

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 23<sup>rd</sup> February 2021, 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	Karakia. Everyone welcomed to the meeting by OG.
2	<p><b>Attendance <i>Tae-ā-kanohi</i></b></p> <p><b>2.1</b> Present: Owein Greaves (Chair), Graham Eskdale, Tess Ritchie, Kimberley Cruickshank, Rachel Hagan, Amie Morgan, Rereokeroa Shaw, Rima Taua, Rebecca Bills (Acting Principal), Stacey Ingram (minute taker).</p> <p><b>2.2</b> Apologies <i>Tuku aroha</i>: Corinne Anderson, Heidi Bland.</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts: TR and KC declared that they are both involved in the Geography trip being approved this meeting. KC also declared she is part of the Volleyball trip that was also being approved this meeting.</p>
3	<p><b>Administration <i>Ngā Whakahaeretanga</i></b></p> <p><b>3.1</b> Confirmation of January Minutes</p> <p><b>RESOLUTION</b> That the January 2021 minutes be approved. M. Rachel Hagan S. Graham Eskdale</p> <p><b>3.2</b> Correspondence</p> <p>Inwards correspondence:</p> <ul style="list-style-type: none"> <li>(a) Education Gazette, 23 Nov – volume 99, #19</li> <li>(b) Education Gazette, 7 Dec – volume 99 #20</li> <li>(c) Education Gazette, 8 Feb – volume 100, #1</li> <li>(d) NZSTA conference brochure and registration form</li> <li>(e) NZSTA, Nov/Dec 2020, issue 304</li> </ul> <p>Outwards correspondence - nil</p> <p><b>RESOLUTION</b> That inwards correspondence be received. M. Kimberley Cruickshank S. Rebecca Bills.</p>
4	<p><b>Monitoring and Review <i>Aroturuki me te arotake</i></b></p> <p><b>4.1</b> School house report – a verbal report was given. RH advised all rent was up to date and no repairs and maintenance had been highlighted. OG highlighted that the Healthy Homes reporting needed to be done by Credit Control on Call, RH to follow up.</p> <p><b>4.2</b> Whanau report – written report handed out by RS, RS then read through. RS spoke of everyone working together to help make Onewhero an amazing place to live and OAS the school of choice. RS continued that the school must have Te Tiriti o Waitangi at its core and that she felt her role on the Board as being protective korowai for Mana Whenua o Te Puaha o Waikato, which allows her to be unapologetically Maori. RS continued reading through her report and 6 kaupapa:</p> <p>Kaupapa 1 – RS spoke of the powhiri held at school for Rebecca Bills.</p> <p>Kaupapa 2 – RS raised the 2 fale where the powhiri had been performed. Asking if Mana Whenua had been consulted around these being put up at school in this prominent position. RS said she felt deep shame to have the 2 kaumatua performing a powhiri sitting under 2 fale. RS asked where is the Maori identification and also spoke of the school land being on Ngati Tipa whenua and how it had been taken by force and the background to this. RS said that her and RT were being challenged by Mana Whenua as to how they are allowing these things to happen at the school. There was a discussion around how the proposal of the grounds work, which included the fale, had not been shared with the wider Board. OG advised that now having a school project property committee in place should resolve this as this committee will report to the Board and ensure all parties (including student voice) are consulted. OG asked RS what Mana Whenua expected of her in being on the Board. RS said it was to ensure voices are heard. That her role was making sure Mana Whenua works with the school and they expect their voices will be heard. Clarification was asked if this was around the physical aspect</p>

of the school or academic achievement. RS advised that they had 2 Mana Whenua reps supporting the school however due to COVID-19 this hadn't happened - these reps will support teachers in Maori achievement. RS was asked if there was a solution around the fales to move forward, RS suggests putting a mahau in between the 2 fales. It was agreed that this would be looked in to by the school.

Kaupapa 3 – RS gave an overview of Simon's handing-over ceremony at Papakura High School. AM added that it was awesome to see the level of commitment to sending SC off, it was cool. And that OAS students were well behaved.

