

management flow chart. RB advised that these were also covered as part of new staff induction to ensure consistency across staff.

- (f) RB advised that the end of year H&S review by the committee still needed to happen. RB added that she also still needed to address with staff the need for consistency in H&S kamar reporting.
- (g) RB confirmed that SLT had looked at a plan for termly assemblies to promote student leadership opportunities.
- (h) With regards to school wide professional development (PD), RB advised that currently they couldn't apply for regional PD, that schools would now be told by MOE what PD they will be doing and that the school wouldn't know until the second half of the year what the PD focus was. RB continued that any PD already started / committed to would be worked through until completed. There was a query around the UDL PD that was associated with the annual plan and if that would still go ahead. RB advised that they were looking at this with the RTL cluster. The Board advised that they would still like RB to look in to school wide PD for staff to help with the attitude shift around boys (that had been identified through student voice). RB was asked to look in to suitable providers and costs to present to the Board.
- (i) RB advised that DZ was currently looking in to an info evening for parents of students in year 3, this was to do an education piece around cyber safety, resources and use of device in class time. This would be scheduled for this term.
- (j) RB advised that she is currently working on the plan for the Hui and what this will look like and that this had been scheduled for 2nd March. RB advised that she had emailed TO around the Hui and catching up with the Maori Education team.
- (k) RB advised that the termly counsellor reporting template had been set up ready for the end of term reporting to the Board.
- (l) RB advised that she had arranged a mentor for the HOD as discussed last meeting.

4.6 General:

- (a) The 2023 Allowance (unit/MMA) allocation was tabled and there was a brief discussion around some of the responsibilities for the allowances. RB advised that the some of the allowances were tagged to annual plan focuses. OG commented that the allowance spread seemed more balanced through the school and no longer senior school heavy.
- (b) The 2023 OAS Governance manual was tabled. The only change identified was to change 'Chair' and 'Chairperson' to 'Presiding Member' throughout document.

RESOLUTION: The Board approve the 2023 OAS Governance manual on the basis that the above change is made. M. Owein Greaves S. Corinne Anderson

- (c) The 2023 Board fees were discussed and set for the year as follows:

RESOLUTION: That the Board member fees for 2023 are approved as: \$55 per meeting for trustees, \$75 per meeting for Presiding Member.

M. Corinne Anderson S. Amie Morgan

- (d) The 2023 - 2026 OAS Strategic Plan was tabled for approval. Everyone agreed to approve the final version presented.

RESOLUTION: The Board approve the 2023 -2026 OAS Strategic Plan. M. Owein Greaves S. Gayle Bovill

- (e) RB advised that Board representation requirement at OAS events in 2023 would be discussed on a termly basis to advise what this would like in advance for that term. RB advised that with the upcoming Hui that the Whanau board rep would need to be at this event. There was a discussion around the purpose and topic for the Hui, with the theme being confirmed as *How Maori leadership would look in years 1 through to 13.*
- (f) The property report from Watershed was tabled. A query was raised around the roofing project and how far off this was from completion. RB advised that there was a

