

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 22nd June 2021, 5:45pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	<p>Karakia followed by a welcome from the Board Chair.</p> <p>Guest speaker: Tracey Adams and Nikky from ERO presented on the process undertaken with OAS to date and the plan moving forward whereby ERO will be working alongside of watching and supporting OAS with the plan. Tracey and Nikky were thanked for their time and farewelled.</p>
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves, Rebecca Bills, Graham Eskdale, Tessa Ritchie, Amie Morgan, Rereokeroa Shaw, Rima Taua, Heidi Bland, Corinne Anderson.</p> <p>2.2 Apologies <i>Tuku aroha</i>: Kimberley Cruickshank</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts. TR advised that she was involved in the year 9 trip where there had been a request put forward from JC around budget for this trip.</p> <p>2.4 RESOLUTION: That the following late agenda items be accepted.</p> <p style="padding-left: 40px;">Student rep election – agenda item 4.6(e)</p> <p style="padding-left: 40px;">Board report from Deloitte – agenda item 3.2(f)</p> <p>M. Heidi Bland S. Corinne Anderson</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of May Minutes</p> <p>RESOLUTION That the May 2021 minutes be approved. M. Graham Eskdale S. Rebecca Bills</p> <p>3.2 Correspondence</p> <p style="padding-left: 40px;">Inwards correspondence:</p> <p style="padding-left: 80px;">(a) NZSTA, May 2021, issue 308</p> <p style="padding-left: 80px;">(b) Education Gazette, 24 May 2021, vol 100 – no 6.</p> <p style="padding-left: 80px;">(c) Education Beyond the Classroom, May 2021 – issue 49</p> <p style="padding-left: 80px;">(d) Education Gazette, 14 June 2021, vol 100 – no 7.</p> <p style="padding-left: 80px;">(e) RESOLUTION: That the amended Annual Report for year end 31.12.2020 be approved as per email correspondence sent 29.05.2021. M. Amie Morgan S. Corinne Anderson</p> <p style="padding-left: 80px;">(f) Board report from Deloitte for YE 31.12.2020.</p> <p style="padding-left: 40px;">Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Tessa Ritchie S. Amie Morgan</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 Financial reporting</p> <p style="padding-left: 40px;">(a) May 2021 Financial reporting</p> <p>RESOLUTION That the May 2021 financial reporting be accepted. M. Heidi Bland S. Graham Eskdale</p> <p style="padding-left: 40px;">(b) School houses – It was advised that the Healthy Homes reports were being completed and would be available at the next Board meeting. OG advised that there was remedial work to be completed on 65 Parsons Road before the new tenant moves in. There was discussion around the work.</p> <p>RESOLUTION That a budget adjustment of up to \$20K is approved in order to carry the necessary immediate repairs and maintenance associated with 65 Parsons Rd school house. M. Rereokeroa Shaw S. Heidi Bland</p> <p style="padding-left: 40px;">(c) Budget extension request from Jess Cochrane tabled as read, there was a discussion around this with RB clarifying why this was required.</p> <p>RESOLUTION The Board agreed to the Social Science budget extension of \$1500 as a contingency to help cover the increase in cost of the Y9 Trip. M. Owein Greaves S. Rebecca Bills.</p>

(d) There was a discussion around the requirement for extra teacher resource to release 2 existing teachers to embed PB4L at OAS as per the ERO plan. There was a discussion around this, it was highlighted that this approved teacher resource is to only be used for this specific purpose.

RESOLUTION The Board agreed to fund a fixed term teacher for term 3 and 4 to cover the required release of 2 existing teachers to fully embed PB4L at OAS. A budget adjustment of up to \$43,000 for this resource is approved. M. Heidi Bland S. Corinne Anderson

4.2 Policies for Assurance by Principal:

- (a) Finance and Property Management – assured by RB.
- (b) SUE (Staff Usage and Expenditure) Reports – assured by RB.
- (c) Abuse Recognition and Reporting – assured by RB.
- (d) Monitoring and Auditing School Bus – RB advised that the new bus code of conduct needs to be uploaded to update the one currently in School docs.

4.3 Health & Safety Reporting was tabled as read.

(a) Safe 365 Assessment.