Kaupapa 4 – RS advised that she was elected and accepted on to the NZ Area Schools Association Executive Board as a Board Rep for the top half of the Central region.

Kaupapa 5 – RS gave details of the conference and huis that were coming up.

Kaupapa 6 – RS advised that for kaupapa Maori, using kaumatua and kuia, that the school needed to acknowledge their time and service and pay them their worth. RS advised that the finance team needs to set up a Kaumatua budget to cover their time and service. RB advised she had been in contact with another local school around their process and policy of koha. It was said that the school needed to be explicit about how school money is spent. It was agreed that this will be tabled at a finance committee meeting and a structure put in place around this. RB added that after making initial inquiries with relevant people it was also said that koha shouldn't be used to pay people for their time or service, that this should be done through the individual invoicing the school for the service they have been engaged to do or via payroll - this forms part of someone's income. RB gave an example of when koha would be given, eg: to a marae. RB advised that the school was not against it, but there needed to be a clear process and understanding for a koha budget and how it is used. AM asked if this applied to anybody giving their time and service to the school. RB acknowledged that this would be need to be part of the discussion at finance committee level.

RS spoke of acknowledging the past, if local history is to be part of our curriculum, then here is a starting point. RS continued that if we don't acknowledge our past, we will continue our racist practices as being normal. RS then gave 2 examples shared by a local of what they had experienced in their youth.

OG thanked RS for her whanua report, requesting that next month if there could be feedback and detail around academic strategies / initiatives. RS added that the plan was to meet with every Maori student and draw up an individual education plan for them, but COVID-19 had got in the way. This had to be done so we know what Maori students want.

**4.3** Financial report – nil for this meeting. OG advised at the next meeting there would be the draft end of year report along with a combined January and February report.

**4.4** Policies for Assurance by Principal – nil scheduled for this meeting. OG advised due to a heavy agenda and the fact that RB was new in to the Acting Principal role that these would start from next meeting onwards.

**4.5** Health & Safety Reporting. RB advised they had met via zoom due to being in level 3.

(a) Safe 365 Assessment. RB advised that they had discussed a few things but the main point to update on was around the prohibition notice still being in place (since June 2020). RB gave an update on where this was at, documents were currently with MOE. RB also spoke of contractors who had worked during the holidays and had left the hall unlocked and a student had got in there and set off the fire extinguisher. The student's family had replaced this and contractors had been spoken to. Due to not have a caretaker who would normally be checking on things and ensuring contractors were locking up this was left undetected. RB talked about the trial (for a month) of texting parents when students have had Panadol at school so they are aware of the time and how many so when they medicate at home they have this knowledge. RB also talked about other measures being suggested prior to giving Panadol out – drink of water, take jumper off, etc.

AM advised that the Safe 365 was currently sitting at 55%. AM talked of initiatives to increase this percentage. There was a discussion around this and the need to put some timeframes to working on options to increase our organisations level of health & safety capability rating. RB talked of a few things around contractors that need to be put in place. Explaining that over the holiday period contractors did not always have access to the office to be able to sign in and out when coming and going from site. AM talked about the need for a safety check of school grounds in holidays before kids return to school – audit of school and who is responsible for this.

GE asked if the first aid kits had been updated, RB confirmed they had.

(b) Sick Bay & Injury Report. There was a discussion around the staff member who lifted a heavily loaded trailer and the impact.

**RESOLUTION** That the Health & Safety reporting be received. M. Rereokeroa Shaw S. Graham Eskdale

#### 4.6 Overnight & potentially hazardous activities / trip proposals:

- (a) Tongariro Geography Trip, 17/03/2021 to 19/03/2021 – submitted by Tess Ritchie. TR gave an overview of the trip and there was discussion around the considerations for this being an alpine and volcanic environment.
- (b) Yr 12 OEL trip, Dickies Flat, 7/4/2021 to 9/4/2021 – submitted by Kramer Ronaki. RB advised that the above 2 were trips that the school does every year and that JL had had some questions and that these had been resolved.
- (c) NZSS Volleyball Nationals, 21/03/2021 to 27/03/2021 – submitted by Anke van Dijk. RB advised that this is run by an outside agency and the RAMS come from them. The getting 2 and from is covered by the school standard operating procedures for transportation.

