Owhiro Bay School Board of Trustees
Meeting Minutes
Date: 17 Feb 2026 6 - 8:30pm

TE KURA O Owhiro BAY SCHOOL
Rangatiratanga • Open-mindedness • Creativity • Kotahitanga • Success

1. Administration / Key areas

1.1 Karakia, Whakawhanaungatanga

- Led by Shaun

1.2 Attendance/ Apologies

Present:

- Cilla
- Dave
- Hannah (via Google Meet)
- Jason
- Nikora
- Shaun

1.3 **Motion to approve:** Last BoT hui notes

- Shaun proposed that the previous minutes be approved out of cycle, within approximately 14 days.
- Moved: Cilla
- Seconded: Nikora

1.4 Actions from previous Meeting (if not addressed later in the meeting)

- none

1.5 Conflict of interest register

- It was noted that Rebecca has stepped down due to a conflict of interest.

1.6 Swearing in of Presiding Member

- Jason was formally co-opted onto the Board.
- A warm welcome was extended to Shaun as Presiding Member.
- Rebecca is to be formally farewelled and acknowledged for her contribution.

1.7 Rei Mercer (30 min discussion)

Purpose of Visit:

- To support Whaea Cilla, the Board, teachers, and students
- To speak with the children about the local area
- To foster empathy and connection, recognising its importance in today's world
- To give back to the children and the wider school community
- To provide cultural advice and guidance to the board when required

Key Messages from Rei:

- He has noticed the increased diversity within schools compared to when he was a student.
- He reflected that we are all immigrants in one way or another.
- He expressed hope that our community will continue to value and grow its diversity.
- He acknowledged the importance of inclusion, including recognition and support of neurodiversity.
- He is willing to attend Board meetings and asked to be informed of meeting dates.

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Board Discussion:

- Shaun noted the importance of ensuring the relationship is supported within a formal setting.
- He emphasised the need to appropriately acknowledge and recognise the support and contributions being offered.

1.8 Principals Report (taken as read and Finance, Policy and Maintenance included)

- Attendance Management Plan
- AoV 2025

Roll:

- Current roll: 80 students.
- A number of new entrants are expected over the year
- Predicted roll by the end of the year: 95 students.
- The aim is to exceed 100 students.
- Increasing the number of new entrants will support additional funding.

Governance & Compliance

SchoolDocs:

- SchoolDocs policies are open to the community.
- No community feedback has been received.
- The Board may review any policy at its discretion.
- SchoolDocs has updated the attendance policy.

Code of Conduct:

- The Board reviewed the Code of Conduct.
- All Board members unanimously agreed to the Code of Conduct.

Strategic Plan:

- The Strategic Plan is a work in progress.
- Cilla has worked with Springboard Trust in its development.
- The plan covers the period beginning in 2025.
- School values are currently under review.
- The plan will encompass our Te Tiriti o Waitangi responsibilities
- An end-of-term 2 strategic planning workshop will be held for the Board and interested members of the community.
- The purpose of the workshop is to undertake strategic consultation with our key stakeholders as we move forward into a new Strategic Plan in 2027

Annual Plan:

- Cilla has revised the Annual Plan to make it more user-friendly for teachers responsible for its implementation.
- There has been significant discussion about the scale of change occurring within the school.
- The extent of change was greater than initially anticipated.
- Change is occurring rapidly.
- The workload is substantial and can be confusing at times.

Statement of Variance

- Cilla shared the Statement of Variance for 2025
- Targets have been set for 2026 - writing, maths and attendance
- The Annual Report will be published online By May 31

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Discussion:

- Shaun asked what the established baselines are and how progress will be measured over time.
- Improvements are evident, though comparison across years is more complex.
- The framework has shifted from 4 to 5 progress indicators, making longitudinal comparisons more difficult.

Curriculum Targets:

- Writing will be a target area this year.
- Reading will continue as a target.
- Mathematics targets will focus on:
    - End of Phase 1 (Year 3)
    - End of Phase 2 (Year 6)
- Teachers are required to plot all students across progressions before identifying specific target groups.

Attendance Target:

- The long-term goal is for 80% of students to attend 90% of the time by 2030.
- Current average: approximately 70% of students attending 90% of the time.
- The target is to increase this by 2.5% increments each year through to 2030.
- Attendance has been included as a formal target (introduced October 2025, required by 1 January 2026).
- Barriers to attendance must be documented.
- High health needs are a significant factor and are medical in nature.
- Where there is no contact from home, students are automatically classified as truant.
- The attendance plan is complex and challenging to draft due to the contextual factors involved.

Reporting to Parents

- An example reporting template has been provided by the MoE
- The template is complex and will require significant time to implement. As the template is new, we will take our time to ensure we have covered all bases and the plan is useful.
- Changes will be necessary due to the shift to five progress indicators.
- If not compulsory, the preference is to continue with the current reporting format.

Te Tiriti

- The Board statement upholding Te Tiriti will be published on the website.
- Jason raised concerns regarding the wording around academic success.
- Jason will revise the wording.
- Niky will develop a programme to support all teachers in increasing their use of te reo Māori.

