

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 13<sup>th</sup> April 2021, 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
<b>1</b>	<b>Karakia</b> Welcome.
<b>2</b>	<b>Attendance <i>Tae-ā-kanohi</i></b> <b>2.1</b> Present: Owein Greaves, Heidi Bland, Rima Taua, Rereokeroa Shaw, Kimberley Cruickshank, Rebecca Bills, Amie Morgan, Graham Eskdale, Heidi Bland, Rima Taua, Stacey Ingram (minute taker). <b>2.2</b> Apologies <i>Tuku aroha</i> : Rachel Hagan <b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts - nil
<b>3</b>	<b>Administration <i>Ngā Whakahaeretanga</i></b> <b>3.1</b> Confirmation of March Minutes <b>RESOLUTION</b> That the March 2021 minutes be approved. M. Amie Morgan S. Graham Eskdale <b>3.2</b> Correspondence Inwards correspondence: (a) Education Gazette 22.03.2021, vol 100, #3 (b) NZSTA news – March 2021, issue 306 (c) A parent letter re the facial hair policy was tabled and discussed. It was agreed that a Board sub-committee be formed in order to work through and present at the next Board meeting their proposal. It was agreed that the staff and student Board reps should be part of the panel. <b>RESOLUTION:</b> The following Board members form a sub-committee to initially review and put forward recommendations at the next Board meeting. Members are: KC, RT, TR and HB. M. Graham Eskdale S. Rereokeroa Shaw Outwards correspondence - nil <b>RESOLUTION</b> That inwards correspondence be received. M. Heidi Bland S. Amie Morgan
<b>4</b>	<b>Monitoring and Review <i>Aroturuki me te arotake</i></b> <b>4.1</b> School house report – RH not at meeting to report on. OG advised that the school would need to have work done on the houses to move venting to be external and that this had links to the budget as well. OG said that to date they had not sighted anything around a specific healthy home report for each house and RH was chasing this with our School House property manager. OG advised that RH should have this for the May meeting. <b>4.2</b> Whanau report – RS gave an update on the Area School Executive meetings, RS advised that the flight costs are covered by this organization and they will also pay for the flights to the conference. RS put forward a request for the school to pay for her accommodation at the conference. RS advised that she felt that the Principal and Chair should attend this conference. RS gave an overview of the workshop she runs, CA gave feedback around attending one of RS's workshops. RS recommended that all Board members attend her workshop. There was further discussion around the workshop and what take outs people got from attending. RS advised that it was not for her and RT in their roles to fix up all the Maori things that are wrong, that everyone should do this. RS made reference to Te Marautanga O Te Puaha O Waikato poster on the wall, saying that her and RT know it off by heart and questioned who was driving the plan other than herself. RB responded that they are talking about making OAS practice that they themselves can maintain, so it becomes the way things are done at OAS. RS continued that the culture within the school needed to change and that the Board needed to make that change, it would then flow to the teachers, then the students, then the students

go home and teach their parents. Clarification was sought on how would the Board know they are successful meeting those needs as a Board, what would the measure be. RS advised that it would be learning Te Reo.

RS stated that whenever there is an event at school she gets a call around what the school might need in terms of kaumatua – RS advised that the school should know and have a direct link kaumatua.