**RESOLUTION** That the above overnight trips be approved. M. Amie Morgan S. Graham Eskdale

#### 4.7 Action list from November and January meetings.

- (a) Person from each sub-committee who will take the lead in documenting the role of a board member being in the sub-committee (position description) was agreed as follows: H&S - Heidi Bland, Finance - Owein Greaves, Property (School house) - Rachel Hagan, Property (School projects) - Tessa Ritchie, Personnel (Exit interview officer portion) - Corinne Anderson, Maori rep - Rereokeroa Shaw.
- (b) RB advised that she had taken the physical restraint training required for the t/aide. However in addition to this due to 2 SLT members also requiring the training she was engaging MOE to come out and run another training session.
- (c) RB advised that the draft MOU for the new childcare provider had been completed by SC. This has been run past GE for feedback. RB advised that the new childcare provider had called down to see her and had advised they would be open May/June. RB gave an outline of the things currently being worked through in order to become operational.
- (d) RB advised that she had taken over (from SC) the follow up on the WorkSafe prohibition notice status and is currently working through this – as talked about earlier in the meeting.
- (e) RB advised that Rima's Te Reo classes had been advertised to the school community via the school channels.
- (f) RB advised that School Docs were in the final stage of the process to update the Appraisal of Staff policy with the legal changes, this will be out by the end of term 1.
- (g) RB advised that she had been recording school leavers for some time and therefore was able to report on school leavers comparing year on year moving forward.
- (h) RB advised she had sent the agreed / approved Privacy policy update to School Docs.

	<ul style="list-style-type: none"> <li>(i) The Bullying program and information had not been completed. RB to pick this up and move forward with this.</li> <li>(j) There was a discussion and feedback from AM around the new school website and testing of it.</li> <li>(k) RB advised that results had not been communicated to the community as yet as NZQA had entered our schools ratio as 1:5, not 1:4. This means current reporting is not accurate and that it meant that some students had now achieved due to the correction.</li> <li>(l) RB advised that she had picked up the Swimming Pool policy audit and the only thing required was an emergency contact number to be detailed in the area.</li> <li>(m) RB advised that the HOD's had prepared / submitted academic reporting, detailing results and focus areas. Due to a full agenda for Feb, this will be a future agenda item.</li> <li>(n) RB reiterated that the office staff were trialing a process around closer monitoring of Panadol being dispensed to students, alternatives suggested prior to Panadol being given and notification to parents if a child has had Panadol at school. This will be reviewed after the trial period with any changes to be made and the process imbedded from there.</li> </ul> <p><b>4.8 General:</b></p> <ul style="list-style-type: none"> <li>(a) Board professional development – OG spoke of the NZSTA module around Principal Recruitment advising he would be sending this out for everyone to complete. There was also a discussion around the NZSTA Board training / PD that was coming up at Pukekohe High School, AM and GE advised that they had both enrolled in this.</li> <li>(b) 2021 unit allocation document tabled. RB provided an explanation around units and middle management allowances and values. There was a discussion around this. A query was raised in terms of how the return on this investment was measured. RB explained the attestation process. There was also a discussion around appraisal being part of professional growth cycle.</li> <li>(c) There was a review of draft 2021 schedule of delegations. This was approved as tabled. <b>RESOLUTION</b> That the draft 2021 Schedule of Delegations is approved for signing by the Principal and Chair. M. Amie Morgan S. Graham Eskdale</li> <li>(d) Breakfast Club donation – it was agreed that there was no change required to this, this was to remain as per previous years. Donation amount to be included on the invoices that are generated to go out for parents to consider.</li> </ul>
<b>5</b>	<p><b>Strategic decisions <i>Whakatau rautaki</i></b> Policies for review: Nil scheduled this meeting</p>
<b>6</b>	<p><b>Strategic discussions <i>Ngā kōrerorero rautaki</i></b></p> <p><b>6.1</b> 2021 Annual plan – RB advised that she had put the document back in the same reporting as last year. RB continued that in the past the targets had been against the national standard. Targets in this plan were done against each cohort and are based on where they are now and where they will get to. RB continued that the Junior School targets had been kept the same and that they had identified trends around plateaus and acceleration in progress. RB advised that another year at the same target would help identify better. Agency, Play based learning and DMIC were focuses. RB talked through the NCEA targets for page 9 of the plan. There was a discussion around the targets and ensuring they were aspirational. RB said that reporting had identified that Maori boys were overrepresented in both behavioral statistics and academic under achievement and that these 2 things were connected. RB said that they were addressing the behavioral side first, part of it is around engagement. RB talked about units of work being done in certain areas to help with this, that they were now conscious of this and looking at what they could do. An example of a unit that was done around machinery and how machinery works was given.</p>

