adequate notice period from there as to when the increase takes effect.</p> <p>7.5 Police vetting – subcommittee. An overview of current process was given with the request of forming a subcommittee to review / address ‘released with results’ vets. Subcommittee confirmed as: GF and RC. Action: Any ‘released with results’ police vets to now be run past the subcommittee.</p> <p>7.6 Staff Christmas function. The Board endorses the Christmas function with budget remaining as per last year. SI asked for an indication of BOT members who would like to attend. Action: SI to email BOT member with detail to get firm numbers.</p> <p>7.7 December Extraordinary BOT meeting – confirmed as Tuesday 13/12/2016. To be held at RC’s house, start time 6pm. Main purpose of meeting is to table the 2017 Draft Operating Budget. Action: SI to email out invite and supporting documents prior to meeting. It was noted that the School Leavers dinner was being held on Monday 12/12/2016, all Board members are invited to attend. Action: SI to email out invitation / information.</p> <p>7.8 School Management Structure – GF talked through the current structure plus gave an outline of what other schools do as an alternative. There was a discussion around this.</p> <p>7.9 RC presented late inwards correspondence received (not on agenda). Correspondence from a local internet provider requesting to share the schools fibrenet connection. The letter suggests that local MOE and school would need to approve before an agreement is entered into. RC read the proposal out. This raised discussion around no mention of contribution, talks of students at home having a reduced cost (no detail around this). It was pointed out that we would have no control over commercial agreement or charges this</p>

	<p>company would pass on to customers / locals. There was discussion around the need for transparency and understanding of the commercial gain.</p> <p>Action: GF to talk to TTS to understand the implications this type of agreement may have to the school and report back to Board.</p>
8	Meeting closed at 9:45pm
9	<p>In committee</p> <p>Karalia lead by RT, everyone participated.</p>