

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Tuesday 25<sup>th</sup> May 2021 at 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
<b>1</b>	Everyone was welcomed by OG and the meeting opened with a Karakia.
<b>2</b>	<p><b>Attendance <i>Tae-ā-kanohi</i></b></p> <p><b>2.1</b> Present: Owein Greaves (Chair), Heidi Bland, Graham Eskdale, Rachel Hagan, Kimberley Cruickshank, Tessa Ritchie, Rereokeroa Shaw, Rima Taua, Rebecca Bills, Amie Morgan, Stacey Ingram (minute taker).</p> <p><b>2.2</b> Apologies <i>Tuku aroha</i>: Corinne Anderson</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil reported.</p>
<b>3</b>	<p><b>Administration <i>Ngā Whakahaeretanga</i></b></p> <p><b>3.1</b> Confirmation of April Minutes  <b>RESOLUTION</b> That the April 2021 minutes be approved. M. Kimberley Cruickshank S. Graham Eskdale</p> <p><b>3.2</b> Correspondence  Inwards correspondence:  (a) NZSTA, April 2021, issue 307  (b) Education Gazette, 12 April 2021, vol 100 – no 4  Outwards correspondence - nil  <b>RESOLUTION</b> That inwards correspondence be received. M. Rereokeroa Shaw S. Rachel Hagan</p>
<b>4</b>	<p><b>Monitoring and Review <i>Aroturuki me te arotake</i></b></p> <p><b>4.1</b> School house report – RH gave an overview of some works required and quotes, advising that the heat pumps had recently been serviced and that the school was still waiting on Healthy Homes report to come in.</p> <p><b>4.2</b> Whanau report – RS advised that there was nothing to report this meeting.</p> <p><b>4.3</b> Financial reporting  (a) April 2021 Financial reporting. There was a discussion around the cost allocation of filling the pool. An update was given around the childcare centre and intended date for opening. A query was raised around a budget line and the % this was sitting at, context around the upfront spend was given. RB requested a budget adjustment for \$8,200 +GST for the decommissioning of the boiler and alternative heating solutions. RB gave an overview of why this was required. There was a discussion around this and it was agreed that this was a necessary project.  <b>RESOLUTION</b> The Board approve a budget adjustment of \$8,200 +GST for the boiler decommissioning / heating project. M. Tessa Ritchie S. Amie Morgan  <b>RESOLUTION</b> That the April 2021 financial reporting be accepted. M. Graham Eskdale S. Rachel Hagan  (b) 2021 Statement of Financial Position budget was tabled.  <b>RESOLUTION</b> That the 2021 Statement of Financial Position budget be approved. M. Amie Morgan S. Tessa Ritchie</p> <p><b>4.4</b> Policies for Assurance by Principal:  (a) Computer Security and Cybersafety – RB assured.  (b) Digital Technology and Cybersafety, Cyberbullying – RB assured.  (c) Student Attendance – RB advised that there will be an additional step added in the school process in order to be able to assure this, this is being implemented. There was a discussion around this and how it will be monitored.  (d) Risk Management – RB assured.</p> <p><b>4.5</b> Health &amp; Safety Reporting.</p>

(a) Safe 365 Assessment. RB gave an overview of what has come through from the staff survey around their workspace / classrooms and what actions had been advised. There was a discussion around the capability index, AM spoke of having the goal of 60% and looking to achieve this – how could this be done. RB talked about upcoming PD around H&S leadership.

(b) Sick Bay & Injury Report was tabled.

**RESOLUTION** That the Health & Safety reporting be received. M. Kimberley Cruickshank S. Amie Morgan.

**4.6** Overnight & potentially hazardous activities / trip proposals – one for this meeting:

(a) Waananga ki Onewhero – 12/06/21 to 13/06/2021, submitted by Kramer Ronaki. HB advised that this was low risk and it was being held at school, HB advised that she was happy to endorse this trip.

**RESOLUTION** That the above overnight trip be approved. M. Rereokeroa Shaw S. Tessa Ritchie

HB advised when she had received the paperwork through and there was a discussion around this and what the process and set deadlines were around Board approval for trips. It was agreed that it was imperative for all parties to have the appropriate time in which to review the documents. RB said that there will a staff discussion around policy, process and timelines. HB also gave feedback around EOTC documentation, saying that she was not completely comfortable with RAS and that there needed to be an education piece around this.

**4.7** The action list from the April meeting with updates was tabled. There was a discussion around the carvings, RB advised that these were completed and would be installed in time for the blessing and school walkaround on Monday 31<sup>st</sup> May, which begins at 7am. RB advised that they were beautiful and that the name and story was still to come. HB talked about her walkaround / H&S check of school grounds prior to each term starting.

The document from the sub-committee formed to review recent correspondence from a parent around the school uniform was tabled. There was a discussion and agreement around what was tabled. It was decided to leave the uniform policy review when it is scheduled to be reviewed – term 1 2022, with consultation with all parties to be initiated at the end of this year.

**4.8** General:

(a) Draft 2021 Governance Manual for review and approval. There were no changes identified. OG highlighted that the staff rep role was to work in the overall interests of the school – they were not the delegate for staff. There appeared to be a misconception with some people around this.

