

**Minutes from the Onewhero Area School Board of Trustees meeting held
Tuesday 23rd May 2023 at 6pm held in staffroom**

Item no.	Item <i>Kaupapa</i>
1	<p>(a) The meeting opened with a karakia.</p> <p>(b) The guest speaker, Matua Kramer Ronaki was welcomed to the meeting, Matua had provided a detailed document proposing the new OAS Mataariki celebration as a pre-read. The proposed event would now be held at school with an overnight stay. Matua highlighted key points from the proposal along with advice of potential date changes and year groups involved. A Q&A session followed. AshM asked for clarification on requirements from a Board perspective for the event and what the school needed from the Board, KR advised there was no big want from the Board for the event. It was confirmed the existing budget would cover requirements. AshM asked if the staff had time to navigate the changes to the new format this year with all the current pressures, KR assured they did and that there would be an expectation of staff to be involved so there would be more people to draw on and delegate jobs to – but there wouldn't be much just mainly observing and making sure kids were safe. AshM asked if the overnight proposal would come to the Board which would cover mitigating risks including details around police vetting requirements for adults involved etc. KR confirmed this would be completed. It was said that the school did have a good number of parents police vetted in the school. AM asked around equity, there was a discussion around equipment students may need for the overnight stay and how the school would help those students that didn't have appropriate equipment to stay overnight. KR advised that these students could still participate in day/evening celebrations they just wouldn't be there for the overnight stay if they did not have the appropriate gear. KR continued that this was a small aspect, that there was a lot of stuff during the day the kids would be involved in. KR was asked if he had engaged local kaumatua around this change and moving away from having an event at the marae. KR advised that he had spoken with both Whaea Rereokeroa and Matua Rima and they were both behind his proposal and onboard with the change to making it a festival and involving everyone in the community, that involving more people was a positive aspect. RB added that this aligns better to kaupapa, it's more authentically Te Ao Maaori.</p> <p>OG suggested just ensuring all local kaumatua were on board with the changes and aware of what was happening and why.</p> <p>RB added that the change would make it a real community event, and that our relationship with the Maaori community is still based at the marae and that this was a way to get a connection here at school also. RB continued that the Matariki awards would still need to be given out at some point, that the school still needed to acknowledge Te Ao Maaori awards and that putting the trophies in the main school prize giving so that they are awarded every year would ensure this.</p> <p>AM asked around the kids doing their pepeha and if this would still continue, KR responded that this would still be taught in the classroom learning but not part of Matariki celebration. There was a brief discussion around having a fire with RB advising that this was a separate RAMs form to cover all aspects involved with this.</p> <p>AshM asked GB how she thought teachers would feel about staying overnight. GB advised that she was happy to, she didn't feel this was too onerous.</p> <p>AshM asked around bad weather and what this would mean. KR advised the overnight aspect would get canned. RB advised that we couldn't move students to sleep in classrooms due to lack of sprinklers. The Board asked for assurance around getting permission slips for students to stay overnight was requested for early on. This would help with identifying student numbers staying to ensure there was adequate supervision for the number. KR advised that it</p>

inclusion of the requirement to show bus grant money separately (this is an in/out transaction - nil effect on bottom line).

4.2 Policies for Assurance by Principal:

- (a) Health Education (every 2 years): RB assured the board that they were currently planning how they are going to consult and getting info from other schools around this. RB advised that this would happen in term 4 when it is due. RB advised that in term 4 is when the board adopts a statement about the delivery of the health curriculum for the next 2 years and shares this with the school community.
- (b) Child Protection: RB assured the board that the Child Protection policy is in use, being implemented correctly, and is publicly available.
- (c) Abuse Recognition & Reporting: RB assured the board that staff are engaged with Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

4.3 Health & Safety reporting for March:

- (a) The Kamar Assessment report was tabled. A query was asked around the heating in room 11. RB advised why the heat pump was not currently working and as temporary solution until this is resolved an industrial heater was in there.
It was noted that there were 2 or 3 entries relating to the locking of the gates at the start of the school day. RB advised that Cody is checking all gates at 9am each school day and that an automatic shutting system was being put on the pedestrian gate at the main entry. RB advised that they were also looking into if the hook could be removed altogether as people come through and drop the hook down which leaves gate unlocked. RB to give assurance at the next meeting that process and remedies are in place as per requirement.
CA asked for an update on the bus turn area, RB responded that the bus company has committed to this change in June. RB to confirm at June meeting that new practice is in place.

