

**Minutes from the OAS Board of Trustees meeting held
19th September 2023 at 6pm in the school staffroom**

Item no.	Item <i>Kaupapa</i>
1	<p>(a) The meeting opened with a karakia and AshM welcomed everyone to the meeting. AshM welcomed Ngaire Harris to the Board meeting via Teams (online), AshM gave NH speaking rights for the meeting. AshM also welcomed Val Kukutai to the Board meeting, explaining that Val has come along and is interested in the Whanau representative role (co-opted position) on the Board. Val gave a brief overview of her background and link to the community. AshM explained that Val would be present for the public meeting part and then will be heading off once we move in-committee. AshM encouraged Val to let her know afterwards if she liked what she saw.</p> <p>(b) CARRY OVER: PB4L presentation, AshM advised that the facilitator was no longer able to attend this evenings meeting and this would be moved to either November or December meeting. AshM advised that any new Board members would be onboard then as well.</p> <p>(c) AshM advised that there was a late agenda item for approval: Confirmation of minutes from the extra-ordinary meeting held 15/09/2023.</p> <p>RESOLUTION: The Board approve the addition of this late agenda item which is listed under 3.1(b).</p> <p>M. Corinne Anderson S. Owein Greaves</p>
2	<p>Attendance <i>Tae-ā-kanohi</i></p> <p>2.1 Present: Ashlea Murphy (Presiding Member), Owein Greaves, Graham Eskdale, Lei Clarke, Gayle Bovill, Corinne Anderson, Dez Fail, Rebecca Bills, Stacey Ingram (minute taker).</p> <p>2.2 Apologies <i>Tuku aroha</i>: Amie Morgan.</p> <p>2.3 Declaration of conflicts of interests or pecuniary conflicts. LC declared a conflict of interest due to being one of the students going on the trip (agenda item 4.4(a)) and therefore would not be taking part in any discussion or decision making for this reason.</p>
3	<p>Administration <i>Ngā Whakahaeretanga</i></p> <p>3.1 (a) Confirmation of August minutes</p> <p>RESOLUTION That the August 2023 minutes be approved.</p> <p>M. Rebecca Bills S. Dez Fail</p> <p>(b) Confirmation of extra-ordinary meeting minutes (meeting held 15/09/23).</p> <p>RESOLUTION That the extra-ordinary meeting minutes from meeting held 15/09/2023 be approved. M. Gayle Bovill S. Owein Greaves</p> <p>3.2 Inwards Correspondence tabled:</p> <p>(a) MOE email 30.08.23 – NCEA Implementation Progress Self-review tool.</p> <p>(b) Education Gazette: 28.08.2023, vol 102, #11.</p> <p>(c) Email from NZSTA 21.08.23 – Reminder: Student Board election.</p> <p>(d) Email from NZSTA 25.08.23 – 2023 Midterm School Board Elections – Memo 2.</p> <p>(e) Email from NZSTA 28.08.23 – 2023 Student Representative Elections – Memo 2.</p> <p>(f) Email from NZSTA 29.08.23 – Sector Update – Collective Agreements & Other Updates.</p> <p>(g) Email from NZSTA 01.09.23 – 2023 Midterm School Board Elections – Memo 3.</p> <p>(h) Email from NZSTA 06.09.23 – 2023 Midterm School Board Elections – Returning Offices Memo 1.</p> <p>(i) Email from NZSTA 08.09.23 – 2023 Midterm School Board Elections – Memo 4.</p> <p>RESOLUTION That inwards correspondence be received.</p> <p>M. Graham Eskdale S. Gayle Bovill</p>

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Monitoring and Review *Aroturuki me te arotake*

4.1 Financial reporting for August 2023 was tabled. OG read out a report AM had prepared to summarise discussions from the finance committee meeting. OG asked RB to talk through the lease buy out and approval she was seeking from the Board. RB advised that the lease that had expired was for the desktop computers throughout the school. RB said in her discussions with CO before she left that CO had said they were quality machines that will last a number of years after the lease ended. This detail however had not been included in this years budget from CO, the amount to purchase is \$14,037.17, RB advised that she was requesting \$5,930 to top up the existing Information & Communication Technology asset budget in order to buy these end of lease computers. GE asked a question if we would have some on lease moving forward, RB advised that it was about \$700 a month if we extend a lease rather than buy outright.

RESOLUTION: The Board approve \$5,930 to be added to the Information & Communication Technology asset budget for the above purpose.

M. Graham Eskdale

S. Dez Fail

AshM asked if anyone had any further queries around finance, there were none raised.

RESOLUTION That the August 2023 financial reporting be accepted.

M. Owein Greaves

S. Gayle Bovill

4.2 Policies for Assurance by Principal:

(a) Stand-down, Suspensions & Exclusion: RB assured the board that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

(b) Risk Management: RB assured the board that identified hazards are being monitored/controlled (including risks to students' safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This included sun protection.

