

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 27th July 2021, 5:45pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	The meeting opened with a karakia and everyone was welcomed. Guest speaker Jan Barnett from Secondary Schools Employment Partnerships – Smart Waikato joined the meeting via zoom. Jan presented to the Board an update and information around the program.
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves (chair), Rebecca Bills, Kimberley Cruickshank, Graham Eskdale, Tessa Ritchie, Amie Morgan, Rereokeroa Shaw, Rima Taua, Heidi Bland, Corinne Anderson.</p> <p>2.2 Apologies <i>Tuku aroha</i>: Nil</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts. KC and TR advised they were involved with agenda item 4.4(b) and TR advised that she was also involved with agenda item 6(e).</p> <p>2.4 RESOLUTION: That the late agenda items summarised below be accepted.</p> <ul style="list-style-type: none"> • Agenda item 4.4(d) - Duke of Ed Bronze 3 - Port Waikato Adventurous journey(14/15 August) • Agenda item 4.4(e) - Duke of Ed Bronze 1 – Pinnacles (11/12 Sep) • Agenda item 4.4(f) - Duke of Ed Bronze 2 – Hauraki Rail Trail (11/12 Sep) <p>M. Rebecca Bills S. Amie Morgan</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of June Minutes RESOLUTION That the June 2021 minutes be approved. M. Heidi Bland S. Rebecca Bills</p> <p>3.2 Correspondence Inwards correspondence: (a) NZSTA, June 2021, issue 309 (b) Education Gazette, vol 100 - #8, 5 July 2021 Outwards correspondence (a) 2021 Student Board rep election – letter to appointed Returning Officer RESOLUTION That inwards correspondence be received and outwards correspondence approved. M. Graham Eskdale S. Heidi Bland</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 (a) June 2021 Financial reporting tabled. RB gave an overview of the mid-year budget review. RESOLUTION That the June 2021 financial reporting be accepted. M. Tessa Ritchie S. Kimberley Cruickshank (b) School houses – Healthy Homes inspection report for 65 Parsons Rd was tabled. OG gave an overview and update of the management of the houses. OG gave a summary of the Healthy Homes report and advised that reports for the other 2 school houses will be completed and reported on when required.</p> <p>4.2 Policies for Assurance by Principal: (a) Emergency Evacuation/Emergency kit – assured by RB. RB advised that in checking through this it was identified that an updated printed copy of contact numbers was required. (b) Physical Restraint – assured by RB (c) Safety Management System – assured by RB</p> <p>4.3 Health & Safety Reporting. (a) Safe 365 Assessment – no report for this meeting due to school holidays and no H&S meeting having been held.</p>

	<p>(b) Sick Bay & Injury Report for June 2021 was tabled. There was a discussion around rules for PPE use for students observing in certain classroom scenario. HB gave an overview around her pre term 3 walk around of school grounds.</p> <p>RESOLUTION That the Sick Bay and Injury report be received. M. Heidi Bland S. Graham Eskdale</p> <p>4.4 Overnight & potentially hazardous activities / trip proposals for Board approval:</p> <ul style="list-style-type: none"> (a) L3 OEL (Outdoor Ed Class) tramping to Pinnacles (12/13 August). (b) L3 Geo/Tourism trip to Rotorua (19/20 August). (c) Kapa Haka Waanangas (7/8 August and 28/29 August). (d) Duke of Ed Bronze 3 - Port Waikato Adventurous journey(14/15 August) (e) Duke of Ed Bronze 1 – Pinnacles (11/12 Sep) (f) Duke of Ed Bronze 2 – Hauraki Rail Trail (11/12 Sep) <p>HB gave an overview of the trips she had reviewed. Advising that any clarification had been sought during the review process. HB advised that she endorsed the 6 trips listed. There was a discussion around the amount of trips the school has and how an oversight plan of trips moving forward could work.</p> <p>RESOLUTION That the above overnight trips be approved. M. Corinne Anderson S. Rebecca Bills</p> <p>4.5 Action list reporting from June meeting tabled as read. Commentary on 2 items was given:</p> <ul style="list-style-type: none"> (a) RB advised that the 7% of school ownership of the prefabs that the school is required to pay upkeep for is the student common room. (b) RB gave an update around the memorandum of understanding with the new ECE provider. <p>4.6 General:</p> <ul style="list-style-type: none"> (a) RB advised that the Community letter regarding ERO had been emailed out to parents via kamar. (b) OG talked through the process and plan for the parent rep casual vacancy, the term for this position ends: Nov 2023. (c) Whaanau co-opted members – OG advised that the terms on the Board for RT and RS were due to end in August 2021, RT and RS were asked what their intentions were. There was a discussion around having a collaborative and transparent process in terms of co-opting to the roles. There was a discussion around succession planning and working with any new reps in the future to ensure all of the momentum continued. Next steps were determined. OG thanked RT and RS for their input in to the recent Matariki event. (d) AM talked through the plan for promoting the Out of Zone ballot and the components of this were discussed.
5	<p>Strategic decisions <i>Whakatau rautaki</i></p> <ul style="list-style-type: none"> a) Protected Disclosure – no changes were identified. b) Behaviour Management – it was advised that the Behaviour Management plan currently sitting within this policy needed to be changed out to the new version. No other changes identified. c) Mobile phone policy – suggested amendments were discussed and agreed to. These related to phone use before school, use of phones if appropriate permission granted by the teacher for learning purposes and wording around confiscating the phone to be updated.
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <ul style="list-style-type: none"> (a) Principal’s report – RB advised that she had made amendments to the annual plan due to post ERO partnership. One goal had been removed as a result. RB talked about the success of ‘Positive Day’, there was a discussion around sharing this with the

	<p>community via facebook / photos – there was a discussion around updating parent permission around publishing photos of students to enable this to be done.</p> <p>(b) Student Behaviour – the report was discussed, RB advised that she had not been able to get other schools to share their data to understand if our data is high or low. There was a discussion around PB4L and strategies and difference between punitive versus restorative. RB advised that at the assembly on Monday that the set reward and focus for the term was announced. There was a discussion around week 5/6 of this term typically being high for behavioural incidents, knowing this information and being proactive around it.</p> <p>(c) SENCo report – no report tabled due to not being completed. RB advised that new SENCo will pick this up and complete for August meeting.</p> <p>(d) Student Achievement was tabled – RB talked through. There was discussion around the years 1 to 10 data. The Board requested investigation and findings to be completed by the teachers and then what actions will be put in place to address the results and concerns. Team Leaders to prepare and present reporting at August Board meeting.</p> <p>(e) HOD reporting for Social Studies tabled. TR gave some commentary around a couple of things reported on to give context. There was a discussion around the impact of some of the staff in this department having been acting in higher duties whilst key roles were recruited.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 8:55pm 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</p>
8	<p>Meeting closure <i>Whakamutunga</i> 8.1 Selected topic for newsletter reporting – Board funded support for PB4L project. Meeting closed with a karakia at 9:27pm.</p>