

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Thursday 26<sup>th</sup> November 2020 at 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	Owein welcomed everyone to the meeting, this was followed by a karakia.
2	<p><b>Attendance <i>Tae-ā-kanohi</i></b></p> <p><b>2.1</b> Present: Owein Greaves, Kiri Pengelly, Graham Eskdale, Rachel Hagan, Rima Taua, Rereokeroa Shaw, Simon Craggs, Kimberly Cruickshank, Heidi Bland, Amie Morgan (via zoom), Stacey Ingram (minute taker)</p> <p><b>2.2</b> Apologies <i>Tuku aroha</i>: Corinne Anderson would be arriving late to the meeting.</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil advised.</p>
3	<p><b>Administration <i>Ngā Whakahaeretanga</i></b></p> <p><b>3.1</b> Election of Board Chair (due to Aaron Reese’s term ending in October). SC called for nominations for Board Chair, RS nominated Owein Greaves, SC seconded the nomination. There were no other nominations, OG accepted the nomination and was elected Board Chair.</p> <p><b>3.2</b> Election of Deputy Chair. OG called for nominations, nominating Rereokeroa Shaw as Deputy Chair, this was seconded by RH. There were no other nominations, RS accepted the nomination and was elected Deputy Chair.</p> <p><b>3.3</b> Confirmation of October Minutes</p> <p><b>RESOLUTION</b> That the October minutes are approved. M. Simon Craggs S. Rachel Hagan</p> <p><b>3.4</b> Correspondence</p> <p>Inwards correspondence:</p> <ul style="list-style-type: none"> <li>(a) Education Gazette</li> <li>(b) STA news</li> <li>(c) Letter from Margaret Curnow and others on behalf of Speak Up for Women.</li> <li>(d) Email resolution (sent 13.11.2020) that the Duke of Edinburgh overnight trip to the Hauraki rail trail on 19/20 November 2020 was approved as per the unanimous resolution passed by electronic means.</li> <li>(e) Email resolution (sent 11.11.2020) that Owein Greaves step up to be Board Chair until the next Board meeting being held on 24<sup>th</sup> November when an election process can take place to appoint a new Board Chair to replace outgoing parent rep, Aaron Reese was passes by electronic means. M. Simon Craggs S. Rachel Hagan</li> </ul> <p>Outwards correspondence – nil reported.</p> <p><b>RESOLUTION</b> That inwards correspondence be received. M. Rereokeroa Shaw S. Heidi Bland</p>
4	<p><b>Monitoring and Review <i>Aroturuki me te arotake</i></b></p> <p><b>4.1</b> School house report (verbal) – RH gave a brief outline of the rent and maintenance status.</p> <p><b>4.2</b> Whanau report (verbal) – RS spoke of the whanau hui held last Tuesday, 17<sup>th</sup> November. Saying that it was well received by the 18 people (approx. number) who attended. RS gave an overview of the event and how whanau felt they had been listened to. RS talked of her recent experience in attending the Riverzone athletics day and how it had got her thinking. RS talked of a whare kura and having total immersion units, RS said she would like to table that the school starts to think about immersion here at OAS. OG asked RS what she thought the road blocks to this were now. RS responded that it was funding and a lot of hard work, and did we have the teachers to do the mahi. RH advised that she was all for it.</p> <p>RS spoke of the free NZQA courses, one course was around giving a basic understanding of Te Reo and the other course gives confidence in speaking Te Reo. RS continued that the courses were not certificated but helps you speak Te Reo. RS advised that there would be classes starting in March and they were now looking for a venue for the night classes, SC advised that the school would be happy to host.</p>

**4.3** (a) October financial reporting. SC gave a brief overview of some of the variances. A query was raised around if there was a school PTA. SC advised no and talked of his experience with parents working on fundraisers and the challenges – eg: gala day. A question was asked if it was worth at least asking the community if there was interest in this.

**RESOLUTION** That the October 2020 financial reporting be accepted. M. Kiri Pengelly S. Heidi Bland

(b) SC presented the budget for 2021, advising that it was quite manageable, that income was quite conservative. OG asked if anyone had any questions, adding that he was surprised at how low the asset items were that were being requested. No one had any further queries.

**RESOLUTION** That the proposed 2021 Budget be approved. M. Rereokeroa Shaw S. Simon Craggs

**4.4** Policies for Assurance by Principal:

(a) Teacher Registration, Certification and Police Vetting – SC assured however noted that there had been one regular contractor that had worked at the school who had not been police vetted. SC added that it was debatable if the nature of the contractor’s role would involve being alone with students at any point, SC advised that the police vetting process for this person was now under way.

