

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 23rd March 2021, 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	Karakia, OG welcomed everyone. Guest speaker was introduced, Mere Astle presented her report which gave an update on Kahui Ako initiatives and progress. Mere was thanked for her time and presentation.
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves (chair), Graham Eskdale, Corinne Anderson, Rachel Hagan, Rebecca Bills, Tess Ritchie, Heidi Bland, Rima Taua, Amie Morgan.</p> <p>2.2 Apologies <i>Tuku aroha</i>: Kimberley Cruickshank Absent: Rereokeroa Shaw.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of February Minutes</p> <p>RESOLUTION That the February 2021 minutes be approved. M. Tess Ritchie S. Heidi Bland</p> <p>3.2 Correspondence</p> <p style="padding-left: 20px;">Inwards correspondence:</p> <p style="padding-left: 40px;">(a) NZSTA, Jan/Feb 2021, issue 305</p> <p style="padding-left: 40px;">(b) Education Gazette, 1 March 2021, vol 100 – no 2</p> <p style="padding-left: 20px;">Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Rebecca Bills S. Heidi Bland</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 School house report – RH gave an update around requirements highlighted in recent inspection reports and the need to move extractor fan venting outside. This was currently being quoted, this was not a budgeted expense. There was a discussion around the need for a Healthy Homes inspection report (using Healthy Homes template) to be completed by Credit Control on Call asap.</p> <p>4.2 Whanau report – no report this meeting.</p> <p>4.3 Financial reporting was tabled and an overview given.</p> <p style="padding-left: 20px;">(a) Draft December 2020 finance report. OG highlighted that the December report was regarded as draft until the 2020 audit has been completed, just in case there are any changes requested by the auditors.</p> <p>RESOLUTION That the draft December 2020 report be accepted. M. Rebecca Bills S. Graham Eskdale</p> <p style="padding-left: 20px;">(b) The draft Annual Report for year end 31.12.2020 was tabled, it was highlighted that the figures were the same as the December finances, that they were just presented in a different format.</p> <p>RESOLUTION That the draft Annual Report for year end 31.12.2020 be approved. M. Rima Taua S. Corinne Anderson</p> <p style="padding-left: 20px;">(c) Jan / Feb 2021 financial reporting. There was a discussion and explanation provided for a few ledgers that were tracking above where they should currently be at for this stage of the year. The ledger corrections will show in next months report which will fix these. RB gave an overview of how the budget had been set historically and talked about the advice she had received. RB explained that moving forward this would be set more around the annual plan – aligning with a resourcing plan with the intention to move some to centrally pooled resources as opposed to sitting within a subject or section of the schools budgets. RB also advised that in July the budget would be reassessed at that point and adjustments made where and if necessary.</p> <p>RESOLUTION That the Jan/Feb 2021 financial reporting be accepting. M. Rachel Hagan S. Tess Ritchie</p>

4.4 Policies for Assurance by Principal:

- (a) Police vetting for non-teachers policy was assured by RB.
- (b) Risk management policy, RB assured this policy however advised that a change needed to be made in terms of the method for identifying hazards.
- (c) Equal Employment Opportunities (EEO) policy was assured by RB.

4.5 Health & Safety Reporting.

(a) Safe 365 Assessment – HB highlighted points throughout the tabled report. There was a discussion around the status of the remedial work required in order to be able to do work on rooves again.

HB talked of an example around a fire exit door, it was agreed that a H&S audit needed to be conducted. HB highlighted the 'Culture & Behaviours' section under Improving your Capability and it was suggested that when the new principal is appointed that this be a project that is started with HB and new principal to focus on this.

(b) Sick Bay & Injury Report – the reduction in students requiring Panadol was noted and will continue to be monitored.

