

<b>Minutes from the Onewhero Area School Board of Trustees meeting held Tuesday 22<sup>nd</sup> November 2022 at 6pm in the staffroom</b>	
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Item no.	<b>Item Kaupapa</b>
<b>1</b>	The meeting opened with a Karakia and everyone was welcomed.
<b>2</b>	<p><b>Attendance <i>Tae-ā-kanohi</i></b></p> <p><b>2.1</b> Present: Owein Greaves (Chair), Graham Eskdale, Amie Morgan, Tania Orono, Ashlea Murphy, Lei Clarke, Gayle Bovill, Rebecca Bills, Derwyn Fail (via zoom).</p> <p><b>2.2</b> Apologies <i>Tuku aroha</i>: Corinne Anderson.</p> <p><b>2.3</b> Declaration of conflicts of interests or pecuniary conflicts – nil advised.</p>
<b>3</b>	<p><b>Administration <i>Ngā Whakahaeretanga</i></b></p> <p><b>3.1</b> Confirmation of October minutes.</p> <p><b>RESOLUTION</b> That the October 2022 minutes be approved.</p> <p>M. Graham Eskdale   S. Amie Morgan</p> <p><b>3.2</b> Inwards Correspondence:</p> <p>(a) Email re NZEI Paid Union meeting, 25.11.2022.</p> <p>(b) Email re NZEI Paid Union meeting, 07.11.2022.</p> <p>(c) Email re Regional PPTA Paid Union meeting, 04.11.2022.</p> <p>(d) Education Gazette, 7 Nov – vol 101, #14.</p> <p>(e) Email from MOE Argest team re water test results.</p> <p>(f) Email resolution sent 10/11/2022 - The Board approve \$5,950+GST for the supply and installation of 50mtr<sup>3</sup> of cushion fall bark to cover both the Junior and Senior Playgrounds (approx. 120mm over the entire area). Funds from the 2022 Grounds Development budget to be used to pay for this purpose.</p> <p>M. Gayle Bovill   S. Amie Morgan</p> <p><b>RESOLUTION</b> That inwards correspondence be received.</p> <p>M. Rebecca Bills   S. Gayle Bovill</p>
<b>4</b>	<p><b>Monitoring and Review <i>Aroturuki me te arotake</i></b></p> <p><b>4.1</b> Financial reporting was tabled as follows. OG advised that the finance committee had met and discussed both. There were no queries or questions raised.</p> <p>(a) Finance reporting for October 2022.</p> <p><b>RESOLUTION</b> That the October 2022 financial reporting be accepted.</p> <p>M. Graham Eskdale   S. Amie Morgan</p> <p>(b) Draft 2023 Budget.</p> <p><b>RESOLUTION</b> The Board approve the draft 2023 OAS budget.</p> <p>M. Ashlea Murphy   S. Graham Eskdale</p> <p><b>4.2</b> Policies for Assurance by Principal:</p> <p>(a) Teacher Registration, Certification &amp; Police Vetting – RB assured the board that that all teaching staff are certified, and therefore are vetted.</p> <p>(b) International Learners – RB assured the board that the code of practice self-review attestation will be submitted by due date 01/12/2022.</p> <p>(c) Risk Management – RB assured the board that identified hazards are being monitored and /or controlled, and that measures are being re-evaluated to check their adequacy.</p> <p><b>4.3</b> Health &amp; Safety reporting for October:</p> <p>(a) Kamar Assessment report – a query was raised about the format as some details on previous reporting (date/location) were not detailed in this month. RB advised this was an error with compiling the report and that there was also a day of entries missing as well.</p> <p>A query was raised around the consistency with entries made. RB explained that there was not consistency in fields as it depended on which staff member was entering the</p>

info. There was a discussion around the need for consistency in staff entries in kamar, RB advised she would be addressing this through the end of year H&S review. RB updated to advise new AED pads had not arrived as yet and that part of every H&S meeting meantime was to check they were still ok to be used. RB advised that they will be pulled as soon as they are not.