(b) SUE (staff usage and expenditure) – SC assured.

(c) Evacuation Procedure/Emergency Kit – SC assured.

(d) Risk Management – SC assured.

(e) Length of School Year – SC assured.

(f) International Students – Attestation: SC confirmed that the relevant forms had been sent to NZQA.

**4.5** Health & Safety Reporting.

(a) Safe 365 Assessment – November 2020. HB advised that the site audit was completed and questioned if it had been loaded. HB advised that working contractor engagement needed to be tightened up and that the worker needs requirements basically pre-qualifying them, otherwise they shouldn’t be engaged. HB highlighted that complacency is the biggest risk, it’s culture and behaviours

(b) October Sick Bay & Injury Report – there was a query raised around the number of incidents due to falling from the playground. SC advised that the cushion fall bark had all been raked and that this would be checked and completed regularly. Nothing else had been identified in terms of mitigating the risks around these incidents. There was clarification asked around students being taken home from sick bay / being signed out and having paperwork around incidents to take with them, SC advised that this was not always available at that stage.

**RESOLUTION** That the Health & Safety reporting be received. M. Kiri Pengelly S. Rachel Hagan

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

(a) Year 9 School and Moto Moana Scout Camp, 30<sup>th</sup> Nov to 4<sup>th</sup> Dec, submitted by Digby Cameron.

(b) Year 10 Whangamata camp, 1<sup>st</sup> to 4<sup>th</sup> Dec, submitted by Tess Ritchie

HB provided some commentary around the trips, there had been a few minor tweaks required however after these amendments were made she fully endorsed the proposed trips.

**RESOLUTION** That the above overnight trips be approved. M. Rereokeroa Shaw S. Heidi Bland

**4.7** Action list from October meeting.

(a) SC advised that there was no draft of a new Appraisal of Staff policy from School Docs as yet. There was a discussion around this, SC was asked to follow up with Principal

	<p>legal advisor for advice and also to contact School Docs again to inquire around the timeframe in which a draft would becoming available.</p> <p>(b) SC presented the final version of the OAS Strategic Plan, advising that dates had now been added to the strategic goals, road maps and measures. There were a few queries raised for clarification. SC advised that the annual plan will tie in really closely. It was said that feedback needed to be provided to the community along the way to update on the progress to share and include them.</p> <p>(c) SC advised he had prepared the school leaver details which would be talked through later in the meeting.</p> <p>(d) KP advised that she had not yet looked in to the Privacy Policy with School Docs to see if this policy was being updated and when the draft would be available for review. With KP leaving OAS this was delegated to SC to pick up.</p> <p>(e) SC advised that he would need to carry over the update around the audit against the swimming pool policy, he needed to check on this and report back next time but assured things would be in place when the pool opened. RH asked around the small swimming pool and if this would be opening as well. SC responded that it had been booked in to be fixed but this wouldn't be till the New Year. There was further discussion around the opening of the big pool with the intention that this was to happen 11<sup>th</sup> December, SC advised the challenges at present.</p> <p><b>4.8 General:</b></p> <p>(a) The annual provision of cyclical maintenance (31.12.2020) paperwork was summarised by SC and reviewed by the Board. SC gave an overview of what was being painted in the upcoming holidays.</p> <p><b>RESOLUTION:</b> That the annual provision of cyclical maintenance (31.12.2020) is approved. M. Rima Taua S. Graham Eskdale.</p> <p>(b) The stock take of the 2020 asset register was summarised by SC and reviewed by the Board.</p> <p><b>RESOLUTION:</b> That the stock take of the 2020 asset register is approved. M. Heidi Bland S. Graham Eskdale.</p> <p>(c) That the Useful Life of Assets 2020 was summarised by SC and reviewed by the Board.</p> <p><b>RESOLUTION:</b> That the Useful Life of Assets 2020 is approved. M. Simon Craggs S. Rachel Hagan.</p> <p>(d) SC gave a verbal update on the student roll (527) and a summary of leavers. 9 students left to home schooling, 8 left for employment, 2 left to attend courses, 7 left to go to other local schools, 13 left to go to school outside of the area. It was said that this should feature as regular reporting from SC. SC advised that fewer students had left this year. OG said it's the numbers around students leaving for other schools that was the concern. SC advised that this was around curriculum and those families didn't agree with the curriculum, he added that one was around bullying and one was due to the quality of teaching. SC said he was well aware of the group that left due to curriculum concerns. OG asked from a Board perspective with regard to areas raised can we mitigate those, what were the valid insights shared. SC advised that he had definitely got feedback in from families in the changing the whole direction of the curriculum. There was a discussion around communicating and articulating. SC advised that since then communication was better and they were making sure the community was well informed. SC added that the change wasn't managed particularly well but he thought it was in the right direction and much tighter now.</p>
5	<p><b>Strategic decisions <i>Whakatau rautaki</i></b></p> <p>Policies for review:</p> <p>(a) CARRIED OVER: Privacy policy. It was discussed that the role of who the privacy officer is needed updating.</p>