- (b) The Kamar Sick Bay report was tabled, there were no queries around this.

RESOLUTION That the March Health & Safety reporting be received. M. Amie Morgan
S. Graham Eskdale

4.4 Overnight & potentially hazardous activities / trip proposals – nil for this meeting.

4.5 Action list reporting from April meeting tabled.

- (a) RB confirmed staff had been issued with the Net Safe school staff digital use agreement on 15.05.23.
- (b) RB confirmed that comms had gone out to parents and students around learning recognition credits.
- (c) RB advised that an email had been sent out to parents giving info around device use.
- (d) RB advised that the reporting requirements and timing had been shared with the School Counsellor.
- (e) RB advised that comms had gone out to the community with general potential strike info to be aware of.
- (f) AshM advised that the NZSTA polar mapping was not currently available at present as they were redesigning it. Board to revisit once NZSTA confirmation that it is up and running again.
- (g) RB confirmed the term 2 reminders around specific policies had gone out to the school community.
- (h) RB confirmed her reporting template had been amended to include time frames for actions/who is responsible plus an 'Annual Plan risk' section had been added as well. It was also confirmed that NELP objective 2 – Barrier-free access had been updated with actions.

- (i) RB confirmed that CC had been updated with info required by Board for her proposal and the need for detail; how the proposal would improve student achievement, how the results would be measured and what the expected outcome for the investment would look like.
- (j) RB advised that Londyn and Anna-Sofia were going to be doing the PR/promoting about the new garden.
- (k) AshM confirmed that info/invitation had been sent to Board members around the workshops being run at the TOD on the 2nd June.
- (l) RB advised that DM was currently in discussions with the PB4L facilitator around Board training on this.
- (m) LC tabled his report on the Student Leader trip to Akaroa. Everyone thanked LC for his engaging report which highlighted the great opportunities the student leaders experienced at Akaroa. The Board asked that highlights be shared with community via Facebook / newsletter / assembly if they hadn't already. LC advised they had put a booklet together whilst down there with the intention of sharing this with other students. The booklet would be used in leadership workshops being run with the other students to implement here at school.
- (n) RB confirmed that DM had rolled out attendance reporting for years 7 to 10, so now attendance reports were going home for students in years 7 through to 13.
- (o) LC tabled the report from the Student Council with ideas around promoting the school. This was discussed and it was agreed that these ideas should be overlaid in to the roll retention/roll growth plan.
- (p) RB gave an update on the rollout of student subject ambassadors, advising that DC had shared his learnings, all HODs were on board and role descriptions were currently being developed. The rollout of this initiative will be completed in next couple of weeks.
- (q) RB advised she was struggling to find PD around boys and shifting staff mindset around this – everything available was old and out of date. RB advised that the Universal Design for Learning (UDL) PD may assist with some of this. RB advised she would keep looking.

4.6 General:

- (a) RB gave an update on the Term 2 strike action and where things were currently at.
- (b) There was a discussion around seeking Community Consultation, in line with Board Work Plan schedule. AshM and AM talked about the recent one sent out from another school which was an annual one they complete. It was said that the survey should be promoted/distributed through as many different channels as possible to ensure not just the same parents feedback is captured – the consultation needed to capture the wider community. There was further discussion around the purpose of the survey, what questions would be asked and what would be done with the feedback obtained. It was decided to form a subcommittee to work on survey questions to then bring back to the Board for approval before distribution – the survey would go out in term 3. The following members agreed to be part of the committee: Owein Greaves, Graham Eskdale, Dez Fail, Rebecca Bills, Corinne Anderson. RB requested that an SLT member join the committee alongside her.

