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

Item no.	Ihone Varianna
1	Item Kaupapa The meeting opened with a Karakia and everyone was welcomed.
2	Attendance <i>Tae-ā-kanohi</i>
2	
	<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>2.2</b> Appliogles <i>Tuku urona</i> . Tess kitchie <b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil declared.
3	Administration Ngā Whakahaeretanga
3	3.1 Confirmation of November Minutes
	<b>RESOLUTION</b> That the November 2021 minutes be approved. M. Corinne Anderson S.
	Amie Morgan
	3.2 Correspondence
	Inwards correspondence:
	(a) Email from Justin Murphy from Look Floors.
	(b) Education Gazette, 29.11.2021 – vol 100, #15.
	RESOLUTION That inwards correspondence be received.
	M. Graham Eskdale S. Amie Morgan
4	Monitoring and Review Aroturuki me te arotake
	4.1 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.
	RESOLUTION 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 & Safety – Injury and Incident reporting for the following months was tabled.
	(a) August, RB to check the figures detailed for this month.
	(b) September & October
	(c) November
	<b>4.4</b> Overnight & 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
	and that he would table each report as he received them through from the Property

- Manager. The Property Manager would now be able to get access to the houses in order for this to happen.
- (d) RB advised that the Health Education/Curriculum consultation had been completed in term 3.
- (e) RB advised elements added as a result of the review of the uniform.
- (f) RB advised that the school was on the waiting list for MOE physical restraint training and why there has been a delay in getting the training.

## 4.6 General:

(a) OG tabled the proposed 2022 Board meeting dates.

**RESOLUTION:** The proposed Board meeting dates presented be approved as the schedule for 2022

M. Sara Bacica-Hutchison

S. Corinne Anderson

(b) OG advised that the draft 2022 Schedule of Delegations needed to be reviewed and approved. There was a discussion around this and no changes identified.

**RESOLUTION:** The Board approve the 2022 Schedule of Delegations.

M. Graham Eskdale

S. Amie Morgan

(c) Fundraising – RB talked through the correspondence she had received from a small group of parents regarding AIMs fundraising and the request to present this to the Board for consideration. There was a discussion around this along with the MOE guidelines from the MOE bulletin sent out on 3<sup>rd</sup> September. RB advised she had spoken with other schools around how they had treated fundraising and they were consistent with MOE guidance, it was agreed that this should be the approach at OAS.

**RESOLUTION:** It was agreed that funds raised for any cancelled school events and trips (i.e. a specific purpose) will be used for the purpose in which the funds were given and will be carried over to the same event scheduled for the following year. It was agreed that they were funds raised for the trip/event rather than for individual participants.

M. Graham Eskdale

S. Corinne Anderson.

It was said that before Covid that this was never an issue and that unfortunately this is another area where Covid had had an effect and that these were trying times. Being reactive to this new challenge the school needed to add to the current fundraising process a step to ensure parents are advised and accepting of the above before they embark on any fundraising.

(d) The MOE Donation Scheme was discussed and decided that the school would continue to opt in for 2022 school year.

**RESOLUTION:** The Board agree to continue to opt in to the MOE Donations Scheme for the 2022 school year. The Board and school understand that by doing this it means the school must not ask students' families and whanau for donations, except for overnight camps.

M. Rebecca Bills

S. Corinne Anderson

(e) OG gave an update around the Library stocktake which had been tabled at the November meeting.

**MINUTE:** The figures for the library stocktake tabled at the last Board meeting were not correct. Since the report was tabled it has been advised that this was an informal report and has had ongoing changes to it since being presented. The updated figures will be detailed in the annual report for 2021.

M. Amie Morgan

S. Corinne Anderson

## 5 Strategic decisions Whakatau rautaki

(a) Community Conduct Expectation – there was a discussion around this and it was agreed that it should be advertised at the beginning of the year with the 4 other policies that get promoted at that time to gain awareness.

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