RS spoke of work she was doing around appraising 2 Maori teachers, that they were in total immersion and she was assessing them in Reo. There was a discussion around Te Reo and how English is compulsory with RS asking if there was the same option for Te Reo (to make compulsory). RB clarifies that Te Reo is compulsory in years 7 to 9. OG added further clarification that it is when Te Reo is no longer compulsory where our students opt out from taking it from – this was from year 10 when it became an option. RS questioned if the low uptake past year 9 was due to a clash of subjects. RB responded that being a school with 200 odd students in the senior school that there will always be some subject clashes, and that this will be part of her investigation around why the low uptake for Te Reo from year 10 up. RB spoke of the Taku Reo student survey that has been sent out, the survey would determine if the Te Marautanga O Te Puaha O Waikato plan had filtered down through the students. RB advised that in her 9 years at OAS she has seen massive positive change and gave an example of this. RB advised that we are not there yet but the school has made steps in all of the areas listed in the Honouring Te Tiriti o Waitangi document. RB referred to the student survey again saying that if the students have noticed a difference in the way we do things then they have done their job, RB highlighted that the survey will also highlight any gaps. TR added that the strategies are there along with clear targets. AM commented that it seemed like RS was saying that the Board was not making enough steps and asked RS what else could help. RS responded that there is some stuff that can be done in addition to what is already being done. OG advised that the school is making headway and made reference to the annual plan and the great stuff being worked on in there. There was a discussion around the input in to the plan and that it was 'our' (everyone's) plan. OG reiterates that we have clear deliverables to move forward, we are doing good stuff and that this needed to be celebrated. There was a discussion around this, with CA asking if the whanau report could include acknowledgement of the positive steps the Board are making. CA added that she would like to share something for the whanau report, speaking of the positive multicultural day held last Saturday in Puni where a kapa haka group made up of students from Onewhero, TeKohanga and Pukekawa performed together in a group. RS finished her report with a suggestion that everyone should attend her workshop. OG thanked RS for her report.

#### **4.3 Financial reporting**

(a) March 2021 finance report. OG flagged that the school house budget will need adjusting to cover some works that need to be carried out that were not foreseen at the time the budget was completed. There was a discussion around priorities in terms of where funds could be spent / needed within school. RB advised that in preparation for the mid-year budget review and adjusting that she would be conducting an audit of what we have in classrooms / resourcing stocks. There was discussion around this. A question was raised around the annual plan actions and if there would be any extra finance that would need to be put to that in order to achieve the outcomes. RB also talked of the need to have a fundraising review and a clear strategy required for this moving forward. There was a discussion around the fence that had been proposed by MOE, RB gave an overview of where this project was at and that OAS had been flagged as a high priority. A query was raised around the turf budget line and clarification was given around the deposit having been paid.

**RESOLUTION** That the March 2021 report be accepted. M. Amie Morgan S. Rereokeroa Shaw

#### **4.4 Policies for Assurance by Principal:**

	<p>(a) Reporting and Recording Accidents, Medicines – RB assured.</p> <p>(b) 10 Year Property Plan (10YPP) – RB assured and advised that OAS would be starting our new cycle this year.</p> <p><b>4.5 Health &amp; Safety Reporting.</b> HB talked about the need to be showing continual improvement around H&amp;S and the need to be proactive not reactive – this applied to staff and students and should be part of everyday school life. HB talked about what being proactive looked like. HB advised that there could be a bit more around the Wellbeing aspect. HB congratulated RB on her conduct around supporting staff and their wellbeing, stating that RB will handle this well in her Principal role as she genuinely cares and that H&amp;S is not a tick box exercise. There was a discussion around increasing the % rating, RB added that she would be attending a H&amp;S course which would increase knowledge.</p> <p>(a) Safe 365 Assessment.</p> <p>(b) Sick Bay &amp; Injury Report</p> <p><b>RESOLUTION</b> That the Health &amp; Safety reporting be received. M. Rebecca Bills S. Rima Taua.</p> <p><i>Note: 7:05pm HB left the meeting and returned at 7:50pm.</i></p> <p><b>4.6 Overnight &amp; potentially hazardous activities / trip proposals:</b></p> <p>(a) Duke of Ed silver trip, submitted by Alan Rowe. RB advised that this trip had been put forward for approval of the proposal of the trip. RB continued that Alan runs this for the school and gave a brief overview of this and that the trip would be in the first half of the year.</p> <p><b>RESOLUTION</b> That the above overnight trip proposal be approved. M. Heidi Bland S. Tess Ritchie</p> <p><b>4.7 Action list from March meeting tabled.</b></p> <p><b>4.8 General:</b></p> <p>(a) Recent Board PD – carry over to May meeting.</p> <p>(b) School Powhiri for Rebecca to be held Wednesday 12<sup>th</sup> May. OG asked how the planning was evolving and how the students would be part of the actions. RB advised that JL was the school event organiser and was working on this. JL has involved KR to organize the powhiri side with kappa haka and students leading this. RB said it was her request that this be student led. RB added that DM does set up for the day. OG suggested everyone put in their diary so they can be there. RS says to let her know the plan and she will work with it. It was said that there would need to be a small budget for food.</p> <p>(c) RB gave an overview about Street Racket and how it teaches skills of tennis and squash, talking about the benefits of being involved for years 1 and 2 students as well as teachers.</p> <p><b>RESOLUTION:</b> The Onewhero Area School Board of Trustees resolved that they support and agree for Street Racket to include Onewhero Area School in the group application they are submitting for the implementation of the Street Racket initiative into a group of primary schools and squash clubs. M. Rebecca Bills S. Graham Eskdale</p>
5	<p><b>Strategic decisions <i>Whakatau rautaki</i></b></p> <p>Policy for review: Home Learning policy. There was a discussion around the policy and it was agreed to make the following amendments.</p> <p><b>MINUTE:</b> The Home Learning policy is to be amended with School Docs as soon as possible, as follows:</p> <p>Change ‘parents’ reference to ‘caregivers’.</p> <p>Add in a line that reads ‘Where home learning is for an extended period of time OAS staff implement the following <i>**insert link to home learning commitment here**</i>’</p> <p>M. Heidi Bland S. Graham Eskdale.</p>

