

**Minutes from the Onewhero Area School Board of Trustees meeting held
20th January 2021 at 7pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	<p>Karakia. Owein welcomed everyone to the meeting, extending a warm welcome to Rebecca Bills who would be Acting Principal (for term 1) after Simon leaves OAS on the 27th January. OG continued that Rebecca had been invited to the meeting as part of the transition / handover process.</p>
2	<p>Attendance <i>Tae-ā-kanohi</i> 2.1 Present: Heidi Bland, Owein Greaves, Rachel Hagan, Kimberley Cruickshank, Amie Morgan, Rereokeroa Shaw, Rima Taua, Corinne Anderson, Graham Eskdale, Simon Craggs, Stacey Ingram (minute taker). 2.2 Apologies <i>Tuku aroha</i>: Nil. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil declared.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i> 3.1 With it being the start of new year the election process took place. SC called for nominations for Board Chair for 2021. CA nominated Owein Greaves, RS seconded the nomination. Owein accepted the nomination. There were no other nominations received. All were in favour of OG being chair. 3.2 OG called for nominations for Deputy Chair for 2021. HB nominated Graham Eskdale, Graham thanked Heidi however declined as he felt he needed a bit more experience on the Board before taking a lead role. OG nominated Rereokeroa Shaw, RT seconded the nomination. Rereokeroa accepted the nomination. There were no other accepted nominations received. All were in favour of RS being deputy chair. 3.3 Allocation of trustee portfolios for 2021 were discussed and allocated as follows: (a) Health & Safety: Heidi Bland, Amie Morgan (b) Finance: Owein Greaves, Kimberley Cruickshank, Graham Eskdale (c) Property (school houses only): Rachel Hagan (school liaison person for Credit Control on Call). (d) Property (school / projects): Owein Greaves, Rachel Hagan, Rereokeroa Shaw. (e) Personnel: All Board members are able to participate, the committee will be formed by the Appointment Committee policy requirement and who is available at the time. RESOLUTION: The Board delegates authority to the Appointment Committee to make decisions on behalf of the Board when recruiting. M. Graham Eskdale S. Heidi Bland Corinne Anderson will pick up the part of the portfolio required to be completed by one Board member, this was previously completed by Jo McIntosh. (f) Discipline: All Board members except the Principal are able to participate, this will again be determined by the number of members required to attend and who is available at the time of requirement. RESOLUTION: The Board delegates authority to the Discipline Committee to make decisions on behalf of the Board at suspension and other disciplinary hearings. M. Simon Craggs S. Rereokeroa Shaw CA said she would like to volunteer to help the school around SENCo monitoring. There was a discussion around governance versus management, RB and CA will meet to discuss in more depth to identify from a governance perspective any specific functions where CA could assist in this area. 3.4 Confirmation of minutes from previous meeting. RESOLUTION That the November 2020 minutes be approved. M. Heidi Bland S. Rachel Hagan 3.5 RESOLUTION (as per email resolution) A casual vacancy for the staff representative role on the Board exists and is required to be filled via a by-election. The returning officer appointed</p>

	<p>for this by-election is Stellest de Villiers, any additional hours worked outside of Stellest's normal hours in order to complete the returning officer duties will be paid at her existing hourly rate. The election date is 26 March 2021. M. Graham Eskdale S. Simon Craggs</p> <p>3.6 RESOLUTION (as per email resolution 12/12/2020) The Board agree to engage the services of Blackcat Education, as an independent advisor, to assist with the recruitment of a new Principal. M. Rima Taua S. Graham Eskdale</p> <p>3.7 RESOLUTION (as per email resolution 30/11/2020): It was agreed that following dates be adopted as the OAS Board 2021 meeting schedule: 23rd February, 23rd March, 13th April, 25th May, 22nd June, 27th July, 24th August, 21st September, 26th October, 23rd November. In addition to this the 20th January meeting was added to the schedule, totalling 11 meetings for 2021. M. Heidi Bland S. Kimberly Cruickshank</p> <p>3.8 RESOLUTION (as per email resolution 03/12/2020): That an adjustment to the 2020 budget be made for \$15,000 to undertake the proposed redecoration of the Hub storage/office area for a pastoral office. M. Rerekeroa Shaw S. Heidi Bland</p> <p>3.9 RESOLUTION: The board authorise teacher aide Kelly-Anne Hoete to apply restraint (as necessary) on the basis that she is given in-house training by a staff member who has completed the formal training. This training must take place prior to the start of the 2021 school year and Kelly-Anne must be made aware of the policy and guidelines on the use of physical restraint. M. Simon Craggs S. Rachel Hagan</p> <p>3.10 RESOLUTION: That the 2021 budget be updated to include \$15,500 for Principal recruitment, this was an unknown cost at the time the draft budget was prepared. M. Graham Eskdale S. Rachel Hagan</p>
4	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>4.1 SC tabled the draft 2021 Annual Plan, advising that the achievement targets still need to be set once the final achievement results for 2020 were through, this info will be updated and proposed at Feb meeting. SC said the new format for the plan was broken down to individual actions. SC continued that the actions the school proposes are in order to meet the strategic plan. An overview of the plan was given and then discussion around this. OG asked RB if she had had a chance to go through in detail and was she confident around the timelines of things detailed in her tenure as Acting Principal. RB responded that the timeframes were fine and she had a pretty awesome team supporting. OG said he just wanted to make sure RB was confident as there were some early (Jan / Feb) deadlines. RB responded that they were small things that would be able to be completed. OG encouraged RB to reach out if she did need help with anything. SC advised that the timeframes were a bit of guess work but all are reasonable and most areas were filled in by people who were responsible for them. There was a query from AM if the Waka Ama had been budgeted for, SC responded yes that last year a Maori Education Plan budget was introduced. There was a discussion around the H&S plan for this activity, SC advised it was a term 1 sport and would have to go through the normal EOTC process requirements. All agreed at this point everyone was happy with the draft and that RB was to update the achievement targets in preparation for the next Board meeting.</p> <p>4.2 SC gave an update around the new childcare operator that had been successful in the MOE tender process and who would be reopening the centre at some stage this year. SC went through what he proposed to be included in the memorandum of understanding between school and the childcare operator. SC was given feedback around some additional detail that should be included.</p> <p>4.3 The Board requested a progress update on the handover from SC to RB. SC gave an overview of the handover and how this was progressing. RB was thanked for her time in attending the meeting and left at 8:20pm.</p>

5	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> 8:20pm to 9:18pm. 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>
6	<p>Meeting closure <i>Whakamutunga</i> Karakia, meeting closed at 9:25pm</p>