

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 22nd February 2022, 6pm in the Staffroom**

Item no.	Item <i>Kaupapa</i>
1	Meeting opened with a karakia, everyone was welcomed to the meeting. There was a minutes silence held for Robin Watson.
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves, Rebecca Bills, Graham Eskdale, Corinne Anderson, Amie Morgan, Tess Ritchie, Stacey Ingram (minute taker).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Nil</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – TR advised that she is the organiser and person taking the trip detailed under agenda item 4.4(b).</p> <p>2.4 OG advised that there was a late agenda item: 5(a) Review of Roof Access procedure M. Graham Eskdale S. Rebecca Bills</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 RB advised that with this being the first meeting of the year that the Election of Board Chair for 2022 was required and called for nominations. GE nominated Owein Greaves, this was seconded by TR, OG accepted the Chair role.</p> <p>3.2 OG called for nominations for the election of Deputy Chair for 2022. TR nominated Graham Eskdale, RB seconded the nomination. GE accepted the role of Deputy Chair.</p> <p>3.3 Allocation of trustee portfolios for 2022 was discussed and agreed as follows:</p> <ul style="list-style-type: none"> (a) Health & Safety: Amie Morgan, Rebecca Bills. (b) Finance: Amie Morgan, Owein Greaves, Graham Eskdale, Rebecca Bills. (c) Property (school houses only): Owein Greaves. (d) Property (school / projects): Committees will be assigned to projects – it was discussed how it was intended to seek Maori input in to projects. (e) Personnel: All Board members are able to participate, the committee will be formed by the Appointment Committee policy requirement and who is available at the time. <p>RESOLUTION: The Board delegates authority to the Appointment Committee to make decisions on behalf of the Board when recruiting. M. Tess Ritchie S. Amie Morgan</p> <ul style="list-style-type: none"> (f) Discipline: All Board members except the Principal are able to participate, this will again be determined by the number of members required to attend and who is available at the time of requirement. <p>RESOLUTION: The Board delegates authority to the Discipline Committee to make decisions on behalf of the Board at suspension and other disciplinary hearings. M. Corinne Anderson S. Graham Eskdale</p> <p>3.4 Confirmation of December 2021 Minutes RESOLUTION That the December 2021 minutes be approved. M. Rebecca Bills S. Corinne Anderson</p> <p>3.5 Correspondence Inwards correspondence:</p> <ul style="list-style-type: none"> (a) Education Gazette, 13 Dec – volume 100, #16 (b) Email resolution 11/02/2022: It was agreed that the new date for the 2021 BOT Student rep election is Wednesday 13th April 2022. M. Graham Eskdale S. Corinne Anderson (c) Email / question from Rosemarie Costar 09/02/2022: What is the BOT doing to attract and retain students to our senior school (yr 11-13)? As Rosemarie was present at the meeting OG asked the Board for permission to give her speaking rights for the duration of the public section of the meeting. All were in favour.

	<p>MINUTE: Rosemarie Costar has speaking rights for the duration of the public section of the Board meeting. M. Corinne Anderson S. Tessa Ritchie</p> <p>TR and RB explained how timetabling works and that there are always clashes every year. TR talked of Farnet and Te Kura being options that can be offered if the student is not able to take the subject they want to; due to a timetable clash or the subject not being taught at OAS. TR gave an overview of the timetable issues experienced this year. RB advised that even big schools have this issue. TR said that OAS offers a wide range of subjects and that it is a strength the school has and when there are clashes they work really hard to offer alternatives. There was a discussion around the need for parents to know how NCEA works and how/when course selection occurs and at each stage communicating this to parents. RB advised from the collective agreement and teacher perspective what can impact on course / subjects being offered. RC asked if the senior school grew, the clashes may be less? RB advised that there are less and less students leaving at the end of year 8 and that the secondary section of the school was the largest part of the school. TR talked of the changes made 4-5 years ago when the school moved to semesters to provide more options for students and explained how and why semesters were introduced. It was suggested that a student survey be conducted around subjects to gain student insight. And an interactive night would benefit year 10s to give more information. It was agreed that an action around putting in a process, timeline and communication to parents around NCEA and subject choices should be implemented.</p> <p>(d) Email resolution 11/02/2022: It was agreed that the OAS BoT replace the current vacant parent rep position on the BOT (term ending Nov 2023) via a selection process. M. Rebecca Bills S. Tess Ritchie</p> <p>(e) Email resolution 08/02/2022: That the OAS BOT appoint Tracey Paton as the new Returning Officer for the 2021 election of our BOT Student Rep. M. Tess Ritchie S. Corinne Anderson</p> <p>Outwards correspondence - nil</p> <p>RESOLUTION That inwards correspondence be received. M. Corinne Anderson S. Graham Eskdale</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 Draft financial report for EOY - 31 Dec 2021 was tabled, OG and RB gave a brief overview of the finance committee meeting.</p> <p>4.2 Policies for Assurance by Principal – nil scheduled for this meeting</p> <p>4.3 Health & Safety:</p> <p>(a) The Kamar Assessment report was tabled. RB explained how this will evolve and the next steps. RB also gave an update on the H&S committee and how this would be formed.</p> <p>(b) The December Sick Bay & Injury Report was tabled.</p> <p>RESOLUTION That the Health & Safety reporting be received. M. Graham Eskdale S. Corinne Anderson</p> <p>4.4 Overnight & potentially hazardous activities / trip proposals:</p> <p>(a) Level 2/3 OEL Tramping/camping Dickies Flat 1st-3rd March – TR advised that this trip was dependent on getting an experienced parent helper and that the date may change. All were comfortable as long as an experienced helper was able to go.</p> <p>(b) Level 2 Geography – Tongariro Crossing 16th-18th March</p> <p>RESOLUTION That the above overnight trips be approved. M. Corinne Anderson S. Graham Eskdale.</p> <p>There was a discussion around camp rules and why these were in place – sleeping in confined spaces with masks off, need for plan for localised lockdown should these occur. RB talked through some examples of where these would apply. TR advised that Standard Operating procedures had been updated to reflect current COVID restrictions and requirements.</p>