There was a discussion around the school van wing mirror being damaged.

RB confirmed that the electric socket reported on had been fixed.

(b) The Kamar Sick Bay & Injury Report was tabled.

**4.4** Overnight & potentially hazardous activities / trip proposals:

(a) Year 9 camp 28-30 Nov (1<sup>st</sup> day at Rainbows End & staying at school in tents that night, day 2 and 3 Waikato Land Wars trip, staying at Hora Hora Marae at Rangariri).

(b) Year 10 camp 28-30 Nov – Waihi Beach. Staying at the Waihi Beach Tasman Holiday Park (camping). Activities include Surfing lessons (28<sup>th</sup>), Waimarino Water Park (kayaking, watersports etc), small hikes.

Note: Agenda item 5(c) relates to the above.

There was a discussion around the trips, with RB giving an overview. OG raised a query around holding students back if their behavior reporting in kamar was poor, RB advised this does not happen as the trips are curriculum based, therefore can't prevent students from going. AM asked if the trips had a direct link to curriculum, RB advised that this was not a requirement in Education however at OAS they prefer a link but that they also focus on the aspect of social and soft skills learnt through going on camp. RB confirmed that there was sufficient parent help for the camps.

**RESOLUTION:** That the above overnight trip proposals be approved.

M. Amie Morgan

S. Gayle Bovill

**4.5** Action list reporting from October meeting tabled.

(a) RB confirmed that the first 3 actions from the October list had been completed.

(b) RB talked about her idea around lifting student attendance next year. This would require investment in kamar to set up a reporting template and this detail also needed to be added to the draft 2023 Annual Plan to include action around this. As the reporting would be emailed to families RB was asked to consider families that don't have internet access and how they would get reports, RB advised that there are only 4 or 5 families affected and these families would receive phone calls in place of emails to ensure they are not missed.

(c) It was confirmed that all paperwork for the whaanau rep role had been completed.

(d) RB advised that comms around the work engaging students and info from student voice along with an update around ERO would be provided in the next newsletter.

(e) GB gave feedback from School Docs around the request to change the Digital Technology & Cybersafety policy, to do this would make it a tailored policy and the school would need to have a separate schedule to review tailored policies. It was discussed and decided that the link could be put elsewhere for parents to access, RB to look at where this would best fit.

(f) RB advised that the Wellbeing Kit was on her desk and the online version was available. There was 3 hard copies and DM was in process of getting one for all teachers.

(g) RB advised that the cadet program was still being developed and there was no updates at present. AM asked if a template of what a cadetship could look like be developed and supplied to the community to see if other people may be interested in doing this type of thing. RB said it could be looked at once this one was up and running but it depended on how the trust run it.

(h) RB advised that she was currently awaiting the marae to come back to her re dates to confirm for Hui schedule. RB advised that the Maori Education team had an agreed plan for hui. AM reiterated that moving forward there needed to be a clear plan,

plenty of notice given for meetings and momentum made. AM suggested a topic for the first meeting 'How Maori leadership would look in years 1 through to 13.

