Owhiro Bay School Board of Trustees
Meeting Agenda

Date: Tuesday 5th May - 18:00 **(Meeting 3, Term 2)**

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1. Administration / Opening

1.1 **Karakia, Whakawhānaungatanga**

1.2 **Attendance/Apologies**

Cilla, Dave, Jason, Hannah, Nikora, Shaun

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

Approved: *Dave*
Seconded: *Jason*

1.4 **Actions from the previous Meeting**

It was noted that Parentlink does not require formal updates from the Board of Trustees (BOT) at this time. This action is now considered closed.

1.5 **Conflict of interest register**

None

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2. Obvious Presentation / Marketing Update

2.1 **Discussion on Branding Launch Fri 1st May/Hero**

Branding Presentation*: Cilla presented an update on the Branding Launch held on Friday, 1 May. The presentation was well received by the Board.*

Advertising & Signage*: The next phase will focus on advertising and physical signage.*

Action*: Hannah to facilitate a quote for signage via a recommended contact known for being fast and responsive.*

Hero App Implementation*: The school has officially transitioned to the Hero app.*

Edge Software*: Edge is now being used strictly for limited administrative purposes.*

Staff Update*: It was noted that teachers should no longer receive email correspondence from the Edge system.*

SS 11/6/26

2.2 **Discussion on outstanding tasks**

- Video for website

2.3 **Update on Open Day preparation**

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3. Strategic Overview & Performance - Principal's Report

3.1 **Current Priorities**

Audit Preparation: *The school is currently focused on preparations for the upcoming audit.*

Technical Support: *Jeremy is resolving issues with file uploads to the AFS drive to ensure all necessary documentation is accessible to the auditors.*

Staff Observations: *The Board noted that staff observations are a key priority for this term to ensure ongoing professional support and quality of teaching. This is a big part of Cilla's work this term.*

Student Roll: *There has been an influx of interest this term, with several new students currently transitioning into the school and more potential enrollments expected.*

Bank (Staffing): *The school remains in a healthy position.*

MOE Staffing Balance: *Management is awaiting the Ministry of Education (MOE) to complete the teacher staffing allocation balancing process (if in fact there is one).*

3.2 **ŌBS at a Glance**

Staff Professional Development: *Vikki and Sarah are scheduled to facilitate a mathematics workshop at tomorrow's staff meeting.*

School Calendar and Emergency Closures: *Following the recent school closure due to the State of Emergency, the board discussed the importance of remaining open for the remainder of the term. While there was sometimes concern that closure days might need to be made up later in the year, this was not the case under the State of Emergency provisions. Cilla has an approval letter from the MoE.*

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4. Governance & Compliance - Principal's Report

4.1 **Policy Review & Assurances**

- Education Outside the Classroom (ROTC) - Board Review
- EOTC Governance and Role and Responsibilities
- EOTC Risk Assessment and Management

https://owhiro.schooldocs.co.nz/index.htm?toc.htm?390.htm

Education Outside of the Classroom (EOTC):

***Health and Safety**: The Board reaffirmed that robust health and safety protocols are the priority for all EOTC activities to ensure the safety of our tamariki.*

***Risk Management**: Discussions focused on ensuring that risk management strategies are proportionate to the specific level of risk identified for each activity.*

***Supervision Ratios**: Management is tasked with ensuring that appropriate adult-to-student ratios are strictly maintained and that safety guidelines are met or exceeded for all trips and outdoor activities. The principal ensures all trips include RAMs and are prepared in good time before the event takes place.*

EOTC Post-Activity Reflections:

***Current Practice**: It was noted that while robust verbal discussions follow EOTC events and safety drills, these reflections are not always formally documented.*

***Process Improvement**: The Board identified the need to formalise these reflections to ensure a paper trail for continuous improvement and safety compliance.*

***Goal**: To mirror the documentation process currently used for safety drills, ensuring that key learnings from EOTC activities are recorded more consistently.*

4.2 **Strategic Plan**

***Staff Contributions**: It was noted that staff are heavily involved in the Strategic Plan, providing high-quality data and insights. Because teachers are at the "coalface" of delivery, their feedback ensures the plan remains relevant and grounded in actual classroom practice.*

***SMART Assessment Tool (Student Monitoring, Assessment and Reporting Tool)**:*

The Board discussed the implementation of the new Ministry of Education SMART tool. Early use has shown that there is more to the administration and analysis of test results than was initially expected. While this will take time to become familiar with, adopting the tool during its trial year provides an opportunity for staff to build confidence in both its use and interpretation.

