

**Minutes from the Onewhero Area School meeting held
Tuesday 20th September 2022 at 6pm in the school staffroom**

Item no.	Item <i>Kaupapa</i>
1	The meeting opened with a karakia and OG welcomed everyone.
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Owein Greaves, Graham Eskdale, Corinne Anderson, Gayle Bovill, Derwyn Fail, Ashlea Murphy, Lei Clarke, Amie Morgan, Rebecca Bills, Stacey Ingram (minute taker).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Nil.</p> <p>Two guests were present: Rima Taua and Tania Orono (who has expressed interest in the whanau representative role, this was the co-opted position that Rima recently resigned from). OG put forward a request to give both guest speaking rights.</p> <p>RESOLUTION: The Board give speaking rights to both Rima and Tania for the duration of the public section of the Board meeting. M. Graham Eskdale S. Rebecca Bills</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil declared.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 Confirmation of August minutes.</p> <p>RESOLUTION That the August 2022 minutes be approved. M. Gayle Bovill S. Amie Morgan</p> <p>3.2 Inwards Correspondence was tabled as follows:</p> <p>(a) ERO reporting as follows: Te Ara Huarau School Profile Report. Board Assurance with Regulatory and Legislative Requirements Report. Provision for International Students Report.</p> <p>(b) Thank you card from OAS staff and students re library.</p> <p>(c) Email from MOE re consulting school boards on Principal Eligibility Criteria.</p> <p>(d) Education Gazette, 5 Sept – col 101, #11.</p> <p>RESOLUTION That inwards correspondence be received. M. Graham Eskdale S. Amie Morgan</p> <p>3.3 Late agenda item for approval:</p> <p>(a) Trip for approval – Whangamata Sports Exchange – 20th & 21st October.</p> <p>RESOLUTION: That the above agenda item listed under (4.4(b) below) be approved to add to the agenda. M. Corinne Anderson S. Lei Clarke</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 Finance reporting for August 2022 was tabled as read.</p> <p>RESOLUTION That the August 2022 financial reporting be accepted. M. Graham Eskdale S. Rebecca Bills</p> <p>4.2 The Principal assured the following policies:</p> <p>(a) School Swimming Pool. RB advised that Cody Ewe is the contact person that will be detailed for pool related issues outside of school hours.</p> <p>(b) Surrender & Retention of Property Searches</p> <p>(c) Risk Management. RB advised that part of this policy required a school walk through (annual requirement) to update hazards and that it would be good to get a Board member to do this with her so there was a fresh set of eyes. CA volunteered to assist with this. RB advised that she does this termly with the caretaker.</p> <p>4.3 Health & Safety reporting for September was tabled as follows:</p> <p>(a) Kamar Assessment report.</p> <p>(b) Kamar Sick Bay & Injury Report. Reporting was discussed, there was a query raised around a student discharging a gun stapler at a staff member, clarity was asked around the recapping of the red card and class evacuation process to staff. RB advised that she had gone over this with the staff</p>

member as well as at a staff meeting. It was said that gun staplers should not be left unattended and locked away.

A query was raised around certain incidents being recorded through the pastoral system as well as H&S reporting to ensure the behaviour was being captured, RB assured this.

There was a discussion around an attendance issue that arose and highlighted a roll had not been completed and the impact around this. RB advised that she had spoken to the teacher around completing rolls and the impact of not doing the roll on this occasion, this had been addressed.

RESOLUTION: That the H&S reporting for September be accepted.

M. Amie Morgan

S. Graham Eskdale

4.4 Overnight & potentially hazardous activities / trip proposal was tabled as follows:

(a) L2/3 OEL Tongariro Northern Circuit – 31/10/22 to 05/11/22.

(b) Whangamata Sports Exchange – 20/10/22 to 21/10/22.

RESOLUTION: The Board above the two above overnight trip proposals.

M. Corinne Anderson

S. Amie Morgan

4.5 Action list reporting from August meeting tabled.

4.6 General:

(a) The Community Survey results were revisited – there was a discussion around the results and common themes identified as follows.

Positives: OAS offered a range of opportunities, good communication across all channels – this had improved, the positive behavior recognition (waka cards).

Negatives: no consequences for disruptive behavior, student agency, no push to do better than average, parents didn't know where their child was at, reports not detailed enough, more face to face contact.

It was highlighted that the feedback was a moment in time and that respondents were not speaking on behalf of everyone. It was agreed that the feedback around the school by the respondents to this survey was 50/50.