RB spoke of the academic mentoring program and how they were now using careers to get consistency around this for the students.

The school was identifying at risk students who may struggle and clear expectations were being given to whanau teachers as to their help required with these students. RB talked about equal importance being placed on identifying students who were capable of merit and excellence results and pushing the criteria for these.

RB advised that the first 2 weeks of school this year they had targeted students who had 15 credits or less to go and work being done with them to get these early on and give them a sense of achievement.

RB advised that there were 15 students having pathway meetings (student and whanau), this involved goal setting of how to get them there.

OG asked if the people leading the areas in the plan were comfortable leading them. RB responded yes. GE highlighted the fact that JL's name was against a lot of things in the plan. RB responded that it doesn't necessarily mean he is doing the work, he may just be ensuring the work is being done. RB talked about the PLG meetings where there were allocated tasks for the groups. OG also spoke of units and lighter teaching loads in order for SLT to achieve things.

There was a question raised around communication with the wider community and if they were up to date with what was happening at school. RB responded that the communication had improved and that she was conscious around doing a good job of this, allocating times for putting info out. RB said they needed to be clearer moving forward if events being run were info evenings or for the purpose of consultation. There was also a discussion that these events are now being filmed and placed on the website for people to access if they are not able to make it.

OG asked RS what her thoughts were around page 2 given that she had been a lead on Te Marautanga o Te Puaha o Waikato. RS acknowledged the work done by RB and SLT in reporting back to Mana Whenua and that she was pleased that they had looked at where to from here. RS added that if not for COVID-19 there are ways in which they can help Maori boys, she had always wanted to however COVID-19 had got in the way. OG asked RS to align her monthly Board whanau report to these actions from the annual plan.

There was a query raised around staff accountability, RB advised that the annual plan was built collaboratively with staff input in to it so ownership is there.

**RESOLUTION:** The Board approve the 2021 annual plan as tabled / presented by RB. M. Rachel Hagan S. Rima Taua

**6.2 Analysis of Variance 2020** – RB advised where there groups who didn't make progress, however they did have a high percentage of accelerated learning – moving 2 years of learning in 1 year. 85% of year 7's made 2 years in 1 year of learning. RB said her goal was to get everyone moving. A question was raised as to thoughts around why those children were having to catch up so much, was there a broader picture. RB talked about achievement in NZ in general, adding that at the end of 2018 ERO looked at schools that don't get these trends to identify what they do differently. RB advised that these were the things the school was working on. OG asked RB how she felt about the results of the variance, RB said disappointed. She was not happy that some kids are not moving. OG asked what the Board could do to help. RB responded that the stuff being done together (Board and SLT) working with ERO about how to evaluate will help and building skill around this. RB advised that another area that needs work is when we have new kids come in to our school, this can be socially upsetting and unsettling which has a knock on effect to achievement. Work needed to be done here. It was highlighted now with a pastoral leader in place, that this would have a positive effect in addressing this.