- (i) It was decided to park the action around reviewing student agency and open learning environments at OAS. This had originally been raised due to the negative commentary in the media about these topics. It was decided that if any future information comes out to revisit then.
- (j) RB advised that what had been reported in the behavior reporting at the last meeting around uniform and attendance (showing as 0) was correct and advised that the issue was not with the reporting it was that there was no process behind when it's an issue, and that a process needed to be developed.
- (k) RB talked about the word 'rangitahi' and using this to reference students in the Strategic Plan.
- (l) It was confirmed that the new vision for OAS is: ***Together, we grow learners who are connected to their community, determined in their learning and innovative and courageous in their leadership.***
- (m) RB confirmed that the Student survey around subjects at OAS had been conducted.
- (n) RB confirmed a process had been developed and implemented which included a timeline and parent comms around NCEA and subject introduction / choices. And that there had been an interactive night for year 10s around this.
- (o) The Guidance counsellor report was tabled. AM asked if there was any recommendation from the counsellor around who to get in to school to provide info for staff and students around students struggling with their identity. It was said if there were suggestions raised like this that it would be good to include a recommendation in case the Board needed to allow for in budget if it had not been included and couldn't be managed within budget. RB talked about the trainee counsellor that will be doing one day a week next year. OG asked for confirmation that the person would be supervised and that a thorough formal / robust process would be in place, RB gave assurance around this.
- (p) RB advised that the implementation of an anti-bullying program would not happen in term 1. That next year the school was due for a big review, it will be quite a robust one and will include mental health, social interaction and bullying came in to this. RB advised that part of this would be looking at the class whanau program and utilising some of this time, as opposed to this just being covered in health.
- (q) RB advised that this version to the draft annual plan was the same as the last except for the learning page, which included planning and accountability and engagement - ensuring Maori and boys are engaged in learning. The rest of the plan was the same as last time, and the end of year data was still to be collated in order to set targets for next year. The plan would then be complete. AM commented that the plan seemed quite term 1 heavy and a lot of work tagged to TOD. RB talked through this, TODs (2 days) are before school starts back, and tasks are planned out over the 2 days. RB advised that a lot are linked and talked through this. AM asked if there were 'check ins' along the way to see how they were going, for example having a survey in term 3. There was a discussion around the importance of this and what this could look like. RB to schedule in around plan.

There was a discussion around student leadership and opportunities and how this could be promoted and extended. AM talked about what this could look like and tagging funds to this. Termly assemblies to promote leadership opportunities was discussed. OG asked RB if she was comfortable that she had enough support from the Board to drive the proposed annual plan. Asking RB if she was confident and was there any roadblocks she saw to achieving the annual plan. RB advised that the work done in last 2 years in HR puts the school in a good position. And that she didn't know if she had

	<p>found the right balance as yet with regards to how much they were trying to do. She hadn't found the balance of what was practical to do in a year, with not having had a normal year. However she had looked at this plan and thought yes this can be done, it is achievable, to do less and do it well. RB said she was comfortable as long as the Board were on the end of the phone when she had problems. That they had a clear message from student voice, they had a moral obligation to respond, that students had been loud and clear with what they wanted.</p> <p>OG reiterated it was important to get fundamentals right. AM asked if SLT were on board and feeling comfortable with the plan. RB responded that they were and after adding the specifics to the 'Learning' strategic aim that they had agreed that was the part missing.</p> <p>OG asked GB being staff rep what her thoughts were, GB said the plan reads better than previous ones, the balance is getting better – it was written well, clear and obvious as to what was expected plus is doable.</p> <p>(r) The draft EOTC Safety Management Plan submitted by TR was tabled along with the existing one so a comparison could be done. RB gave a brief overview.</p> <p><b>RESOLUTION:</b> It was agreed to adopt the new version of the OAS EOTC Safety Management Plan (version number 1.1, last amended 15 November 2022) submitted by TR. M. Graham Eskdale S. Ashlea Murphy</p> <p><b>4.6 General:</b></p> <p>(a) The 2022 Cyclical Maintenance plan updated as at November 2022 was tabled for approval. RB advised that the updated plan had been reviewed by Watershed prior to the Board meeting. There was a brief discussion around block 10.</p> <p><b>RESOLUTION:</b> That the Board approve the 2022 Cyclical Maintenance plan updated November 2022. M. Graham Eskdale S. Gayle Bovill</p> <p>(b) The monthly Watershed property report was tabled.</p>
<b>5</b>	<p><b>Strategic decisions <i>Whakatau rautaki</i></b> Policies reviewed were:</p> <p>(a) Alcohol/Drugs &amp; Other Harmful Substances policy – suggested changes were put forward only if it did not then make this a tailored policy.</p> <p>(b) School Swimming Pool / Swimming Off Site policy were reviewed. RB advised that Cody Ewe's (caretaker) name and number would be detailed as the contact. There was a discussion around other linked policies as a result of reviewing this. The Onewhero Community Pool Committee had provided some changes to the 'Community Use of the School Pool'. The proposed name change, time changes and access changes were agreed to by the Board. The reference they had included to 'teachers' needed to be changed to 'staff' to include all employees. It was also agreed to change the age from 16 to 18.</p> <p>(c) The Swimming SOPs (standard operating procedures) along with an overview submitted by Tess Ritchie were reviewed. The Board confirmed that they were comfortable with what was documented.</p> <p>(d) Allergies policy – RB advised that this was a new policy, no members identified any changes and it was agreed to approve this new policy as is.</p> <p><b>RESOLUTION:</b> The Board adopt the newly created School Docs Allergies policy. M. Rebecca Bills S. Lei Clarke</p>
<b>6</b>	<p><b>Strategic discussions <i>Ngā kōrerorero rautaki</i></b></p> <p>(a) The Principal's report was tabled. A query was raised around 'Assessment', RB advised that these goals had been moved to next year and would be the focus in the first 2 terms. This was due to Covid and something needing to give.</p> <p>(b) RB gave an update on current teacher appraisal and status.</p> <p>(c) Junior School report (Carried over from October) was tabled. OG acknowledged the comments around the circumstances that were putting pressure on teachers, asking</p>