There was a discussion around PB4L and it was said that PB4L needed to be implemented across the whole school – currently this was not consistent across the school.

There was a discussion around the criticism around student agency and open learning in the media at present.

The specific comments around academic achievement from respondents was discussed. A query was raised around supports that were in place for NCEA for students. RB advised that the teachers have a tracking sheet that tracks students' progress to get the credits they need and explained how this worked. It was raised if the parent community understood or had knowledge of how this works and at what point did parents get notified of issues. RB advised that letters were sent home to parents of 'at risk' students at the end of term 1 and that TR drives the monitoring of this at syndicate meetings.

RB advised that she had put out a communication info graph – this was done in a simple way to highlight how communication from the school works.

RB talked of the 'bullying' highlighted in the survey as being more around niggly comments and teasing as opposed to top level, persistent bullying involving discrimination / racism. And that the school will be on top of this, students will be pulled aside and comments addressed.

It was agreed that there did seem to be no real push to do better than average. RB advised that the staff had picked up on this when the parent survey results were shared with staff. AM asked if this was a common theme across all schools, RB confirmed that this was a theme in most schools, to just achieve. RB shared info

around overseas articles she had recently read around the workforce and how employees had the attitude “I’ll do what I’m required to do and that’s it” – RB advised that young people pick up on trends.

It was said that the Student and Staff Survey results needed to be reviewed again also and this could be done one per meeting. The next two agendas to include one to review.

- (b) There was a discussion around the increasing SENCO trends and how OAS responds to this moving forward. RB gave an overview of the tiered system – 80% of students function fine in the standard school system, 15% sit slightly above this and require some form of extra support, 4% sit above that with severe behavior, in class support required – this is MOE level of intervention for severe needs. RB explained that to get severe behavior funding that the school had to apply to MOE every term and there must be incidences of harm to continue the support. Then 1% of students have high complex needs, these are challenging needs. RB advised that OAS was no different to any other school. RB explained that these students are mostly identified in the junior school as they travel through the years. And that learning challenges can be a bit slower to pick up due to how the curriculum levels work – generally learning needs were identified from year 3 onwards. Behaviour was picked up straight away. RB advised that the DZ who held the SENCo role within school was applying for funding and supports all the time.

RB advised that in general anxiety shows in boys through violence whereas girls tend to withdraw. RB gave an overview of the flight or freeze brain. RB spoke of the findings after the CHCH earthquakes whereby for 3 to 4 years after the earthquakes schools were seeing students come in with extreme behavior, RB sees the same thing happening from Covid and spoke of circumstances of why and why the school needed a plan. RB advised that MOE systems were not coping now and that we can’t rely on external supports that we have in the past – the school had to build on internal supports. RB summarised the things DZ was working on and spoke of the Incredible Years program that teaches teachers de-escalation strategies and how to work out what the triggers are. RB also spoke of UDL (Universal Design for Learning) – this teaches teachers how to create a lesson that caters for everyone, de-escalation strategies, creative environment – to reduce anxiety etc. RB talked about the need to create whole school approaches so that all teachers have these tools and professional development does not need to be repeated over and this also ensures staff have peers to talk to and bounce ideas off. RB advised that at present when a student does transition to a new teacher the following year that the teacher from the current year passes on information they did to make that student successful in the classroom.

OG asked for clarification on the current process when there is an incident in the class. RB talked through the red card system and recent steps added to this as a result of a review that was conducted. RB advised that the frequency of using the red card system fluctuates and they can have periods with none, then there can be a volume daily. RB presented national data on stand-downs and suspensions and themes, then shared OAS data to compare. RB talked through both informal consequences and statutory options and the decision-making process to clarify how decisions were made. RB advised these systems were robust however feedback had been that there needed to be more focus on the student that had been harmed, communication needed to be improved in this area. There was a discussion around PB4L (Positive Behaviour for Learning) and restorative meetings being held with families as part of the resolution to move forward, RB advised that this only worked if all parties agreed to take part. RB talked about the MOE Good Practice booklet and would be emailing the link and info to Board members post the meeting.

