

**Minutes from the Onewhero Area School Board meeting held
Tuesday 21st June 2022 at 6pm in the staffroom**

Item no.	Item <i>Kaupapa</i>
1	1.1 The meeting opened with a karakia and everyone was welcomed, with a special mention to Maddison Bradley who was attending her first board meeting as a student rep. 1.2 There was a Kahui Ako report and update given by Maxine Pattinson plus discussion around the upcoming Matariki event being held 28.06.2022.
2	Attendance <i>Tae-ā-kanohi</i> 2.1 Present: Owein Greaves (presiding member), Graham Eskdale, Rebecca Bills, Tess Ritchie, Amie Morgan, Derwyn Fail, Ashlea Murphy, Maddison Bradley, Rima Taua, Tracey Paton (minute taker). 2.2 Apologies <i>Tuku aroha</i> : Corinne Anderson. 2.3 Declaration of conflicts of interests or pecuniary conflicts – nil advised.
3	Administration <i>Ngā Whakahaeretanga</i> 3.1 Confirmation of May minutes. RESOLUTION That the May 2022 minutes be approved. M. Rebecca Bills S. Ashlea Murphy 3.2 Inwards Correspondence: (a) Letter re Wellbeing support for first-time Principals – May 2022. RB advised that 80% of principals are leaving within first 3 years so MOE providing funding for first time principals. It was agreed that the money was to be spent on RB and staff wellbeing, by way of relief cover / release time as RB indicates where there is a need. MINUTE: The Board approve these funds to be put towards release/relief cover as allocated by RB. M. Graham Eskdale S. Amie Morgan (b) Letter to schools re 2021 audit, dated 20.05.2022. (c) Letter to access information on the schools behalf as part of Carbon Neutral Government Programme reporting. Agencies annual report – info given through MOE RESOLUTION The Board authorise MOE to access information from OAS providers on our behalf for the purpose of what is outlined in the letter. The school is to complete the energy stock take. This will provide information about the energy sources the school uses and who provides this. M. Amie Morgan S. Rebecca Bills RESOLUTION That inwards correspondence be received. M. Rebecca Bills S. Owein Greaves
4	Monitoring and Review <i>Aroturuki me te arotake</i> 4.1 Financial reporting: (a) Finance reporting for May 2022 was tabled. RB gave an overview of the May finances and accounts being monitored. RESOLUTION That the May 2022 financial reporting be accepted. M. Ashlea Murphy S. Amie Morgan 4.2 Policies for Assurance by Principal: (a) Emergency Evacuation / Emergency Kit: RB gave confirmation that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates). The Lockdown scenario is to be done on teacher only day as students cannot be involved in a test scenario. RB advised that she was currently working on communication to go out to parents regarding a lockdown. It was said that schools cannot stop parents taking students out of school in a lockdown situation but it was recommended that they stay away and await comms.

- (b) Monitoring and Auditing School Bus: RB gave confirmation that there has been an audit of the school bus's transport compliance, and that the termly network meetings cover this. The discussion at meetings involves safety, vetting, vehicle WOF and licences etc.

4.3 Health & Safety reporting for June:

- (a) Kamar Assessment report – RB gave an overview of the school bus accident. As a result of the incident it was identified that there was a need to keep an emergency sheet for each bus with contact details listed. It was also said that better communication required from Bus Company as an OAS teacher notified RB about the accident before Bus Company did. Some students already on another bus before RB arrived on site. RB said that senior students were to be complimented for their calm manor and how well they checked in on the younger students. RB advised that there were leaks in gym roof, they were unable to see where the leaks were coming from due to the new corrugated sheeting. A contractor had been engaged to assess and quote.
- (b) The Kamar Sick Bay & Injury Report was tabled and discussion was held around this.

RESOLUTION That the May Health & Safety reporting be received. M. Tess Ritchie
S. Derwyn Fail

4.4 Overnight & potentially hazardous activities / trip proposals were discussed as follows:

- (a) Yr12 OEL Mountain Biking Trip to Rotorua, 5 – 7 July.
(b) NZ Area Schools tournament in Whangarei, 11 – 15 July.
(c) Tough guy/gal challenge at Nguarawahia Christian Camp, Friday 1st July – TR advised that this was a high risk trip hence requiring Board approval.

RESOLUTION: That the above overnight trip proposals be approved. M. Graham Eskdale
S. Ashlea Murphy

4.5 Action list reporting from May meeting tabled.

- (a) RB gave an overview of the proposed road layout changes she is proposing with the Council.
- (b) RB provided an update around contact being made with parents where there were student absence concerns. Return to school plans had been put in place where required.
- (c) It was confirmed that the strategy committee had met and developed survey questions to go out to the community. The survey had been completed and results in.
- (d) The committee reviewing the Maori Education Plan require further information and will be meeting before they are able to report findings back.
- (e) An update around the Creative Kids Club Oscar Programme proposal was given and all agreed to decline the proposal for the reasons (complexity of space to run this from being main issue) discussed.
- (f) RB provided an update / assurance to the Board around the process for attendance being adhered to. And that she would be putting comms out to parents in the next newsletter around students being required to be back onsite and that it was safe.
- (g) RB confirmed that the 5YA property plan had been sent to the new Board members.
- (h) RB advised that the office staff had been thanked for their in-depth review of recent policies.
- (i) TR confirmed that the updates to policy that were identified at the May meeting had been completed.
- (j) It was confirmed that the process to look in to applying for a grant for a new LED stage lighting system had started. SI had requested CJ to provide 2 quotes for systems that would be suitable. Currently awaiting quotes to progress to next stage.

4.6 General:

	<p>RB talked of the need to delay the assessment work to 2023 due to staff pressures and availability of PD provider to support this year. The Board agreed that it made sense to delay with these circumstances.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> - 8.30pm to 9.30pm 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 Select topics for newsletter reporting: Art report (OG), Matariki (AM) 8.2 Call for agenda items for next meeting – nil advised. The meeting closed with a karakia at 9.40pm.</p>