	<p>what could be done to support these teachers better next year. From the Boards perspective the school had awareness of this and needed to front foot. RB explained that they she had sat down with a co-ordinator of RTLB, they had discussed a few things and that whole school approaches would upskill everyone, this was the first layer they have looked at.</p> <p>RB advised the Board could help with approval of funding for set up of more quiet rooms. RB gave an overview of the one that has been set up and the positive impact of this space. RB advised that a lot of the materials used had been donated by a parent. RB advised she would like to look at spacing options and identify funds required in order to do this. Clarification was asked if funds for this had been tagged in the draft budget. RB advised no, that this project had not been factored in at present. It was said that having these rooms and the potential need were raised/discussed at the last meeting in response to student voice around noisy classroom environments.</p> <p>There was a query around the comments made around camp donations being low, RB provided her thoughts on this and the need to communicate with parents earlier around costs and give the opportunity to provide donation payments instead of lump sum all at once close to camp time. RB also talked around fundraising more to contribute to cost of camps.</p> <p>There was a discussion around the comments in the report around the suitability of BYOD for year 3 students. AM asked if we genuinely know if it's working or not and that at some point the school would need to do a proper evaluation of this. RB advised that currently Year 3 and 4 are mixed classes and that the functionality to separate BYOD in the one class was hard. That this was part of a wider discussion around structuring of classes and new progression indicators. That this is a wider discussion with curriculum and social aspects to think about however was very much a student numbers game.</p> <p>It was agreed that a dedicated area for year 7/8s should be looked at for a basketball hoop / concrete pad to be considered.</p> <p>There was a discussion around the Team Leader job description review, RB advised she would be doing this process with the Team Leaders.</p> <p>OG referenced the email last week around an HOD not being aware of their HOD reporting requirement and therefore it had been suggested to carry over to December to give adequate time for the report to be compiled. This had happened to the last 2 reports as well. OG asked RB to confirm all HODs and T/Leaders were aware of this requirement to avoid the carry overs in the future. RB advised that they had discussed it at a meeting, however she was not sure if these staff members had been present however the onus was on staff if they are away to read the minutes so they didn't miss any relevant information.</p>
7	<p><b>In committee and Personnel <i>Hui mema anake kaimahi</i></b> from 8:32pm to 9:31pm</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><b>Meeting closure <i>Whakamutunga</i></b></p> <p>The meeting closed with a karakia at 9:33pm.</p>