	<p><b>RESOLUTION:</b> That the Privacy Policy be amended to read ‘At this school, the role belongs to the Principal’. M. Rachel Hagan S. Rereokeroa Shaw (b) Salary Units – no changes were identified.</p>
6	<p><b>Strategic discussions <i>Ngā kōrerorero rautaki</i></b></p> <p><b>6.1</b> Principal’s report. SC advised that he needed to approve a 6ft high metal fence to go around the school grounds as shown in the printout. SC talked through the need identified to do this and the funding that was being provided for this to happen. SC continued that he was advising the Board first, and then he would approve. OG asked if the community was being informed, SC responded yes before the work commences they would be notified. SC also added that the fence would keep out burglars and protect the fields from people doing burn outs etc. SC advised that MOE contractors would be coming in to do the fence. SC spoke of money being left over from the landscaping projects and he talked of a plan being drawn up for decking around the staffroom. SC continued that a lot of the money had been spent to benefit students and this was a way of showing staff appreciation. Everyone approved of this initiative.</p> <p>SC spoke of the enforced ‘sign out’ policy for NCEA students that had been put in place. Advising that a number of students were still back at school completing internal assessments. SC said this initiative won’t get everyone there but it will get some. SC continued that he had seen a big increase of NCEA level 1 and 2 students getting endorsements before exams and that this was a positive thing as it takes the stress and anxiety away. AM raised the recent issue with the bus problem and asked if there were any implications for students as a result of this. SC said there was one student applying for an unexpected event grade as they didn’t get to sit the exam. SC talked through what happens to determine the grade.</p> <p>The bullying program was raised and how this had been disappointing. SC said he would follow up. AM added that this was a key issue and asked if there was any information the school could send home. SC advised that MOE has a good site on bullying and that he could send this along with a copy of the bullying policy. SC continued that they have been doing their own proactive actions around this. There was further discussion around bullying and it was said that parents need to know what the process is. SC responded that when someone comes in to report bullying when they dig down in to it quite often that child is just as bad. SC said that the school may need to pay someone to come in.</p> <p>OG raised a query around the new school website detailed in the report. SC gave an overview of this. OG suggested that a test sample group of community and staff be put together to gain feedback and tweaking prior to it being made live.</p> <p>OG asked what was being done to communicate re the PD day, to instill some faith re progress. SC advised that he was just looking at some data and the year 6 cohort had a 10% gain in reading and 15% gain in maths and that DMIC had had an impact on maths. SC added that with writing there was no change – that this had taken a hit due to COVID. SC advised that the year 7/8 had heaps of handwriting in their writing books however only final copies were published (in computer). SC said that once he had all the details he would communicate to the community and that results would be benchmarked against last years.</p> <p>SC gave an update on Kahui Ako advising that Mere Astle will continue to be our within school representative. There was a brief discussion around the priorities, OG requested that at some point MA be scheduled to attend a Board meeting to give a presentation on initiatives and progress.</p> <p><b>6.2</b> SC tabled the Statement of National Education and Learning Priorities (NELP) &amp; Tertiary Education Strategy (TES). SC advised that NEP replaced NAGS (National Admin Guide). This was the new school plan for the country which had been set by the Minister after wide consultation. OG asked how it was measured. SC responded that this would probably be looked for in the strategic plan, policy in place that requires us to do stuff. SC said that these were priorities for the government, and that as a Board we would be expected to be engaging.</p>

	And that the Board would be responsible for holding SC and his team accountable for putting in place. SC suggested that everyone go to the website and have a read through there. OG advised that this should be worked in to scheduled Board meetings a few times a year to do sections at a time to review.
<b>7</b>	<b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> 8:45pm to 9:20pm 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.
<b>8</b>	<b>Meeting closure <i>Whakamutunga</i></b> Karakia, meeting closed at 9:27pm.