	<p>There was a discussion around having mixed year levels and what affect this may have especially in the year 7/8 area. RB gave an example of a subject that had found this hard. It was agreed that this needed to be reviewed and investigated.</p> <p><b>RESOLUTION:</b> The Analysis of Variance was approved for submission to MOE on the basis that when the updated figures are received from NZQA, that these numbers are then added / updated before submission. M. Kimberley Cruickshank S. Rereokeroa Shaw AM acknowledged the great work RB had done in putting this together and thanked her.</p> <p><b>6.3</b> Student achievement data 2020 – RB advised that she had started off the year by setting the behavior expectation to all students and that behavior needed to be addressed first. She also spoke of the year 8 cohort and their needs. RB talked of the application she had put in for assistance with this cohort. RB talked about the things in place: withdrawal system and negotiated time out of class. TR added that these are good systems and that they were not well utilized last year and she hoped there would be more uptake this year.</p> <p>There was a discussion around Maori student achievement and initiatives to look at. RB spoke of the work being done around Maths and writing. Maths PD was a 3 year process with in school support for teachers.</p> <p>RB spoke of writing being a challenge at NCEA level and why. There was discussion around how COVID-19 had had an effect. RB said that students didn’t necessarily have the skills or support to be able to learn in a home environment. TR added that it was difficult to have any control when the kids weren’t here at school learning. Some kids had to baby sit, some had jobs etc. OG advised that there was a need to be planned and prepared and to be able to go in and out of online learning if and when that happens is important, OG highlighting to preempt resilience now. TR gave an example of one student and the impact it had had – it was high stakes. OG suggested sharing stories like this so students knew the importance. RB added it was also key that we pick up on these kids early.</p> <p><b>6.4</b> SENCo report for term 4, 2020 – RB talked about anxiety coming through and that this was affecting kids throughout all school levels. RB spoke of getting statistics of students going through counsellor to understand this better. RB advised that RTLB was coming in to work with teachers re year 9 students. RB advised that 18 students had been identified as possible ICS students in 2021, however the school could only submit 10 – of those 10 only 1 was approved. RB advised that there was a group in year 7/8 and that they would target a teacher aide for this area as much as they can. RB spoke of students in the junior school with sensory needs and that they will be setting up a space for this need.</p> <p><b>6.5</b> Behaviour report for term 4, 2020 – RB advised that statistics were down on previous years (even factoring COVID-19). There was a discussion around the ‘uniform statistics’ increase and what these reports in behavior may include.</p> <p><b>6.6</b> School Leavers report and roll update for start of 2021 – Current roll is 522, it was noted that this had reduced. RB spoke of the increase in home schooling that we saw last year, that there had been increased anxiety due to COVID-19. AM asked if we keep in touch with these families to let them know that if and when their children were ready or they wanted them to attend school again that we were here. RB said she found the transient statistic a surprise. OG said with our roll decrease that this was bucking the trend with other local schools where there was roll growth. RB said that the numbers in the junior school were low and that new entrant numbers were dropping. AM shared some feedback she had been given from families that had left OAS to send their child/ren to another local school – the reasoning was around bullying and discipline at OAS.</p>
7	<p><b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> from 8:50pm to 10:05pm</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</p>

	out of committee, as per the provisions of Section 48 (1) (a) of the Local Government Information and Meeting Act of 1987.
<b>8</b>	<p><b>Meeting closure <i>Whakamutunga</i></b></p> <p><b>8.1</b> Select topics for newsletter reporting – Student Achievement reporting selected.</p> <p><b>8.2</b> Call for agenda items for next meeting – the process for adding agenda items was clarified; trustees should advise the Chairperson if they wish items to be included on the agenda.</p> <p>Karakia, meeting closed 10:12pm.</p>