	<p>(c) The property report from Watershed was tabled. RB gave a brief update on this, advising the roofing project would now be worked through in the Christmas holiday period with reasoning of the change given.</p>
<p>5</p>	<p>Strategic decisions <i>Whakatau rautaki</i></p> <p>(a) Supporting Student Wellbeing policy – AM suggested a link of how to raise concerns or make a formal complaint needed to be added to the policy, suggesting where this might fit in. It was also noted that the second paragraph under ‘Responding to wellbeing issues, concerns, and crises’ needed ‘Deputy Principal’ added so it reads ‘Deputy Principal/Principal’.</p> <p>CA asked what if policies and procedures were not followed by staff, RB advised that this would be an employment process, the process would be determined by what had not been followed.</p> <p>(b) Food & Nutrition policy – there was discussion around knowledge of some students bringing energy drinks to school to consume at school. It was said you must be over 16 to purchase. It was also highlighted that events at school are often not a balanced healthy mix or healthy choices offered at all, examples talked about were market days. It was requested that RB talk to staff around this and highlight our food and nutrition message in the newsletter and at assemblies.</p> <p>(c) Sun Protection policy – no changes identified for this one.</p> <p>(d) Staff Wellbeing – it was agreed that the end of the 9th bullet point be changed to read ‘which includes an incident debriefing’ – the word ‘may’ is to be removed. No other changes were identified.</p> <p>GB shared feedback she had received from staff in relation to this policy; that groups of staff tended to look after each other and where leave had been declined. RB advised how leave is approved and the rationale behind this, it was suggested that RB share her decision making process with staff so they were aware of how this works.</p> <p>There was a discussion around what supports there are for teachers and how this is monitored, RB talked of there being 3 types of data to review this: what teachers are logging in kamar (student management system), SLT class walk throughs and data obtained through appraisal system. There was a discussion around how often the data was reviewed and if this was often enough, RB confirmed that she was looking for trends and therefore was frequent enough - SLT looked at daily. A query was asked around what is the process if a teacher didn’t have support in the classroom and they were dealing with behavior issues, RB advised that the behavior management matrix is followed.</p> <p>There was a discussion around if all staff were recording behaviours in kamar and getting assurance around this. There was a discussion around how the Board wants assurance staff are following policy/procedure framework set by the Board. RB advised the feedback she had received from NZSTA around reporting on policy breaches, it was said that the Board wanted a tool implemented that provided assurance to them around compliance with the schools policy/procedure framework and this could be in the form of reporting on themes so they had some understanding around employee compliance.</p> <p>There was a discussion around the induction program for new staff and what elements this included and the level of expectation that is set at induction.</p>
<p>6</p>	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) Principal’s report was tabled. There was a query asked around the date of the 2nd hui (to be in T4), RB advised this had not been set yet. There was a discussion around the Assessment PD, RB advised that this was centrally funded PD and will roll over to next June. RB talked through the changes being made to the year 7/8 program by Camilla Cameron who is the newly appointed team leader. The Board acknowledged the</p>

	<p>amount of work this would have taken and the positives of the change. AM asked RB to share with whanau more info around these changes once finalised so parents are aware of the great work and plans happening in the year 7/8 area.</p> <p>OG asked LC how students were feeling, LC advised that they are feeling stressed out with things all falling at the same time – that certain subjects don't realise this, they have a bias for their own subject. RB advised that they have looked at how they can change this and there is flexibility with mock exams to assist.</p> <p>There was a question asked if there needed to be any change to the school policy and procedure framework with regard to the review by RB/staff on the process for investigations and imminent harm incidents which had occurred due to feedback from parents and staff. RB advised no due to them being processes. It was said that early contact with whanau/home was important in these situations. RB advised that it had been a good staff meeting covering this off.</p> <p>RB spoke of the discussion with teachers around responding to emails and the agreed timeframe in which had been arrived at and the expectation around responses/communication of staff moving forward. RB was asked to communicate this to the school community so they were aware.</p> <p>RB was asked to communicate to staff that when there was a school wide event that involved students outside of school hours (eg: production) that parents needed more than a weeks' notice. It was highlighted that these events are scheduled well in advance and comms around what was needed from parents/student involvement could come earlier to ensure reasonable notice.</p> <p>There was a discussion around NCEA changes and exams with RB giving an outline of what the new requirements looked like. RB advised that number of computers/availability is an issue and that there was no extra funding or assistance from MOE around this.</p> <p>(b) Draft 3 Year Strategic Plan for review – AM covered off feedback that she had emailed RB. There was a discussion around the word 'agentic' suggested in the vision, it was recommended that this change due to not resonating with parents. It was determined that some points could be made more aspirational and suggestions outlined. AM and RB to review post meeting and then RB to distribute tweaked version for final amendments.</p> <p>(c) Health & PE report – CARRY OVER TO OCTOBER.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> 9:31pm to 11:50pm</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>OG called for agenda items for next meeting – nil advised at this point.</p> <p>Karakia, meeting closed at 11:55pm</p>