**RESOLUTION** That the draft 2021 Governance Manual be approved. M. Rebecca Bills S. Heidi Bland.

(b) **RESOLUTION** The Board wish to apply for financial support from Grassroots Trust for the implementation of an innovative sports, educational and wellbeing programme called Street Racket. This sustainable programme will have a positive impact on all Year 1 students. Street Racket is an extremely cost effective way of keeping our ‘tamariki’ active and teaching them motor skills at an early age, it also has the added benefit of upskilling two teachers to become certified Street Racket instructors thereby removing any future delivery cost. The amount we are applying for is \$3854.00. M. Rereokeroa Shaw S. Tessa Ritchie

(c) Board sub-committee role descriptions. OG talked about meeting with a NZSTA representative to get feedback around this with the intention to tighten up around the requirements of the roles and this will also help with succession planning.

(d) Recent PD undertaken by CA, AM and GE was tabled in a document. AM gave an overview of the document, highlighting points that they felt the Board were already doing well: legislation framework and Boards primary objectives, the makeup and

	<p>roles of Board members and building effective relationships. Key things identified were that the Board should have an annual work plan which aligns with the school charter and strategic plan, which is linked with finance. There was a discussion around this. An example of the NZSTA work plan was reviewed. There was a discussion around formally evaluating and reviewing effectiveness of roles and parties moving forward. There was a query raised around having a risk section as an agenda item.</p> <p>(e) The ERO School Trustees Booklet was tabled. RB advised that since the PD session with ERO last week that Tracey had been in touch and that they were looking to come in to school for 3 days in June to do a mini version of what they used to do but for a different purpose. That this is for baseline data gathering process. From there everyone would sit down and work out the where to from here to co-build a plan and work together. RB advised that she would need to brief staff about this, so staff understand the process. RB advised that there would be work for the Board prior to this day as well. RB advised that the School Charter was due for review at the end of the year and that there would need to be a strategic planning day for the Board later in 2021.</p>
<p><b>5</b></p>	<p><b>Strategic decisions <i>Whakatau rautaki</i></b>  Policy for review:</p> <p>(a) Visitors policy – there was a discussion around this, with feedback from the office staff tabled. RB advised that there were some things for her to take away and work through which were more process things as opposed to policy change. It was identified that there needed to be a change made and a resolution around this followed.</p> <p><b>RESOLUTION:</b> It was agreed to change the 3<sup>rd</sup> bullet point in the Visitors policy to ‘All visitors acknowledge the health and safety briefing and are given a visitor tag to wear’</p>
<p><b>6</b></p>	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p><b>6.1</b> Principals report – AM asked about the Wellbeing school wide program, RB responded that the community wellbeing curriculum hui needed to happen to get feedback and when this progress has happened they can then plan from there. RB highlighted that the Wellbeing section of the website is behind and advised that this will not be completed by the end of the term. RB continued that KH was working on this and it will align with the Wellbeing curriculum. There was a discussion around tweaking the annual plan post the PD with Tracey from ERO, RB talked through how this could look. It was agreed that the accountability piece was important to retain. The next steps highlighted were for RB to get guidance around how much of the plan is able to be changed.</p> <p><b>6.2</b> SENCo report – term 1, 2021 was tabled. RB clarified what PCSS (Permanent Care Support Service) was. OG asked if the school had enough teacher aides, RB responded yes – with flexibility around where teacher aides work. RB talked about some students arriving at school with very little information coming with them and behaviors could be extreme. RB advised that a student had to be at OAS for 10 weeks before the school could apply for funding / assistance for the child. There was a discussion around if a student was coming from another school where they had funding why this did not necessarily move with the child. RB highlighted that Auckland had a lengthy waiting list. There was a discussion around how the school manages meantime until funding / assistance is given.</p> <p>RB spoke of a facilitator who she would like to get in to the school to present to staff which was around the cognitive side of behavior to help with awareness around this. RB advised that a couple of staff members and teacher aides had had this PD however she thought it important for all staff.</p> <p><b>6.3</b> Behaviour report for term 1, 2021 was tabled. The significant improvements that the term 1 data showed were highlighted. TR advised that when discussing behavior management at a</p>

	<p>staff meeting there were concerns around the consistency of the data. There were examples of where incidences hadn't had data recorded. OG asked how they as governors ensure correct and timely data is inputted by everyone all of the time. It was said that the PB4L framework should bring consistency. RH asked about recording of behavior for SENCo students, RB advised that extreme incidents get recorded on kamar and there is an incident tracking sheet per student. There was a query raised about teachers keeping students in class at break time and how this was not positive behavior driven, RB advised that teachers were not allowed to do this.</p> <p><b>6.4</b> Attendance report for term 1, 2021 was tabled. RB gave an overview of the report and explanation around 'justified' versus 'unjustified' and what leave types fell where. RB advised that the report picked up a percentage of 'question marked' absences and under investigation this data was coming from afternoon rolls, RB continued that an extra step in the process had now been put in place to ensure all attendance is recorded – the office staff were monitoring this and following up with individual teachers at the time to ensure attendance is 100% completed school wide every day. RB advised she was monitoring this. RB talked about the results for year 8 students and Maori / Pacifica students.</p> <p><b>6.5</b> The next steps from the ERO internal evaluation workshop had been discussed earlier in the meeting – detailed under item number 4.8(e).</p>
<p><b>7</b></p>	<p><b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> from 8:40pm to 8:51pm  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>
<p><b>8</b></p>	<p><b>Meeting closure <i>Whakamutunga</i></b></p> <p><b>8.1</b> Newsletter topics were selected for reporting.</p> <p><b>8.2</b> Call for agenda items for next meeting – OG advised that RB and OG will be working together on having a more strategic plan around agenda items. OG requested that agenda items be sent through to OG and copy SI in.</p> <p><b>8.3</b> Meeting evaluation – OG suggested that everyone start thinking about a structured time in order to do this.</p> <p>Meeting closed with a karakia at 8:59pm</p>