	<p>heap of things to still tidy up and Cody had taken photos that day for her to send off to Watershed. RB said the next step was for Watershed to come and inspect. There was a brief discussion around RB's office, this was still to be fixed before she could go back in. The section of ceiling was to be removed, RB advised they didn't think there was structural damage from the water leak issue.</p> <p>RB advised that the water tank replacement was delayed due to knock on effect from the recent weather events and priority being on emergency requirements.</p> <p>(g) RB gave a School house property update, one house required a hot water cylinder replacement. OG advised that there was also some joinery to be replaced, this needed to be quoted and quote presented.</p> <p>(h) NELP overview – RB advised that there has not been a lot of detail around this come out as yet, updates will be provided. RB advised that the current agenda template was based around NAGs/NEGs, and that the current meeting agenda may need to be reviewed. The key thing is that the Board is getting assurance that focus is on these. RB read out the NELP headers for the focus areas.</p>
5	<p>Strategic decisions <i>Whakatau rautaki</i> Policies/procedure to review</p> <p>(a) Student Attendance – there was a discussion around this policy, GB talked through feedback she had received from office staff eg, second set of bullet points refers to text message however message is via School App. It was agreed that this change needed to be made. Feedback also stated that they were not sure that regular student lateness to school was being picked up.</p> <p>RB confirmed that with regard to poor attendance, a letter is sent home first, then it gets escalated to DM who does a home visit or phone call home as to why. If no success with school efforts, then it gets escalated to the local Truancy person to pick up, from there it is escalated to National Truancy team. RB was asked to confirm what actions happened for continued lateness to school, RB advised that reports go home detail the lateness. AM asked if this detail gets lodged in kamar. RB advised that if home gets contacted and there is no answer or any comms back from message then this detail is entered in kamar.</p> <p>(b) Enrolment – GB provided staff feedback; currently refers to an open evening however it's an open day. The contact for the pre-school visits is not the Principal, this needed changing to 'the new entrant classroom teacher'. All agreed for these changes to be made to ensure this detail was correct with the actual process.</p>
6	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) The MOE Attendance report for T4, 2022 was tabled. RB was asked if she thought if poor attendance was escalated if this would change anything, RB responded no. AshM asked if the students were spoken with when they do return to school, RB advised no and outlined the current process from identifying poor attendance and the steps that follow this. There was a discussion around the fortnightly report being emailed to parents/caregivers which summarises their child's attendance for that fortnight, this was being trialed and was initially targeting year 11 to 13s, starting this week. RB confirmed that this will extend to other year groups that need focus once embedded in seniors (eg: years 7 to 11 to follow). RB advised once reporting starts this week they would monitor to see if change occurs.</p> <p>RB advised that she was not surprised with the term 4 attendance reporting as the school had had another bout of COVID go through in that term. RB advised that we are still getting large amounts of absence whereby the school is not informed, parents / caregivers were not communicating with the school and also not responding when staff sought a reason for non-attendance. RB advised that the challenges of the start to this year had not helped. RB said it was the same with other schools that she had spoken to and no one really had an answer. RB advised that they had put a fix in place</p>

around senior students arriving late or leaving earlier by not scheduling study periods in P1 and P4 and that there is a program in place for study, this has helped to ensure these students at school and in class.

- (b) The HOD report for the Science department was tabled. A query was raised around how Puuhoro was advertised to students to gain awareness of the program. LC advised that this was not currently promoted at school assemblies however it should be. LC advised that he became aware through the science teacher. GB advised that it has been in school notices. It was said that you have to take science as a subject to be able to do this program. LC advised that there were 4 students who took part last year and 8 this year. There was further discussion around this and the possibility of increasing numbers. RB talked about the work being done with Puuhoro to work together to strengthen the program and ensure this is sustainable long term – advising that it was changing dependent on kids, and when being run this way get less uptake. There was further discussion around some ideas and barriers around this at present.

OG asked RB for her feedback around the commentary on the limited staffing resources to offer all courses the Science department would like to. RB responded that they had to redo the entire timetable 2 weeks out from start of term 1, horticulture had been put back in the timetable to ensure RB had no teaching load this year. And in addition to this, the Horticulture teacher would be running Enviro schools program - if this was not a timetabled class it would fall down. RB advised that she hadn't asked the department about this, therefore this comment in the report was fair enough. AM asked what had changed in order to need to change the timetable so close to start of term. RB advised that they did not know if they would have a music teacher and the technology teacher had resigned – they had to hurriedly adapt due to these things. RB continued that there was also no year 7/8 teacher at that point, which also had a knock on effect. OG asked if RB had subsequently spoken to the HOD of Science (DC) to explain, RB responded no but she would. RB explained the comments around their contact time being full and therefore no time to take science in the junior school. There was a discussion around how music was able to have time in the junior school, RB explained the circumstance as to how this was able to happen in 2022. OG asked RB if she saw value in the juniors spending time with senior subject specialists. RB advised that she did and that she would like juniors to have this time when the seniors leave for exams. RB was asked to share this detail with DC as well. RB advised this was the only way to do as putting in to timetables would mean dropping subjects.