RB asked for a Board member to volunteer to do the term 4 walk around with her. CA volunteered to assist with this.

4.3 Health & Safety reporting for August was tabled:

(a) Kamar Assessment report.

(b) Kamar Sick Bay.

RESOLUTION That the August Health & Safety reporting be received.

M. Owein Greaves

S. Corinne Anderson

4.4 Overnight activities/trip proposals:

(a) Duke of Ed Gold Exploration Qualifying Journey 30/09 – 03/10 (school holidays) – Port Waikato and local area.

RESOLUTION: That the above overnight activity/trip proposal be approved as per the Principal's assurance and delegated authority.

M. Owein Greaves

S. Gayle Bovill

4.5 Action list reporting from August meeting tabled.

(a) The sub-committee formed (OG, AM and RB) gave an update around their investigation in to looking at putting on an extra bus to Pokeno. It was advised that this had been deferred to early next year due to currently only being 8 existing students who come to OAS from that area, plus there were none from that area in the current ballot.

(b) Re community consultation – CA advised that she was waiting on link from RB to put in TeKohanga's school newsletter. CA advised with timing it might be better now for her to be given paper copies which can be sent home with kids instead. RB advised that communication to the community regarding timetable changes had gone out: via newsletter on 4th Sept, email and Facebook on 7th Sept plus on NCEA evening on 6th Sept.

	<p>using internal supports to identify and put supports in place so that there are not years before we catch these students up. RB continued that the aim is to pick these students up earlier.</p> <p>There was a discussion around the maths and writing numbers detailed. RB advised that there will be a targeted program around literacy, RB stating that with COVID less writing was done at home. That there was a lot of work to do in writing and next years plan will have a big focus to get this back up.</p> <p>RB advised some students can be at right level for reading but no necessarily maths. That it was common to be more skilled in one or the other.</p> <p>RB spoke of achievement reporting and that she had talked to DZ before about putting more info in, DZ had been hesitant due to the potential of identifying kids. RB continued that she had had the conversation with DZ and this will be included moving forward along with commentary.</p> <p>There was a discussion around end of year data and what this might look like. RB advised that we are on track, that we will see a big lift, not necessarily in writing – due to COVID this would be low. RB continued that in reading and maths there would be a lift. RB said with writing she had a few theories on what’s happened and she is currently researching nationally what is the same or is it just us, however either way it needed to be fixed.</p> <p>RB continued that the school had just done National Monitoring in English and that the school would get a report back in which she would share.</p> <p>RB was asked around out of zone enrolments, RB advised that all of the families she had met with had put in enrolment applications, and a couple of these were going to be in-zone. OG asked if the students were split across the school years. RB responded that they were predominantly years 7, 8 and 9 with a few lower down. RB continued that they were all new families to the school, 4 families were from TeKauwhata area. CA asked how the year 11/12 students studying Te Reo Maaori were feeling with KR having not been at school this term. RB responded that they had been stressed before going down to Tuakau College and that TR was currently chasing if they had received their feedback on it. RB said that going down to the College had relieved these students. RB continued that Matua was back on Monday, which was big for the kids, and that he was just doing part days/some days of the week at the mo.</p> <p>AshM asked RB to confirm that the Annual Plan with term 3 updates & Q&A would be completed for October meeting, RB confirmed this.</p> <p>(b) Health Curriculum consultation discussion – DF asked a query around the mix of survey and face to face. RB said there was a lot of misconception out there around and it was better to front foot this. RB continued that it was better to educate the community on this rather than what they interpreted from the media, that there was a lot of misconception and better to do this face to face. DF asked if the hui would be held at school, RB responded yes. DF warned that this could attract vocal voices and suggested a risk assessment be completed. RB responded that it would be well planned and controlled. RB continued that the health curriculum was compulsory right the way through the school, appropriate to each year level. RB said they had looked at what other schools (TeKauwhata, Tuakau College, Pukekohe High, Waiuku College and a North Shore school) to look at what they had done, all were pretty similar. RB reinforced that she was very aware that education needed to be done.</p> <p>(c) CARRY OVER: Team Leader report – PE/Health. AshM advised that this report would be carried over to the December meeting.</p>
7	<p>In committee and Personnel Hui mema anake kaimahi from 7:10pm to 7:49pm</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</p>

	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.
8	<p>Meeting closure <i>Whakamutunga</i></p> <p>8.1 Select topics for newsletter reporting: Board rep info and nomination opening date, student rep update, community consultation prize being drawn on Friday.</p> <p>8.2 Call for agenda items for next meeting – nil advised.</p> <p>The meeting closed with a karakia at 7:55pm.</p>