RESOLUTION: A subcommittee made up of Owein Greaves, Graham Eskdale, Dez Fail, Rebecca Bills, Corinne Anderson, plus an SLT member to work through proposed survey questions to table at next Board meeting. Along with a proposal of the various channels in which to distribute the survey to ensure as many parents/whanau as possible are engaged through this process. M. Amie Morgan S. Lei Clarke

<p>5</p>	<p>Strategic decisions <i>Whakatau rautaki</i> – Policies for review:</p> <p>The EOTC Co-ordinator and EOTC External Provider policies due for review this meeting. Plus the Schooldocs email dated 27 April 2023, where recent changes made to the Minimising Physical Restraint, Reducing Student Distress and Acceptable Physical Contact policies in order to comply with the requirements set out by the Education and Training Act 2020 were reviewed.</p> <p>(a) The Policy Sub-Committee Report where the above were considered was tabled.</p> <p>RESOLUTION: That the policy sub-committee’s report be received and the recommendations set out in the report be approved.</p> <p>M. Corinne Anderson S. Lei Clarke</p> <p>(b) Board’s role as PCBU under the Health and Safety Act 2015 – AshM advised that due to recent events at another school it was timely to acknowledge this. RB assured that in the event of a forecasted weather event that she would not approve a trip to go ahead. AshM added that she was confident that RB would not approve this, however it had raised where/when these changes get made who gets notified about the change. AM asked if there are changes to EOTC plans whereby they have had to be Board approved, do the changes come back to the Board. RB advised that she would need to check with TR around this. DF highlighted that the Board approves an event based on the knowledge they have at the time, if there is any deviation from the initial approval the Board wouldn’t know unless the Board is updated.</p> <p>RB advised that one thing she had discussed with TR (EOTC co-ordinator) was around changes made whilst staff are out on the trip. For example the route they are travelling on, that they needed to prepare for an alternative route in case of a road closure etc. An alternative was now being included in RAMS. RB also advised where something in the plan needs to change the staff member is required to inform TR or RB before the change goes ahead. After further discussion it was agreed that that any change to trips / events that had had Board approval would be summarised in a new section in the Principal’s report to ensure the Board had been notified of changes. The change and reasons for the change would be recorded in this section to ensure this. AM asked for a reminder to go out to staff around school groups being covered, eg: a parent taking students to motocross. Clarity around this scenario was required.</p>
<p>6</p>	<p>Strategic discussions <i>Ngā kōrerorero rautaki</i></p> <p>(a) The Principal’s report was tabled. AM asked a query around the new curriculum and there being a lot of changes and keeping the community updated around this. RB advised she was drip feeding info at present through newsletters and the intention was to hold an info evening however with it being an election year there is the potential that things may change.</p> <p>There was a discussion around the National Standards, RB explained that the new tools are still to come out, these would explain how to track and reporting, and that she would be in a better position to explain these once the tools and more info came out. This would also allow her to give examples to help explain.</p> <p>RB explained the ‘Lost Learning’ funding the school had received and the criteria around using these funds. AM asked how the school would assess how effective this had been. RB advised that MOE has a target (%) and this is what the school was aiming for. AshM asked for assurance that whaanau teachers are discussing with whaanau and it is all recorded.</p> <p>AshM asked around incentives for increasing attendance and talked about what other schools were doing around this to help lift attendance rates, eg; weekly certificates, ice blocks.</p>

There was a discussion around students that may leave throughout the year due to obtaining their required amount of credits and how this would affect roll numbers. RB to look in to data to estimate what roll change might look like with this scenario. AM asked how the year 9 students that attended the Waikato Young Leaders day were selected and if this criteria could be supplied to students so they know the pathway for selection for these type of days. RB advised that she would need to check with DM around this and advise.

AM asked for confirmation that the 4 staff trained in running Restoratives were spread across difference year levels, RB confirmed they were.

