

**Minutes from the Onewhero Area School Board of Trustees meeting held  
Thursday 16<sup>th</sup> December 2021 at 6pm (via Zoom)**

Item no.	Item <i>Kaupapa</i>
1	The meeting opened with a Karakia and everyone was welcomed.
2	<p><b>Attendance <i>Tae-ā-kanohi</i></b>  <b>2.1</b> Present: Owein Greaves (Chair), Graham Eskdale, Rebecca Bills, Corinne Anderson, Amie Morgan, Sara Bacica-Hutchison, Stacey Ingram (minute taker).  <b>2.2</b> Apologies <i>Tuku aroha</i>: Tess Ritchie  <b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil declared.</p>
3	<p><b>Administration <i>Ngā Whakahaeretanga</i></b>  <b>3.1</b> Confirmation of November Minutes  <b>RESOLUTION</b> That the November 2021 minutes be approved. M. Corinne Anderson S. Amie Morgan  <b>3.2</b> Correspondence  Inwards correspondence:  (a) Email from Justin Murphy from Look Floors.  (b) Education Gazette, 29.11.2021 – vol 100, #15.  <b>RESOLUTION</b> That inwards correspondence be received.  M. Graham Eskdale S. Amie Morgan</p>
4	<p><b>Monitoring and Review <i>Aroturuki me te arotake</i></b>  <b>4.1</b> Financial reporting  (a) The November finance reporting was tabled.  <b>RESOLUTION</b> That the November 2021 financial reporting is approved.  M. Graham Eskdale S. Sara Bacica-Hutchison  (b) The draft 2022 Budget was tabled. OG advised that the finance committee had met to go through the budget prior to the Board meeting to review this in detail.  <b>RESOLUTION</b> That the draft 2022 Budget is approved.  M. Amie Morgan S. Graham Eskdale  <b>4.2</b> Policies for Assurance by Principal – nil this meeting:  <b>4.3</b> Health &amp; Safety – Injury and Incident reporting for the following months was tabled.  (a) August, RB to check the figures detailed for this month.  (b) September &amp; October  (c) November  <b>4.4</b> Overnight &amp; potentially hazardous activities / trip proposals – RB talked through the old process for reviewing trips that require Board approval and the new process put in place.  (a) Y10 Spirit of Adventure trip - 23<sup>rd</sup> Feb 2022. RB advised why this trip was low risk and recommended that the Board approve this. There was a brief discussion.  <b>RESOLUTION</b> That the above overnight trip be approved. M. Graham Eskdale S. Corinne Anderson.  <b>4.5</b> Action list reporting from November meeting tabled.  (a) RB advised that she had finished compiling the staff leave report for the year, the leave total was significant and needed to be addressed. There was a discussion around the findings with bulk of the leave being taken in term 2 and 3.  (b) RB advised that the Junior/Middle School team leaders had put the achievement plan in to the annual plan format, with timelines and accountability. This has been done and they had used it to set goals, this had been detailed in the team leader’s report which she had already received.  (c) OG advised that the Healthy Homes assessments could be removed off the action list and that he would table each report as he received them through from the Property</p>



<b>6</b>	<p><b>Strategic discussions <i>Ngā kōrerorero rautaki</i></b>  (a) The SENCo report for term 3 &amp; 4 was tabled. RB talked through the report and gave an overview of the restraint incident reports submitted in term 3.</p>
<b>7</b>	<p><b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> 7:02pm to 8:00pm  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>
<b>8</b>	<p><b>Meeting closure <i>Whakamutunga</i></b>  <b>8.1</b> Call for agenda items for February meeting – nil advised.  The meeting closed with a karakia at 8:02pm</p>