RESOLUTION That the Health & Safety reporting be received. M. Graham Eskdale S. Tess Ritchie

4.6 Overnight & potentially hazardous activities / trip proposals for this meeting were discussed, with HB advising she had reviewed all documentation and was happy to endorse:

- (a) Year 5/6 camp at Ngaruawahia, 14/04/21 to 16/04/21 – submitted by Maxine Pattinson.
- (b) Student Leadership camp at Great Barrier Island, 26/04/2021 to 30/04/2021 – submitted by Jess Cochrane.
- (c) CNI Coaching Clinic at TeAwamutu/Cambridge, 12/04/21 to 14/04/2021 – submitted by Anke van Dijk.

RESOLUTION That the above overnight trips be approved. M. Heidi Bland S. Rebecca Bills

4.7 Action list from February meeting. It was agreed that a few points be covered due to timing and a process put in place moving forward where the status of action points are sent to SI in advance to include in the pre-read documentation.

- (a) RB advised that there had been a discussion around koha at the finance committee meeting and a ledger code had been set up around this.
- (b) RB gave an update on where she was at with the bullying program development.
- (c) RB tabled the new updated NCEA results after NZQA had corrected the ratio issue. RB talked of being so proud of these students and the challenges they had faced – this was highlighted at the assembly held where students were presented with their certificates.
- (d) RB gave an update on the work being carried out in the school around learning through play and student agency (with the assistance of Bek Galloway). RB advised that the school had received more funding and moving forward the focus was around year 1/2s and years 7/8s plus years 9/10s beginning their student agency journey. RB talked through how this was being monitored. RH spoke of the MOE resources on emotional learning and that the webinars may be helpful for learning through play teachers.

4.8 General:

- (a) The March 2021 roll return submitted to MOE was tabled. RB gave an overview, the roll at the time of it being submitted was 516, however the roll had gone back up to 520 two days later due to new enrolments. RB advised that when investigating the roll return and different sections it had highlighted the student numbers enrolled in Te Reo from year 10 on was very low, only 3 students across years 10 to 13 this semester – the drop had been significant over past 3 years and had a funding impact on the

	<p>school, however RB stated the bigger picture was around why students were not continuing on in this subject, advising it was compulsory in years 7/8, however very little were choosing to continue on. There was a discussion around this and the need to understand the why around the drop off.</p> <p>A question was raised around the roll decrease with less students returning this year. There was a brief discussion around out of zone enrolments and timing of when this was to happen. RB reminded that out of zone students only attracted funding for staff, not buildings. RB advised that the school is already getting out of zone enrolment queries through.</p> <p>RB advised that in general the NZ population was dropping, that the average children in families had gone from 4.2 down to 1.6. This was having effect on ECEs and primary. There was a discussion around this.</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i> Policy for review:</p> <p>(a) Finance and Property Management policy – there was a discussion around this policy with no changes identified. RB talked through the policies that are linked to this overarching policy and gave a summary of things she had looked in to and found that were either outdated practices or best practice had since been put in place. OG thanked RB for the extensive checking in to this and the underpinning policies.</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i> 6.1 The Principals report was tabled. RB talked through some of the actions, highlighting the new website. RB also talked about the initiative of implementing attendance reporting for years 11-13 and how this was working. OG acknowledged the extent of the work being carried out, he encouraged members who had not had a chance to read the report to do so.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 8:35pm to 9:12pm 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>Meeting closure <i>Whakamutunga</i> 8.1 Select topics for newsletter reporting. There was a discussion about the introduction of new things being highlighted in the newsletter, with RB including more photographs and promoting a wider variety of stuff in the newsletter. It was discussed that the Tongariro trip would be featured as well as academic achievement. OG to report on summary from MA's presentation. 8.2 Call for agenda items for next meeting – AM will be updating on recent Board PD that she had attended and will share learnings. 8.3 Meeting evaluation – AM briefly spoke of this being part of the recent PD. AM suggested having proper feedback around Board meetings once a term, how this feedback was to be gathered is yet to be worked through / agreed upon. RB added that in the 3rd week of term 2 that there would be the first ERO meeting around internal evaluation and what this looks like. OG acknowledged and thanked Tess and Rebecca for their positive start and contribution with being new Board members, OG praised how they had just slotted in and their strategic lens on topics had been great. Karakia, meeting ended at 9:22pm.</p>