

**Minutes from the Onewhero Area School Board of Trustees meeting held
via zoom on Tuesday 22nd March 2022 at 6pm**

Item no.	Item <i>Kaupapa</i>
1	The meeting opened with a karakia at 6pm.
2	<p>Attendance <i>Tae-ā-kanohi</i> 2.1 Present: Owein Greaves, Graham Eskdale, Tessa Ritchie, Rebecca Bills, Corinne Anderson. 2.2 Apologies <i>Tuku aroha</i>: Amie Morgan. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil. 2.4 Late agenda item to add: Budgeted Statement of Financial Position 2022. RESOLUTION That the Budgeted Statement of Financial Position 2022 be added to the agenda - item 4.1(b). M. Corinne Anderson S. Rebecca Bills</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i> 3.1 Confirmation of February Minutes. RESOLUTION That the February 2022 minutes be approved. M. Graham Eskdale S. Tessa Ritchie 3.2 Correspondence Inwards correspondence: (a) Email from Board Chair on 15/03/2022 RESOLUTION: That the OAS BOT co-opt Rima Taua as our Whanau rep until Dec 2023 with a strong focus on the community engagement element of our annual plan. M. Tessa Ritchie S. Corinne Anderson (b) Education Gazette, 28 Feb 2022 / vol. 101, #2. RESOLUTION That inwards correspondence be received. M. Rebecca Bills S. Tessa Ritchie</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i> 4.1 Financial reporting (a) OG gave an overview of the February 2022 Financial reporting. RESOLUTION That the February 2022 financial reporting be accepted. M. Graham Eskdale S. Rebecca Bills (b) Budgeted Statement of Financial Position 2022 was tabled, there was a brief discussion around this. RESOLUTION That the Budgeted Statement of Financial Position 2022 be approved. M. Tessa Ritchie S. Graham Eskdale 4.2 RB assured the following policies: (a) Reporting & Recording Accidents & Incidents – RB noted that as kamar H&S reporting is expanded that we will transition from paper/filing records over to kamar. (b) Medicines (c) Managing Minor/Moderate Injury (d) Illness (e) Police vetting for Non-Teachers (f) Risk Management 4.3 Health & Safety reporting: (a) The kamar assessment report was tabled – RB gave an overview of how this new report was evolving, confirming all staff had been sent a manual which had screenshots showing step by step of how to enter hazards etc. in kamar. There was a discussion if school house hazards needed to be logged in the reporting as well, it was confirmed that yes moving forward this needed to feature in here. (b) The February Sick Bay & Injury report was tabled. There was a discussion around students at school and what happens when they develop symptoms during the day.</p>

	<p>RB gave an overview of this and how the process does not involve the student going to sick bay where there may be students receiving first aid etc.</p> <p>4.4 Overnight & potentially hazardous activities / trip proposals:</p> <p>(a) Te Aroha Invitational volleyball tournament 20-22nd April. RB advised that this is a trip that has been done before.</p> <p>(b) Student Leaders Camp (Great Barrier) 25-29 April. There was a discussion around what things were in place if a student was to get Covid whilst on the camp and what procedures would be in place. RB & TR advised that fundraising for this camp had been given approval to continue through to the end of term 3. At that point any shortfall from the actual cost of the camp and funds raised would then fall on the parents to cover which has been communicated/agreed to.</p> <p>RESOLUTION: That the above overnight trip proposals be approved. M. Graham Eskdale S. Corinne Anderson</p> <p>4.5 The Action list reporting from the February meeting was tabled.</p> <p>(a) There was a discussion around the timing of the student survey around subject choices. It was agreed that this should happen at the beginning of term 2 when more senior students would be back on site.</p> <p>(b) There was a discussion around the new kamar H&S reporting, TR advised that regular reminders were going to staff, RB confirmed that staff had had a manual provided as well to ensure everyone knew how to use the system.</p> <p>(c) TR advised that the subject time for assemblies best be implemented once school wide gatherings can happen. At present assemblies are being held virtually. This will be reviewed with changes to covid requirements.</p> <p>4.6 General:</p> <p>(a) The March 2022 roll return submitted to MOE was tabled. RB gave a brief overview of the document and how the numbers related to funding. There was a discussion around the roll numbers and low student numbers coming through the junior school which had been flagged at the February meeting.</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i></p> <p>(a) Safety Management System – no changes to this policy were identified.</p> <p>(b) Risk Management – no changes to this policy were identified.</p> <p>(c) Hazard Register and Audit – it was noted that the reference to Safe365 needed to be updated as this was no longer used.</p> <p>(d) Health & Safety Induction – no changes to this policy were identified.</p> <p>(e) Visitors EOTC Supervision policy – TR discussed a proposed amendment to the overnight supervision statement which currently read <i>‘On overnight trips, a male and a female staff member or volunteer must be available at all times for overnight supervision if the event includes both male and female students’</i>. There was a discussion around why a change was required and alternatives suggested.</p> <p>RESOLUTION: The Board agree to update the wording in this policy to <i>‘On overnight trips it is preferred that a male and female staff member or volunteer will be available at all times if the event includes both male and female students. Where this is not possible or difficult to staff, approval must be sought and given from the EOTC Coordinator and Principal’</i>.</p> <p>M. Owein Greaves S. Graham Eskdale</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) The Principal’s report was tabled. RB tabled that the conferences that were to be held at the marae could not happen due local maraes being closed at present. RB gave some examples of actions that had started towards goals however had not been able to be completed in the scheduled timeframe due to the impact of Covid on school / staff. There was a discussion around the wellbeing actions. It was asked if a review of the overall plan was needed due to how term 1 had been impacted by covid, RB</p>

	<p>advised that the plan didn't need to be changed however timeframes could be reviewed and updated and this presented at the next Board meeting. RB advised that due to lack of school documentation storage space that the documents on file needed to be reviewed with the view to dispose of what was permitted.</p> <p>RESOLUTION: The Board agree for the school to proceed with the destruction of school documents in line with the MOE School Records Retention/Disposal schedule. M. Corinne Anderson S. Graham Eskdale.</p> <p>(b) The 2021 Analysis of Variance was tabled. There was a discussion around the level 2 targets.</p> <p>RESOLUTION: The 2021 Analysis of Variance was approved for submission to MOE. M. Graham Eskdale S. Corinne Anderson</p> <p>(c) The HOD report for Languages was tabled. There was a discussion around the subject detail that was not able to be included due to illness. It was decided to request this detail to be added and the completed report then tabled at the April meeting.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> 7:28pm to 8:31pm 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> 8.1 There was a discussion around topics to report on for the newsletter: staff acknowledgement and update on change of Board members. The meeting closed with a Karakia at 8:35pm.</p>