It was said that the International Student bookings were looking really good, this was a great start to having an International Student program back at OAS.

- (b) The Annual Plan completed with term 1 updates was tabled, this included the Q&A sheet that had been circulated on 15.05.23. AshM asked if anyone had any further questions. AM asked RB what was being implemented at school for the students who were identified as being 'At Risk' and assurance that these actions were having an effect. AM continued that it was important that this was a priority and that the Board needed to know that measures were in place in order to help identify if further actions/resources were required. RB advised that one curriculum level was for 2 years and that tracking is anecdotal, it's what the teachers talk about and was written commentary not numbers based. RB to provide assurance at the June meeting. There was a query around the Marae conferences action in the plan. RB advised that she was setting the dates for these now. And that one was supposed to have happened in term 1 however it had been scheduled the night the cyclone hit and was therefore cancelled so people were not out on the roads.

There was a discussion around the timing of the Q&A sheet going out and ensuring adequate time to complete the process.

RB was asked about the last question 'are we accurately recording late to class', RB advised that she didn't have time to ask/check this and that she had done a reminder to staff that day around this and the set rule was that if a student wasn't in class when the roll was marked then the student is marked as late. LC gave some feedback around some marking of rolls from his perspective, RB to look in to this. RB advised that she gets and reviews reporting around teachers marking of rolls.

- (c) CARRIED OVER FROM APRIL: The report for growth & retention strategy and focus from RB was tabled. RB advised that she had talked to a heap of Principals and what had worked was included in the document. There was discussion around the report, OG asked around the retention piece to address why some local families are choosing to send their children elsewhere and the strategy to address this, this piece around understanding community voice was missing.

RB was asked when she thought the roll would likely get back up to her target (500 students) which is when it was stated the plan would be reviewed again. RB advised it was really hard to say when this would be, however there was a bulk lot of children at 3 years of age now. And that the school was currently seeing an increase in years 9 to 13 enrolments. RB said they have upcoming meetings booked with potential new students moving/living in area. RB continued that both TeKohanga and Pukekawa (feeder schools) have low numbers at present, so it was hard to put a definitive timeframe on getting the roll back up to 500. Feedback was given that timelines in this report were missing in order to track progress – the actions were there, but no timeframes. RB advised that a lot of work was currently going in to school looking tidier, behavior etc and that she didn't feel it was a do and then it's done, it's a keep doing well process.

AshM asked the Board at what point did they think there should be concern about the roll dropping. There was a discussion around the out of zone numbers that get advertised and low response to this in last couple of years.

There was a discussion around national trends and what was happening in other local schools, plus current staffing levels and staff recruitment difficulties.

GE said that everyone wanted the roll to grow/get back to where it was however how much resource do we put in and that the demographics needed to be considered.

GE expressed that a lot of time gets spent talking about this and that this was the spot that we get to. AshM advised that is why RB was asked to put together a plan in order to have a school focus on growing the roll. OG added that the plan now just required timeframes and targets to measure the plan plus retention piece put in to ensure we are not losing students from our community to other schools.

The initiatives in the plan were talked through and a query raised if any had budget implications. RB advised that the new enrolment packs would need to be factored in.

A query was asked around if the school zone could be looked at. RB advised that MOE were currently looking at Tuakau College's zone and that neighboring schools (including OAS) would get asked for a submission as part of that process.

There was a discussion around how OAS attracts staff/talent to our school, with the school houses being a draw card and advantage OAS has. RB gave an update on contacting both Auckland and Waikato Universities and the low number of teaching grads due to complete courses this year. There was a discussion around the Advertising Staff Recruitment expense budget line and what is included in this, RB advised that this will be a budget line reviewed mid-year.

RB spoke of the difficulties in trying to get people to teach on a LAT (Limited Authority to Teacher), outlining the differences in pay for someone teaching on a LAT in an Area School versus Secondary Schools and that this was a barrier for this option. AshM asked if this might be considered in current union negotiations, RB advised that she believed it was.