4.5 Action list from December meeting.

- (a) RB updated everyone on the Injury and incident reporting numbers for August 2021.
- (b) TR advised that amendments had been made to the fundraising process. RB confirmed that she had been in touch with the parents who had the fundraising query to advise the outcome from the Board discussion.
- (c) RB advised that the Safe 365 system could not be fixed, hence moving to kamar reporting for H&S.
- (d) RB confirmed that she had communicated the 'Community Conduct Expectations' along with the other 4 policies that get advertised in term 1 each year.
- (e) RB confirmed that she had shared with staff the leave report to look through and that she will continue to track and place focus on this. This will collate over time and give insights.

4.6 General:

- (a) The 2022 unit allocation was tabled.
- (b) The Science department report was tabled. There was a discussion around the things detailed in the report for the Board to consider for future plans, RB gave feedback on this. It was also discussed that assembly time could be a great time to use to promote subjects to students along with open days.
- (c) The Working onsite COVID-19 Safety Plan and Procedures (under Red setting) was tabled. RB advised that School Docs had released a policy on this also which aligned, her procedure document she had prepared had more detail to it. RB gave an overview of this.
- (d) The Staff coverage and learning plan under COVID Red setting was tabled. There was a discussion around this. RB spoke of the rationale / pressure points that could happen in which the school would need to close. OG queried if some specific roles should / could work from home, RB advised that it puts a lot on the people working on site if someone is working from home. OG asked if the teachers were aware of their requirements around the Learning Program Expectations, RB confirmed that the plan was co-constructed with teachers and they are aware of their requirements. RB also explained that student achievement and learning was now equal with wellbeing focus. That previously MOE had had wellbeing focus, so this was a change. RB advised that all planning was now central and can be viewed / accessed by any staff member. Team leaders will monitor their teams and escalate to SLT if required. Clarity was asked around if online was setting of work only or teaching, RB responded that the emphasis was on teaching and that the teachers would be thinking about the work they are giving and why – learning, reporting and assessment requirements were being factored in to planning, this came out of reflections from last year. RB continued that a 6 week hard pack for students with no internet access has also been created. These are static packs containing learning projects for that subject. These packs will be delivered to students as required.
- (e) The 2022 OAS Governance manual was tabled for discussion. Some updates were identified and it was approved on the basis that the amendments be made.

RESOLUTION: The 2022 OAS Governance manual be approved with the few amendments that were discussed. M. Amie Morgan S. Tess Ritchie

- (f) The 2022 Board fees were set for the year as per outlined in the Governance Manual (and previous years).

RESOLUTION: That the Board fees for 2022 are set at: \$55 per meeting for Board members, \$75 per meeting for Board Chair. M. Rebecca Bills S. Amie Morgan

- (g) OAS Charter was tabled – no changes identified for this year. RB advised that this was up for review / change for 2023 and that full community consultation should start mid-year with the aim for this feedback to be included in SLT and Board offsite

	meeting to be conducted later in the year with a facilitator to work through the new charter for 2023.
5	<p>Strategic decisions <i>Whakatau rautaki</i> Policies/procedure for review:</p> <p>(a) Guidelines for working on roofs: With regards to Roof Access this needed to be updated to state – School staff are not allowed to access the roof. RB gave an overview of the required amendment based on WorkSafe feedback. All agreed that this guideline be updated in line with WorkSafe feedback.</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>6.1 The 2022 Annual plan updated with targets was tabled. RB advised that the targets entered were the same as last year due to no onsite learning for 6 months of last year, that it made sense to continue that same target. RB continued that a year’s 1-8 target had been added in (a hyperlink put in plan). RB advised some actions (eg: marae visit) could not happen due to COVID related measures / restrictions. There was a discussion around the whanau rep Board role and if there was any change or should the project requirement remain the same, it was agreed it should be the same. TR emphasized that everyone needed to be mindful of timings in the plan and that it had been a disruptive start to the year and that expectations needed to be realistic.</p> <p>6.2 The Student achievement data for 2021 was tabled. RB advised who a participant included – a student who had been at OAS for a term or longer. There was discussion around UEGs (Unexpected event grades) and internal assessments and that there were rigorous processes in place for this.</p> <p>It was said that this was a good news story for some areas, it was good to see disparity between Maori and Pakeha improve. Specifics in the raw data were highlighted and discussed, it was said that actions in the annual plan would help.</p> <p>A concern was raised around the level of excellent and merits – RB responded that she is looking at research at present to support and change this and how we develop the critical thinking skills in students.</p> <p>RB advised if this reporting was moved to present to the Board in March then there would be time to get team leaders specific feedback on the data to add their insight when achievement results were being presented. It was agreed that this insight was important to have.</p> <p>6.3 The Behaviour report for term 4, 2021 was tabled. AM noted that for the last 3 years that each year data had shown improvements being made with behavior.</p> <p>6.4 The School Leavers report and roll update for start of 2022 was tabled. 16 students had moved to other local schools. RB advised that the roll currently sat at 493 students and that junior class sizes were low, there were only 161 students in the junior school. RB gave her thoughts on why this could be. RB advised that an out of zone ballot was being done to fill some of the spaces that had been left available from last year’s ballot – the advertisement stated 20 spaces available in years 1 to 6 only.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> 8:53pm to 9:37pm</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>Meeting closed with a karakia at 9:40pm.</p>