Sabbatical:

- Cilla will be taking a sabbatical in Term 3
- The focus will include how te reo Māori and environmental education can be further embedded across the school.

1.9 Finance

- Approve 2026 Budget

Staffing:

- The school is currently in the green.
- The goal is to reduce surplus funds to $0 by the end of March.

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- If funds remain, the Ministry of Education would retain them, and the school would not receive them back.

Financial Report

- The Financial Report could not be approved last year. The December financial report was not out at the time of our last meeting in 2025
- The December report has been completed in conjunction with Accounting for Schools.
- The Board is required to formally approve it.

Motion:

- Moved: Shaun
- Seconded: Dave

1.10 Policy

- Alcohol, Drugs and Other Harmful Substances Policy - BR
- Sun Protection - BR
- Digital Technology and Online Safety - BR
- Cellphones and Other Personal Digital Devices
- Firearms (Optional)

1.11 Marketing

- School values are being refreshed and have been confirmed: AWA - Aroha, Whānaungatanga, Auahatanga
- Awaiting completion of the new logo.
- The final branding package will be completed and presented by the end of the term.
- Implementation will follow once approved.
- Cilla to confirm that $10,000 has been allocated for signage rebranding.

1.12 Property

School Hall:

- No documentation has been located confirming ownership.
- Responsibility currently falls to the school.
- OBRA has indicated willingness to assist and are continuing to help confirm the community/school's responsibility in the upkeep and maintenance of the hall

Tennis Courts:

- The courts have been painted with house paint.
- The surface will need to be waterblasted to remove it. We are still awaiting the professional painters to do the line markings. Hopefully here by end of February.
- The gates are broken again and require repair. This is with OCTA and the fencer booked to return.

Roofing:

- Block A (Administration and Staffroom): skylights to be made trafficable.
- Block B: Skylights to be removed.

Rooms 4 & 5:

- Cloakbay and exterior areas to be updated.

Rewiring:

- Block A to be rewired.
- This is a priority due to safety concerns.

2. <u>People</u>

2.1 Staffing issues/concerns/celebrations

- Additional staffing has been implemented.
- Sarah is covering CRT and Cilla also 0.1 covering CRT.
- No staffing issues or concerns at this time.

2.2 Supporting Staff Well-Being

- Staff have made a collective commitment to prioritise and actively support well-being.
- Cilla eager to address positive well-being regularly - while we are feeling strong - to be bolstered for the tough times
- All staff have access to EAP which is confidential and the school pays for if required

2.3 Community engagement - any events coming up?

- The Picnic and Meet the Teacher evening is scheduled for Thursday, 19 February.
- Whānau hui planned for Week 8, Term 1.
- Dave suggested exploring livestreaming the hui. Hannah to check in with her contact.
- Learning conferences to be held in Week 6.

2.4 Review code of conduct

3. Strategic Planning

3.1 Strategic plan

3.2 Board Work Plan

- Shaun to discuss

3.3 Annual Plan 2026

- Cilla to discuss

3.4 BoT:

- Training (NZSTA) - any completed/ to be completed by board members?
- Concerns and complaints
- New member to replace Becs

4. Any other business

Wendy – Farewell

- Wendy's final working day: 25 February.
- Staff will share lunch together on that day.
- Board members are invited to attend.
- Farewell celebration scheduled for Wednesday, 1 April (last week of term).
- A school assembly will be held, with others invited.

Proposed Budget:

- $150 – Staff farewell lunch
- $250 – Party food for assembly
- $620 – Gift contribution ($20 per year of service × 31 years)

Grant Applications

- Cilla and Nicole have worked together on grant applications.
- A resolution was made out of cycle regarding playground equipment.
- Nicole will submit a request to Four Winds for $6,726.74 (excluding GST) for a TV and 10 Chromebooks.
- Motion to accept the resolution: Agreed.
    - Moved: Shaun

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- Seconded: Hannah

External Provider – Piano Lessons

- An ex-student has offered to provide piano lessons.
- Discussion held regarding whether lessons should occur during class time or at lunch/after school.

Discussion Points:

- Providing a range of alternative opportunities for students is seen as positive.
- A preference expressed for lessons to occur during school time.
- Suggested to trial the programme and review its success.
- Costs to be covered by the community (user-pays model).
- 11:30 am is considered a more suitable start time.

Land Proposal

- A proposal has been received to purchase a small portion of school land.
- The stated purpose is to install a swimming pool.
- Board members are to read the email and provide comments by Thursday, 19 February.

5. Closing Karakia

Tuia i runga, tuia i raro, tuia i roto, tuia i waho, tuia te here tangata,
ka rongo te po, ka rongo te ao, tihei mauri ora.

This is a true and accurate record of the meeting on: 17 Feb 2026

Presiding Member: Shaun Seebaluck

Signed:

Date:

(Once approved- to be printed off at the meeting and signed by the Board Chair)

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