

**Minutes from the Onewhero Area School Board of Trustees meeting held via zoom
(due to alert level 4 being in place) Tuesday 24th August 2021 at 5:30pm**

Item no.	Item <i>Kaupapa</i>
1	<p>The meeting opened with a karakia and OG welcomed everyone.</p> <p>Each of the applicants for the casual vacancy role on the Board had a 15 minute time slot. Each was thanked for joining the meeting, with OG advising that a decision would be made that week and the candidates would be notified of the Board decision.</p> <p>The junior school and middle school team leaders joined the meeting to talk through the powerpoint document distributed to the Board around the term 1 and 2 Student Achievement results and the plan. There was discussion around some of the initiatives advised, OG thanked the team leaders for their work on this, advising that the plan now needed to be completed by overlaying with timelines, who is responsible for driving each initiative, key check in dates and expected results from implementation of each initiative, detailing what success looks like.</p>
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves (chair), Rebecca Bills, Heidi Bland, Amie Morgan, Tessa Ritchie, Kimberley Cruickshank, Graham Eskdale, Stacey Ingram (minute taker).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Rereokeroa Shaw, Corinne Anderson. Absent: Rima Taua.</p> <p>2.3 There were no conflicts of interests or pecuniary conflicts declared.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of July Minutes RESOLUTION That the July 2021 minutes be approved. M. Amie Morgan S. Heidi Bland</p> <p>3.2 Correspondence Inwards correspondence: (a) Email re Arrangements for the 31 December 2021, 2022, and 2023 audits (b) Letter from Hon Jan Tinetti about relationships and sexuality education and the supports available to schools. RB advised that this did not raise any red flags. RESOLUTION That inwards correspondence be received. M. Amie Morgan S. Graham Eskdale</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 Financial reporting: OG advised that the finance committee had met via zoom the day before. RB gave a quick overview of the meeting and school finances. (a) July 2021 Financial reporting RESOLUTION That the July 2021 financial reporting be accepted. M. Kimberley Cruickshank S. Graham Eskdale</p> <p>4.2 Policies for Assurance by Principal: (a) Risk Management was assured by RB. (b) Surrender & Retention of Property and Searches was assured by RB. RB advised that a reminder about this policy had recently been sent to staff. (c) International Students.</p> <p>4.3 Health & Safety Reporting tabled as follows: (a) Safe 365 Assessment. RB advised that part of this report included reporting on staff sick leave. RB advised that this was high and that she was currently compiling a sick leave report (year to date) to present at the next meeting to better understand this. RB advised the effects the school was having due to the high staff leave rate, highlighting the impacts on senior teachers covering classes and classes in the junior school having to be split as there is a lack of relievers. RB advised that the school each year arranges for free flu vaccines for staff. (b) Sick Bay & Injury Report for July 2021 tabled. (c) Health and safety at OAS document tabled – RB advised that she had recently attended a Leading H&S professional development course and the document tabled covered</p>

	<p>learnings and her recommendations for OAS. RB highlighted the need for reps to be elected to the position for 3 years, that the reps were determined through an election process not HR process. There was a training requirement for elected reps to undergo. There was a discussion around the Safe 365 system.</p> <p>(d) The Covid-19 Safety plan and alert level 4 procedures document was tabled. RB gave an update around the small window of opportunity schools had been given to go onsite to prepare hard packs for those students who required these and the measures put in place to comply with rules.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Kimberley Cruickshank S. Amie Morgan</p> <p>4.4 Overnight & potentially hazardous activities / trip proposals: There was a discussion on what trips had been affected due to the current alert level 4 being in place and updates given per trip from TR.</p> <p>There was a discussion around fundraising for an event and then the event being cancelled and what then happens to these funds. RB shared what the policy states and also advised that she was currently awaiting feedback from the accountant about any requirements from an auditor perspective.</p> <p>(a) Duke of Ed journey 6/7 Nov (b) L1 PE Rotorua 2/3 Sep – Trip cancelled since agenda went out. (c) AIMS Rugby 5-10 Sep – Event cancelled since agenda went out. (d) AIMS Netball 5-10 Sep – Event cancelled since agenda went out. (e) AIMS Basketball 5-10 Sep – Event cancelled since agenda went out. (f) Whangamata Sports Exchange 16/17 Sep</p> <p>RESOLUTION That overnight trips (a) and (f) listed above are approved by the Board to proceed should the alert level status at the time permit the events to run. Additionally the Board approve any change of date due to (a) and (f) being postponed due to alert level status. M. Graham Eskdale S. Tessa Ritchie</p> <p>4.5 The action list reporting from the July meeting was tabled with written updates added. There was also discussion around the promotion of the out of zone enrolment process for 2022 and the Maori rep co-opted roles which expire this month.</p> <p>4.6 General: (a) The OAS Attendance Report for Term 2, 2021 was tabled. RB highlighted some of the issues with chasing of truancy and engaging some families with some solutions around this discussed.</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i></p> <p>a) Concerns & Complaints policy: TR advised that she had not received any staff feedback, RB advised she had received feedback from one community member. It was identified that no changes were required.</p> <p>b) Uniform policy: RB advised that she had a recommendation for the Board to consider in terms of adding a long skirt to the uniform for years 9 to 13. There was a discussion around this.</p> <p>MINUTE: The Board agree that a long skirt from our current uniform supplier can be added to the uniform options for years 9 to 13 only. M. Graham Eskdale S. Kimberley Cruickshank</p> <p>c) NEW Guidelines for working on roofs was tabled and approved by Board. d) NEW Guidelines for working with ladders was tabled and approved by Board.</p> <p>RESOLUTION: The Board agree to add the new guidelines for working on roofs and working with ladders to the OAS policy and procedure framework. Management to ensure compliance of the guidelines moving forward. M. Heidi Bland S. Amie Morgan</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) Principal’s report and behavior management statistics tabled. There was a discussion around focuses (PB4L, DMIC) and if the dates for these were being pushed out or</p>

	<p>continuing to happen digitally under current alert level. RB summarised the things happening digitally and remotely and how extra support for some teachers around DMIC would be provided. OG asked about the things that ERO was working alongside the school on, RB advised that everything had been implemented.</p> <p>(b) The SENCo report for term 2 was tabled. RB was asked what support the staff need, RB said that she had identified that there needed to be full staff professional development on students with high and challenging needs. That currently only some teachers that have students in their class with these needs had had training however it's not always just these teachers that come in to contact (eg: break time, teachers covering classes) with students and therefore important everyone has development in this area. RB advised when you train as a teacher this is not something that is covered and it would be good PD to have a 'teacher only day' dedicated to this. RB advised that time and cost of PD are the supports needed for this.</p> <p>RB also talked about getting Paul Tupou-Vea back in to revisit wellbeing – and things that people can do to help themselves.</p> <p>There was a discussion around teacher aide allocation and the priorities around this.</p> <p>(c) HOD reporting received from Mathematics department. The report was discussed, both RB and OG to respond to Gayle to thank her and update her around the property (math classrooms) project side of things. There was a discussion around reviewing the template to add in key school focusses to understand how they are being embedded by each department (eg: ERO and PB4L).</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> 8:35pm to 9:05pm</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 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 Select topics for newsletter reporting – no newsletters are currently being published due to school closure with alert level 4.</p> <p>The meeting closed with a Karakia at 9:11pm</p>