

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 21st March at 6pm in the school staffroom**

Item no.	Item <i>Kaupapa</i>
1	The meeting opened with a karakia and AshM welcomed everyone to the meeting.
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Ashlea Murphy (Presiding Member), Owein Greaves, Amie Morgan, Lei Clarke, Graham Eskdale, Rebecca Bills, Gayle Bovill, Corinne Anderson, Derwyn Fail (arrived at 7:15 pm).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Nil. Absent: Tania Orono.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts – LC advised that he was a student attending the trip listed under 4.4(c).</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 (a) Confirmation of February minutes RESOLUTION That the February 2023 minutes be approved. M. Owein Greaves S. Gayle Bovill (b) Confirmation of minutes from the extra-ordinary meeting held Friday 10th March 2023. RESOLUTION That the minutes from the extra-ordinary meeting held 10th March 2023 be approved. M. Amie Morgan S. Rebecca Bills</p> <p>3.2 Inwards Correspondence was tabled as follows: (a) Education Gazette – vol 102, #2 27.02.2023 (b) Education Gazette – vol 102, #3 13.03.2023 (c) Email from NZEI – Informal notification of strike action by Area School principals and teachers. (d) Email from NZEI – Formal notification of strike action by Area School principals and teachers. RESOLUTION That inwards correspondence be received. M. Owein Greaves S. Amie Morgan</p>
4	<p>Monitoring and Review <i>Aroturuki me te arotake</i></p> <p>4.1 Financial reporting: (a) Finance reporting for Jan/Feb 2023 was tabled as read. There were no questions for the finance committee. RESOLUTION That the Jan/Feb 2023 financial reporting be accepted. M. Graham Eskdale S. Gayle Bovill (b) The draft 2022 Annual Report & updated December Financial Report was tabled. It was advised that the figures were the same as the report tabled at February meeting, it was now just in the MOE approved format and includes commentary. RESOLUTION That the Draft 2022 Annual Report & updated December Financial Report be accepted. M. Owein Greaves S. Rebecca Bills</p> <p>4.2 Policies for Assurance by Principal: (a) School Planning & Reporting: RB assured the board that the strategic plan was updated and is in place for 2023. The Variance Statement was being tabled at this meeting and was due to MOE by 31.05.2023. RB continued that the document links would be added to website and emailed to MOE as per requirements. RB assured that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) will be submitted to MOE through the data portal by 31.05.2023. RB advised that this would be completed and actioned once finalised.</p>

RB assured all of the above would then be available for public viewing on the website once approved.

- (b) Equal Employment Opportunities: RB assured the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from previous year).
- (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. RB advised that she was still working on staff voice/participation on this.

4.3 Health & Safety reporting for February was tabled as follows:

- (a) The Kamar Assessment report was tabled. GE asked was the loose shelf in the lab treated with urgency. RB advised yes and assured the Board that this was fixed. A query was asked around staff compliance with signing in and out on the VisTab device. RB advised that she hadn't checked recently, she had however spoken to one staff member about the requirements of doing so. AM asked around the liability of this. RB advised feedback she had sought was that rolls can't be relied upon, it's the visual confirmation that everyone is out, so from that point of view it was lesser value but good practice that staff sign in and out. RB gave background of when the requirement for staff to sign in and out came in to effect during COVID and the tracking of who was onsite and when.
- (b) The Kamar Sick Bay & Injury Report was tabled.

RESOLUTION That the February Health & Safety reporting be received. M. Graham Eskdale
S. Owein Greaves

Note: D Fail arrived at meeting.

4.4 Overnight & potentially hazardous activities / trip proposals:

- (a) CNI Coaching Clinic – accommodation change only/update around this (trip initially approved at Feb meeting). RB advised that the accommodation had changed due to there being too many kids to fit in the original accommodation booked. This had changed from a lodge to holiday park accommodation.
- (b) Y10 Boys Surf/Water Safety camp – 28-29 March. RB advised that the school had been offered this camp and the rationale behind it.
- (c) Student Leader Camp (Akaroa) – 10-15 April. RB gave a summary of the camp. LC advised that they would be doing a presentation on the camp at an assembly. The Board requested that LC provide an overview of the trip at the next meeting.
- (d) Year 5/6 camp (Ngaruawahia) – 3-5 May. RB gave a brief outline of the camp.

RESOLUTION: That the above overnight trip proposals be approved.