(b) Sick Bay & Injury Report – there was a query regarding a teacher being hurt due to an incident with a student. RB clarified what this related to and advised the consequence to the student and how the teacher had been supported.

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

4.4 Overnight & potentially hazardous activities / trip proposals:

- (a) Year 9 Land Wars Trip – 23rd and 24th June, submitted by Jess Cochrane.
- (b) Area Schools National Tournament – 17th to 22nd July, submitted by Anke van Dijk.

HB gave an overview of getting to a point of where she was happy to endorse these trips. TR and HB to work on the process and staff culture around this.

RESOLUTION That the two above overnight trips be approved. M. Graham Eskdale S. Corinne Anderson.

4.5 Action list reporting from May meeting tabled.

- (a) OG tabled the Board Work plan for the rest of the year and leading in to 2022 for feedback and discussion. It was highlighted the need to have a December meeting and what would be covered at that meeting.

MINUTE A Board meeting to be held on Thursday 16th December (6pm start time) was added to the Board meeting schedule for 2021. M. Amie Morgan S. Tessa Ritchie

- (b) RB gave an overview on the responses to the parent survey sent out around if they felt their needs were met in terms of contact from the school specifically around their child/rens learning. There was a discussion around this with RB explaining what had been put in place and communicated as a result of feedback.

4.6 General:

- (a) Proposed out of zone numbers for 2022 were tabled by RB. RB talked through her proposal. Various ideas were put forward around promoting OAS and the out of zone ballot.

MINUTE The Board agree to offer up to 50 out of zone places (excluding year 10 where no places are available) for the 2022 school year. M. Rereokeroa Shaw S. Graham Eskdale

MINUTE The Board formed a sub-committee to work on the promotion of the above, the appointed committee for this is: Owein Greaves, Amie Morgan, Rebecca Bills, Tessa Ritchie. M. Graham Eskdale S. Heidi Bland.

- (b) OG spoke of the casual vacancy occurred as a result of a parent rep resignation (the term for this position ends: Nov 2023). There was a discussion around this and it was agreed to fill this vacancy through a selection process unless due to feedback a by-election was required. Notice to advise parent community to be placed as soon as possible.

	<p>(c) 10YPP update – RB gave an overview of the meeting with Watershed and MOE around the plan.</p> <p>(d) Funding Agreement for School Transport Assistance was tabled. RB gave clarification of the zone. RB advised that Bus H&S had been added as an agenda item for monthly H&S meetings to review this aspect accordingly. There was a discussion around the recent behavioral incidents on the bus, with RB advising what the school had been doing proactively and in response to.</p> <p>(e) Student Board Representative Election 2021. These details were tabled for discussion:</p> <ul style="list-style-type: none"> - Election date agreed as 22nd September 2021 (common election date). - To appoint Stelless de Villiers as the Returning Officer for this election. <p>RESOLUTION: The student board rep election date is 22/09/2021 and Stelless de Villiers is the Returning Officer for this election. M. Heidi Bland S. Amie Morgan</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i></p> <p>a) Consultation update: Health Education/Curriculum consultation – RB advised this was planned for term 4.</p> <p>b) Reporting to Parents – no changes to policy identified.</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) Principal’s report was tabled. RB advising that with the co-constructed plan with ERO that the annual plan will need to change. There was a discussion around the process to change the plan with RB giving a summary of the changes. All of the work completed on the annual plan to date was acknowledged, a lot had been achieved already this year. There was a discussion around the teacher appraisal system and professional growth system.</p> <p>(b) RB tabled a PLG update on the Maori Education Plan.</p> <p>(c) HOD reporting template – RB advised that reporting would be annually and subjects spread out across Board meetings for the year. There was a discussion, feedback given that it would be good to understand from the reporting what didn’t work well and the plan for their subject. An example of this was given whereby student numbers in a particular subject were declining and where did they see their subject going. Budget allocation and resources required would be another aspect for the Board to understand.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 9:05pm to 9:27pm</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 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></p> <p>8.1 There was a brief discussion and newsletter items for reporting selected: Out of Zone enrolment and casual vacancy for parent rep.</p> <p>8.2 Call for agenda items for next meeting – nil advised.</p> <p>Karakia, meeting closed at 9:35pm</p>