***MOE Correspondence**: Due to a high volume of technical questions from teachers nationwide, the Ministry of Education is currently releasing supplementary information to address implementation hurdles.*

4.3 **Attendance**

***Attendance Reporting**: Historical attendance data is being sourced from Edge while the transition to Hero continues. Overall attendance numbers are stable and positive, with only a small number of outliers identified for follow-up.*

4.4 **Legislation** - *n/a for this hui*

4.5 **Board Work Plan** - *discussed*

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5. Goal 1: Powerful Learning

4.1 **Curriculum & Assessment**

***Writing Achievement:** Writing has been identified as a significant area of learning need across the school, form our end of year data in 2025. The Board discussed the high threshold for the "Exceeding" descriptor in writing. It was noted that developing writing proficiency is a long-term process, and achieving this level requires sustained progress. Teachers are engaged in robust professional development in writing throughout this year and this term will have a visit from an iDeal PLD provider. We will also be visiting Waterloo School on our next Teacher Only Day to see some excellent teaching practice/writing delivery in action.*

***Mathematics Assessment** (Year 2): A formal assessment is scheduled for Term 4. Class Structure: It was noted that this process is streamlined in Room 7, as it currently operates as a standalone Year 2 class, allowing for more targeted assessment and data collection. Nike is able to teacher the year 2 programme solely which is helpful!*

4.2 **Teacher Capability**

***Targeted Support**: Sarah is currently working specifically with our Tier 2 and Tier 3 students.*

***Intervention Focus**: This role involves providing high-intensity support and specialised interventions for students who require additional assistance beyond core classroom teaching (Tier 1), ensuring that those with significant learning needs are receiving dedicated oversight.*

4.3 **Target Students** - *update to target student progress will be shared in our Term 2 data report*

4.4 **Data and Reporting**

***New Progress Descriptors**: The school has transitioned to the five new MOE progress descriptors for student levels: Emerging, Developing, Consolidating, Proficient, and Exceeding. There is still a lot of discussion and deliberation to be had surrounding these.*

***Challenge**: The Board noted that this new five-tier system makes it difficult to perform year-on-year comparisons with historical data, as it departs from the previous curriculum levels/benchmarks.*

***Structural Review**: The Strategic Plan aligns with the current Ministry of Education curriculum phases:*

***Phase 1**: Covers student progress for Years 0–3.*

***Phase 2**: Covers student progress for Years 4–6.*

6. Goal 2: Dynamic Partnerships

5.1 **Te Tiriti o Waitangi**

***Board Governance and Enactment**: The Board discussed how they are currently enacting and enabling the principles of Te Tiriti o Waitangi within the school.*

***Cultural Integration**: It was noted that the school is successfully integrating cultural perspectives into the curriculum. The Board emphasised that this commitment extends beyond historical study to lived experience and active participation.*

***Experiential Learning**: As part of this commitment, the Board is reviewing opportunities for students to engage with the local community, specifically asking: "Do we provide our children with the opportunity to visit and experience the local marae?"*

***Future Focus**: The goal is to move beyond "historical" teaching toward a modern, inclusive environment where Te Ao Māori is a natural part of the school's identity.*

5.2 **ONE Learning Community & Collaboration**

***Kindergarten Leadership Update**: It was noted that the Head Teacher at the local kindergarten has resigned after a short tenure.*

***Staffing Transition**: A former teacher is returning to the kindergarten to fill a vacancy. This return has been very well received by the existing kindergarten staff, providing a sense of stability for the ECE community. We also welcome a former parent of OBS who will share the Head Teacher role.*

***Collaboration**: The Board continues to monitor leadership changes within our "ONE Learning Community" to ensure continuity for families. Key priorities include:*

ECE to Primary: Maintaining smooth transitions for students moving from local kindergartens into our school.