6	<p><b>Strategic discussions <i>Ngā kōrerorero rautaki</i></b></p> <p>The Principals report was tabled. RB advised that the school was on track to complete the annual plan actions scheduled this term. OG asked a query around the website and there was a discussion around Board member details / bio being included. RB advised that the draft junior, middle and senior school section was going to be replaced with Learning site info. There was a discussion around some specific images of the school and resource required around this. It was asked if a report (in person or written) could be supplied to the Board around the PLG progress from each group. Clarification was asked around who was the lead where it said 'selected senior teachers' as it was not clear who was responsible for this action to ensure accountability, RB responded that JL oversees this. OG asked RS if she was still comfortable with working with RB in being the lead on inviting mana whenua to school events, RS confirmed that she was. RB gave an overview of the waka ama action point, advising that AR had taken the lead on this and it was in its infancy stage at present. There was a discussion around writing the programme for working through Educational Leadership Capability Framework with Team Leaders, RB advising that she would be working on this in the holidays. AM asked around the student led conferences that had taken place a couple of weeks prior and if there had been any feedback, what was the uptake. RB gave an overview around this and the review that had taken place over the last couple of years and how the school had adapted these conferences based on feedback. RB advised that there was a 36% attendance rate and that this was in line with previous years. It was noted that this seemed quite low and there was a discussion around barriers and also that parents / caregivers could potentially be getting what they need in terms of information on their child's learning through other means. Examples of Seesaw, teacher contact etc therefore they might not feel it necessary to attend the student led conferences. TR suggested a simple communication out to parents that was just a 'thumbs up' or 'thumbs down' response to get an indication on this.</p>
7	<p><b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> from 8:07pm to 8:45pm</p> <p>In accordance with the provisions of Section 48 (1) of the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee to discuss various matters. After discussion it was proposed that the meeting move out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.</p>
8	<p><b>Meeting closure <i>Whakamutunga</i></b></p> <p><b>8.1</b> Select topics for newsletter reporting: Street Racket coming to OAS, School powhiri. Feedback was given to RB how the school newsletters had improved and it was good to see that all areas of the school were being covered.</p> <p><b>8.2</b> Call for agenda items for next meeting: Governance manual review.</p> <p><b>8.3</b> Meeting evaluation – it was discussed that AM, GE and CA were working on what the meeting evaluation could look like moving forward and this would be tabled at the next meeting.</p> <p>Karakia, meeting closed at 8:50pm.</p>