There was a discussion around the Matariki event and this being a great opportunity to promote the school to the wider community/areas. RB asked the Board what they see as their role in changing community perception of school. AM spoke around what she does as an individual to promote/help the school. OG responded as governors they need to ensure they are being pragmatic enough and acknowledge the 'noise'. That they hold themselves to a very high standard, they hold the school and teachers to a high standard. That they all needed to be vulnerable and open to feedback and willing to listen, take on board and act on things as appropriate. DF added that the Board also needed to make sure money and resources were being spent in right places to make things happen and have a positive impact for students.

AshM asked RB what she needed from the Board – did she feel the Board was lacking in any area of support. RB advised she felt that there seemed to be a lot of time talking about the negatives. GE responded that negative was always the loudest. AM responded that managing PR/promotion of the school was given importance and prioritised by the Board when the Board agreed to funding a portion of a new role within school that would help with PR/Marketing of the school to get all the positive things out to our community to celebrate. That 30 minutes a day of this particular role was to be focused on sharing all of the great things happening at OAS.

- (d) CARRIED OVER FROM APRIL: The School counsellor report for term 1 complete with Q&A sheet emailed out 15.05.23 was tabled. There was a discussion around JE's comments and the need for a school nurse and how other schools had a nurse onsite. RB advised that she had talked with Waiuku College and their nurse hours came through Counties Health as opposed to Education. GE asked the question around

	<p>what the Board could do to help, that there had been requests from staff for things and how were we converting in to school priorities so that things can happen. OG advised that info coming to the Board via reports required a full proposal to ensure all detail is there to consider, currently proposals are coming with key info missing in order to be able to make an informed decision. This feedback had been passed to RB at the last meeting to share with a staff member – RB was asked to ensure messaging is given to staff so they know what is to be included in order for priorities to be established and decisions made. RB advised that with respect to a nurse, it is a matter of knowing who to phone to talk to and she would look in to it. It was also said that the report had no clear justification on what difference a nurse would make, this key information had not been indicated. There was a discussion around what a school nurses role covers.</p> <p>RB was asked if there was a need for a counsellor to be on site 5 days a week and if the days needed to be increased based on the current wait time for students to be seen by the Counsellor. That now the Board were aware of this through this report that this needed to be looked at along with if before and after school appointments could be offered to students.</p> <p>There was a discussion around how this role is paid, with RB advising that it can be paid from bulk grant (support staff) or teachers salaries (bank staffing) and the difference around this. OG talked of the positives when there is facilitation with teachers and students to avoid a disconnect.</p> <p>It was requested for RB to look into funding of more Counsellor days plus having a nurse on site and consider effect on budget.</p> <p>(e) The term 1 Behaviour report was tabled. It was acknowledged that the stats in the report were really positive. There was clarification sought around the 0% recorded for Uniform and Truancy, RB assured this was correct. RB gave an overview of the waka cards versus an example of what was recorded for a Positive Action (student going above and beyond what would be expected day to day). RB advised she would like to see these stats increased.</p> <p>AM asked RB if there were any concerns with any particular behaviours that RB would need support with. RB advised that she would cover this in-committee.</p> <p>(f) The term 1 SENCo report was tabled as read, there were no questions around this report.</p> <p>(g) The term 1 Attendance report was tabled. It was noted that this was tracking a bit behind last year, AshM asked for any questions around reporting. RB was asked/shared how a strike day is recorded in the student management system (kamar) and that the roll is removed for the day of whole school strike action. RB advised examples of what 'J' Justified absence would be for. MELAA was an abbreviation Middle Eastern/Latin American/African.</p>
7	<p>In committee and Personnel <i>Hui mema anake kaimahi</i> from 9pm to 9:45pm</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 Select topics for newsletter reporting: Re-advertise whaanau rep role.</p> <p>8.2 Call for agenda items for next meeting; nil advised.</p> <p>Karakia, meeting closed at 9:49pm.</p>