

**Minutes from the Onewhero Area School Board of Trustees  
meeting held 12<sup>th</sup> December 2023 at 7pm in the staffroom.**

| Item no. | Item Kaupapa   |
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| 1        | <p>The meeting opened with a Karakia. AM welcomed newly elected Board member, Shelley Bradley to her first meeting.</p> <p>AM thanked TR for joining the meeting in RB's absence and appreciated that it was last minute for TR. AM also thanked everyone for being able to start at the later time of 7pm. AM and TR both sort advice from NZSTA for guidance on the meeting.</p> <p>TR shared that she was here, she was not feeling well prepared, and her responses may be brief, or she might not be able to give a response to some questions and that she just wanted to table that.</p> <p>AM checked if everyone was comfortable to proceed and the meeting started.</p> <p>AM advised she would like to start the meeting by confirming that Owein Greaves had accepted the nomination of Deputy Chair and was appointed to the role in the October meeting.</p>   |
| 2        | <p><b>Attendance Tae-ā-kanohi</b></p> <p><b>2.1 Present:</b> Amie Morgan (Chair), Owein Greaves, Dez Fail, Gayle Bovill, Tessa Ritchie, Shelley Bradley, Stacey Ingram (minute taker)</p> <p><b>2.2 Apologies Tuku aroha:</b> Johanna Tapia, Val (Aroha) Kukutai, Rebecca Bills.</p> <p><b>2.3 Declaration of conflicts of interests or pecuniary conflicts – nil advised.</b></p>   |
| 3        | <p><b>Administration Ngā Whakahaeretanga</b></p> <p><b>3.1 Confirmation of November minutes.</b></p> <p><b>RESOLUTION</b> That the November 2023 minutes be approved.</p> <p>M. Owein Greaves                      S. Gayle Bovill</p> <p><b>3.2 Inwards Correspondence</b> was tabled as follows:</p> <p>    a) Education Gazette: vol 102, #15 – 28 November 2023.</p> <p>    b) Email from ERO notifying of a change in Evaluation Partner. ERO will reassign a new advisor, term 2 onwards.</p> <p><b>RESOLUTION</b> That inwards correspondence be received.</p> <p>M. Owein Greaves                      S. Dez Fail</p>   |
| 4        | <p><b>Monitoring and Review Aroturuki me te arotake</b></p> <p><b>4.1 (a)</b> Financial reporting for November 2023 was tabled. AM advised that the accounts to monitor in Anna's reporting were all reported on from RB/SI and no issues identified. AM summarised each of the following points discussed at the finance sub-committee meeting; looking at potential to monitor water usage at ECE and school houses, review needed for fee charged to ECE, lawnmowing/mower expenses, the cleaning contract, RB had given an update on Leadership camp and how costs/fundraising would be managed going forward, PB4L signage – 2023 budgeted capital item, 2024 Kapa Haka budget, Library stocktake, Principal Professional Coaching &amp; Wellbeing Support funds for RB to spend by end of 2024.</p> <p><b>RESOLUTION</b> That the November 2023 financial reporting be accepted.</p> <p>M. Dez Fail                                      S. Owein Greaves</p> <p><i>Note – CA arrived at meeting at this point (7:12pm).</i></p> <p>    (b) Update around the Principal Professional Coaching &amp; Wellbeing Support fund. Summary: \$6,000+GST were funds received from MOE for this purpose. \$750+GST has been spent in 2023 on a course the Principal attended in November, \$5,250+GST is to be carried over to 2024 for this fund/purpose.</p> <p><b>MINUTE:</b> The Board approve \$5,250+GST to be carried over to 2024 to be used for the purpose it was intended by MOE (Principal Professional Coaching &amp; Wellbeing Support).</p> <p>M. Owein Greaves                      S. Gayle Bovill</p> |

**4.2 CARRY OVER Policies for Assurance by Principal:** TR advised that she couldn't assure these in Rebecca's absence, it was agreed that these assurances be carried over to the February meeting for RB to assure.

- a) Learners: Assure the Board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date – 1<sup>st</sup> December each year.
- b) Education/Emergency Kids and Supplies: Assure the Board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates). Implemented correctly, including appointment committee delegations, and referee/background checks.
- c) Expenditure: Ensure twice a year that a Board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign off in the Expenditure topic.
- d) Monitoring and Auditing School Bus: Assure the Board twice a year that the school compliance checklist has been attested to, requirements have been met, and those involved with the school bus are following appropriate policies and procedures.

**4.3** The Health & Safety reporting for November was tabled. AM asked if anyone had any queries, there were none.

- a) Kamar Assessment report.
- b) Kamar Sick Bay.

**RESOLUTION** That the November Health & Safety reporting be received.

M. Shelley Bradley                      S. Gayle Bovill

**4.4** Overnight activities/trip proposals – nil trips advised.

**4.5** Action list reporting from November meeting tabled, action list updated as follows:

- RB completed communication to parents/caregivers indicating that the school had opted into the government donation scheme for 2024.
- It was confirmed that the Māori Education Team reporting was now scheduled on annual list of Board reporting.
- It was confirmed that the Staff survey was now scheduled on the Board annual work plan.
- RB reported that moving forward the study leave process will include Office staff setting up VisTab automatic sign out at 11:59pm to sign students out if they forget.
- Attendance comparison for term 3 2023 and term 3 2022 was tabled as per document in Board pack.
- AM confirmed a thank you letter had been sent following Maths HOD report submitted to Board last meeting.
- It was confirmed that newsletter reporting had been completed by AM advising new Board members/election result. GB reported on UDL year 10s bike track.
- AM confirmed the NZSTA annual review had been sent to Board members to complete. A meeting evaluation template had also been prepared and on the monthly agenda.
- RB will look at counsellor hours after the March roll return – action list due date updated to April 2024.
- RB has put on 2024 mid-year review to look at computers for Music room then.
- RB confirmed that the reworked 2024 annual plan won't be submitted until the Feb meeting.
- Brief discussion on Year 4 Reading – Gap Analysis Sheet supplied for the requirement to provide report on 'At Risk' students tracking improvement against things put place, clarification required at February meeting.