AshM asked around the Senior Science ambassadors and if there were other subject ambassadors. RB responded, no that this was a new thing DC had created. There was a discussion around this and the potential and benefits of having all subjects covered. RB was asked to delegate the implementation of putting subject ambassadors across remainder of the subjects.

- (c) The School Leavers report and roll update for start of 2023 was tabled. RB advised the current roll was 447, it was said that 31 students in year 13 was a good number. It was highlighted the low number of year 6 students at 23. RB was asked for insights around why this was so low. RB advised that that was the year group where some parents had pulled their children out and sent them elsewhere when they were in year 3. RB advised that new entrants would be hitting around 18 with more coming in. RB spoke of year 12 numbers dropping in term 2 and 3 once students get their credits, and year 13s were the same. OG noted that the numbers in the junior school were light and it was concerning that we were top heavy in years 7 - 13, making up 300 of the 447 roll. RB advised that nationally we are lowest in primary years,

however there was a big Covid boom coming, with children currently sitting within ECE. RB advised that the out of zone ballot was being done (years 1 to 7 only) and this was for term 2 intake. AshM asked when the roll had last been this low, that info wasn't available at the meeting. GE asked around the levels of children at the ECE next door to the school. RB advised that they were growing, however there were a lot there that were in-zone for Pukekawa School. There was a discussion around enrolment pack distribution. RB talked about the newly established ECE transition co-ordinator role and their responsibilities. OG asked when doing exit interviews for outgoing students had RB uncovered any themes around why. RB responded that generally the school knows why in advance. OG asked if anything was being done with the info we know. RB gave a summary of why some had left. CA asked if community feedback needed to be revisited – that the last survey was 50/50 in terms of feedback shared.

AshM advised that RB was the one that set expectations of teachers in the classroom, and teachers set their expectations of the students in the classrooms. There was a discussion around this.

AshM acknowledged the great comms RB had put out to the community at the start of the year and this was a great thing to continue doing, keep going with the comms. There was a discussion around the local area and what was tagged for growth, RB shared data around population.

AM advised that when we are advertising/promoting our school there were things that sets OAS apart from other schools and we should be promoting these, for example the meditation room – the school needed to be promoting these things otherwise no one knows we have them.

There was a short discussion around the new Library / Technology Assistant role which also had an aspect of PR/communication in the role and RB was asked how this was going. RB advised that the start of year focus for this role was IT based. RB advised that TR would be sitting down with this person later this week to go through the Facebook page / website. There was a discussion around publicity and promoting all the good things happening at OAS. There was further discussion around OAS being a rural area school and what makes OAS different to other local schools.

GE asked if the new lower roll was just reflective of the new norm. RB advised that she didn't want the roll to drop lower than it currently was.

RB to think about what she can do that is within her control and come back with ideas at the next meeting.

- (d) The 2022 Analysis of Variance was tabled, with RB advising that the MOE had now changed the rules around this and therefore she would have to redo in the new format 'Statement of Variance' and submit at another Board meeting. This document is not due to the MOE until 31.05.2023.

AM asked when doing the variance if the national averages could also be included, RB responded yes and would be in the student achievement data being presented next month.

There was a question raised around the writing result, RB advised that if you don't do for periods of time this can happen. AM advised that it had been a focus in 2022, RB responded that it was reading/writing, and there was more focus on reading. RB advised that she was expecting a big difference this year, that there would be a lot of handwriting, not just typing. RB advised that with seeing kids on devices more they had noticed things, for example cutting following a line, and that some students can't genuinely do this, so it was back to pen and paper from start of year.

	<p>A question was asked about the 'At Risk' students and if the Board could see data by the end of the year to track improvements with the things that had been put in place. That the Board wanted to see the improvements being made with the actions taken.</p> <p>(e) The 2023 OAS Annual Plan (final copy) for approval was tabled.</p> <p>RESOLUTION: The Board approve the 2023 OAS Annual Plan as tabled. M. Owein Greaves S. Graham Eskdale</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 8:35pm to 9:25pm</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>8.1 The selected topics for newsletter reporting were: NCEA and Maori boys' student achievement data, share and acknowledge the results.</p> <p>8.2 No agenda items for the next meeting were advised.</p> <p>The meeting closed with a karakia 9:29pm.</p>