M. Graham Eskdale

S. Corinne Anderson

4.5 The Action list reporting from February meeting was tabled and summarised as follows:

- (a) RB advised that she had a proposal around the requirements of student driving forms/checks to present later in meeting, and that she would be in a position to have this in place for start of term 2.
- (b) It was confirmed that the governance manual had been updated as agreed.
- (c) RB advised there was no events for the rest of term 1 whereby Board representation would be required however there would be a whole school powhiri at 9am on the 26th April if any Board members can make it.
- (d) RB advised that she would be changing her Principals report template to include individual NELPs and this would be how NELPs will get focus.
- (e) GB advised that School Docs had been provided with updates as agreed at the last meeting.
- (f) RB advised that the fortnightly attendance reporting being sent to parents in years 11 to 13 had not been rolled out to years 7 to 10 as yet as the reporting template was broken and Kamar would need to fix it - once it is fixed the rollout will happen. AM

advised that she had heard from a few of the community who liked this initiative. RB advised that it did feel like it was working. LC advised that he would be getting student voice at the next student council meeting and would share this.

RB advised that DM had referred 4 students to date to Adrian (the local Truancy officer) to escalate poor attendance to date this year. RB advised there was now 2 more in addition to this that would be escalated above school level.

(g) RB advised she had spoken with DC around his report content and updated him on rationale for decisions made. AshM advised she had also emailed DC to thank him for his informative report.

(h) RB confirmed there would be a section in her report to detail the roll each month broken down by year level groups. RB advised moving forward she would be doing 3 reports; 1 for in-committee which would include staff updates and physical restraint info, a Principals report and reporting against the annual plan.

RB gave an update on the out of zone enrolments for the recent ballot, RB advised that 8 out of zone students would be joining the school for a term 2 start, they were all in the junior years.

RB tabled the student roll numbers comparing / dating back to 2010. RB advised that this data was pulled from the July 2022 roll return which is the last one they do in the year. RB noted that a third of the students in the school were out of zone. It was noted that there was a drop off in years 5, 6 and 7 students, then the numbers picked back up. RB added that they had had lower new entrants in the last 4 years, previous to that it had been higher. The ethnicity data showed that there had been a steady decline in European/Pakeha students since 2017.

AM asked RB what her ideal roll number looked like, RB felt this was between 500 and 600 students was ideal otherwise the school would lose what makes OAS special. RB confirmed these numbers were going off class sizes of 25. There was a discussion around what having more students would mean in terms of teacher numbers. RB talked around the low numbers of people studying to become teachers. There was a discussion if the current zone needed to be looked at. AM asked if a plan/resources needed to be looked at in order to get to 500/600 students. RB spoke of needing to sort existing priorities before looking to grow the school. RB advised that they would be in a position to do this next year and her rationale around why. GE asked why RB had chosen that as her target number. RB advised that it gives subject choice and flexibility to staff. These numbers also meant that in the primary end that every classroom would have kids in it, and gave more options of being able to mix kids/personalities up across these classes. It was noted that it would be a sizeable effort to get there and in zone and out of zone students needed to be balanced. OG advised that a road map had been done, OAS was in a growth area, and that the school had so many positive things to promote / offer. RB talked about the historical growth of the school that had happened and the impacts with how this was done at the time.

4.6 General:

(a) Hui update – agenda item moved to in-committee agenda as per RB’s email/request earlier.

(b) Update on roll / out of zone placements filled – discussed earlier in meeting under item 4.5(h).

(c) The roll return for 31.03.2023 was tabled.

MINUTE: The Board accept the tabled MOE roll return.

M. Corinne Anderson

S. Graham Eskdale

(d) The monthly Watershed property report was tabled. RB gave an update on roofing and water tank projects and the work being done in the holiday period. RB talked

of external provider. AM asked a query around if all teachers had emailed home regarding whanau preferred communication action. RB confirmed that all teacher emails had been done, and that she would need to check if follow up had been completed. RB advised that most of term 1 actions were well on the way to being completed.

AM raised a query around the comms to community about expectations re classroom teachers, RB advised she will look in to and check date on this.

The new newsletter template was praised, with the Board wanting to acknowledge LA's work on this.

There was a discussion around school comms in general for the term.

RB advised she will be doing a new more detailed reporting template for Principals report moving forward which will include roll numbers etc.

- (b) The Student Achievement data for term 4, 2022 was tabled. RB advised that she wanted to stress that next year there will not be learning recognition credits and that they were getting this message out to kids so they are aware of this change. AshM recommended/requested that RB share this information with parents also. RB gave a summary of the literacy and numeracy changes.

There was a discussion around the UE results. RB advised that 6 students had the goal to get it and achieved this. RB explained to obtain UE the student has to get a certain number of credits in certain subjects. RB highlighted that it was not every kid's goal to get UE.

AshM noted that the year 11 excellence results were below national data. GB explained derived grade for mocks and how this worked. There was a discussion around merit versus excellence. RB spoke of when the rules around assessments and deadlines were put in place. Over the last 2 years NZQA had loosened up, this had now been tightened back up, RB warned that this may result in some 'did not submits'. AshM requested that clear comms around this be given to students and parents so that they are aware, highlighting deadlines in place.

There was a discussion around data on gateway and trades courses is included in student achievement data. RB advised that the credits for these courses were included in the data and that a lot were pass or fail. RB continued that the leavers' data would indicate what these students go on to do when they leave OAS.

There was a discussion around the year 1 to 8 results, AM asked around tracking indicators for mid-year this year to identify if any supports / resources needed to be put in place. RB advised that the Board would get midyear student achievement reporting done through Overall Teacher judgements (OTJs). RB advised that they were looking at how they track 'at risk' students in the senior years and applying this to juniors. RB talked about curriculum levels which can take 2 years. There was a discussion around this, RB advised that she would work out a way without testing for testing sake. The Board asked that whatever RB put in place to manage this that it needed to identify/anticipate what is happening in time to be able to put things in place if needed, stressing the importance of understanding if a student/s were falling behind in order to be able to help them.

RB advised that there was a new curriculum coming out.

AshM asked around homework and what was in place or promoted around this. RB advised that homework is completing work that is not completed in class.

There was discussion around specific cohort results as they had moved through the years at OAS versus their results from 2022. RB gave her thoughts around this and advised that she would be talking with a PD provider around her thinking to get ideas. RB talked through how moderation worked and what this involved at OAS.

- (c) The HOD reporting for Languages was tabled. RB gave an overview of what English looked like at OAS - with less standards based around book and movie, it looked more at practical English. RB summarised the number of students in English level 1, level 2 and level 3, with RB highlighting that numbers had improved.
- GE asked for more information on the comment in the report around their challenge of seeing their students for less hours than other core subjects across the timetable. RB explained that they had 6 sessions across Social Sciences and English, other core subjects had 4 sessions. And that the 6 sessions allocated had been split 3 and 3. RB advised that when the HOD for Social Sciences is back from leave they would be sitting down and reviewing the integrated program.
- CA asked around the furniture damage that SA spoke of. RB advised that furniture had been shuffled from various mish mash of furniture from what other staff didn't want. RB advised that her, DZ and TR had a big furniture clean-up – furniture was sorted and either identified for fixing or thrown away. RB advised that when she had done the asset register it had been difficult to identify where items were within the school and that this would be tidied up this year to detail this. RB was encouraged to delegate these type of tasks. AM asked if furniture funding for this needed to be looked at, RB advised that this type of request needed to be included in their annual department budget requests for consideration.
- (d) Report from Star, Gateway and Careers was tabled. AM highlighted the note around 2 OAS Trades Academy students being awarded top of their class and that this was a great example to share with our school community via Facebook, website etc – this was a great achievement.
- RB gave a brief overview of how PM's time was split between Trades, Careers, STAR and Gateway and funding.
- RB advised that the newly appointed Technology teacher will play a big part for our students and the stigma that technology is a lesser valued pathway. CA asked how families get informed about Gateway and Trades etc. RB explained how and who PM communicates information to.
- There was a discussion around the hoist funding note and split of senior students doing academic subjects versus trades / gateway (hands on subjects). RB advised that there is an assumption made that woodtech and automotive lead to lesser pathways, RB continued that some of these kids will go on to be engineers or surveyors etc. and its important to get through to kids that they are valuable jobs to have.
- AshM asked for more detail if the school was revisiting the Level 2/3 horticulture program. RB advised that this comes down to staffing and that they would have to drop something to be able to run it. RB continued that the other part to it was around consent to assess, you have to have permission to be able to assess standards and that requires a specialist, which is why we just can't put any teacher in woodtech at present. There was further discussion around this. LC suggested asking students if they wanted the subject. RB advised that they were running this in year 9 and that they were starting to build on but it was staff balance at present.
- OG asked what was happening with school gardens, RB gave an overview of this. AM suggested that this is something the person taking care of PR could promote, photograph and document as it happens and give the community updates around the plan/ progress and who's involved.
- (e) The Statement of Variance (new Analysis of Variance) was tabled.

RESOLUTION: The Board approve the Statement of Variance to be submitted to MOE. M. Amie Morgan S. Graham Eskdale.

7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 8:50pm to 9:37pm. 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 Selected topics for newsletter reporting: Update community of change of Presiding Member and Deputy, introduce incoming and thank OG and GE for their service in these particular roles. Share info from PM’s report with community. It was also acknowledged that TO had missed her 3rd consecutive meeting and that the Board would need to recruit a new whanau rep. 8.2 Call for agenda items for next meeting – nil advised. The meeting closed with a karakia at 9:40pm.</p>