Primary to Secondary: Ensuring a strong pathway and supportive transition for families whose children are moving on to Owhiro Bay School (OBS).

***Decision**: Hannah to attend the next Whānau Manaaki meeting with Cilla - our Memorandum of Understanding is due to be reviewed.*

5.3 **Staffing**

Well-Being

- Board members
- School staff
- Survey

***Support Staff Appreciation Day**: It is scheduled for next week.*

***Proposal**: The Board discussed funding a movie outing for support staff as a gesture of thanks to the Board of Trustees.*

***Decision**: The Board officially endorsed this proposal.*

***Action**: Cilla suggested that a formal note of appreciation from the Board be included to acknowledge their hard work.*

***Teacher Wellbeing**: A Teacher Only Day is scheduled for the end of the term. As a gesture of appreciation for the staff's hard work throughout the term, the school will provide a coffee treat to all staff members.*

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7. Goal 3: Enriching Environments

6.1 **Property & Outdoor Spaces - Dave**

- Discussion on the recent weather event
- Roofing
- Block A Electrical
- Block B Cloak Bay

***Stream Erosion**: The Board discussed significant land erosion caused by the stream on the school site.*

***Jurisdictional Dispute**: There is currently a conflict over who takes responsibility for remediation: The Council maintains that it falls under the Ministry of Education (MOE)'s capital works plan. Cilla has engaged a Geotechnical and a Water engineer to assess*

the situation. James Kelly our property advisor has asked for all quotes to be sent through to him.

***Access and Liability**: It was noted that although the area is open to the public, it is officially Ministry-owned property. This ambiguity in responsibility is causing ongoing issues and safety concerns.*

***Communication Update**: Cilla has officially emailed both the Council and the Ministry of Education (MOE) to demand a way forward/resolution. She is currently awaiting a formal response, though expectations regarding the Council's cooperation remain uncertain.*

***Environmental Impact**: The amount of rubbish being washed downstream onto school property was described as "awful," creating significant maintenance and aesthetic issues.*

***Flood Gate Incident**: It was noted that probably one of the landfills opened the floodgates while contractors were actively working on the stream. This action caused concern for the safety of those working there and we would like to be informed if this is to happen in future.*

***Roofing Project**:*

***Completion**: Roofing work is now complete.*

***Contractor Performance**: The Board discussed significant concerns regarding Kowhai Roofing safety procedures. Issues included roofing waste left on the roof and near the playground, as well as a lack of fall protection observed for workers.*

***Contractor Response**: The company was apologetic about the dangerous materials left on the roof and has noted our concern around health and safety.*

***Board View**: The Board expressed dissatisfaction with the health and safety risks and the poor cleanup. The MoE have been informed and also followed up with Kowhai.*

***Concrete & Landscaping**: New concrete has been successfully laid for the bench area.*

***Cloak Bay Remediation**: This project is progressing, though the school is currently waiting on the final design specifications.*

***Fencing Disputes**: A quote for fencing has been received. This should be covered under the initial warranty. Now with James Kelly at MoE.*

***Issues**: The Board noted that the original fencing work was sub-standard.*

***Resolution**: A discussion is ongoing regarding payment; the Board's position is that the school should not be liable for costs associated with remediating poor-quality initial workmanship. MoE responsive to this.*

6.2 **Finance & Grants - Hannah**

***March Financials**: The Board reviewed the March financial reports. It was noted that the accounts are in good standing with no significant issues or variances to report.*

***April Financials**: The April report is pending and will be reviewed at the next meeting once it is available.*

***Grants Update**: The Board acknowledged the excellent work of Nicole Straube, who has been proactive in pursuing funding opportunities. Nicole is keen to continue in this capacity with many other projects such as sports uniforms and swimming lessons in her sights.*

***Chromebooks**: While the most recent application was unsuccessful, a new application is being prepared to secure funding for additional Chromebooks to support student digital learning.*

6.3 **Health & Safety**

***Injury Statistics**: The Board reviewed recent accident and injury data, noting a high frequency of incidents occurring in the playground. A few injuries in the classroom are also being recorded. The Board noted that no near misses have been reported since the last meeting.*

6.4 **Music Lessons**

***Music Programme**: It was noted that music lessons officially commenced yesterday.*

***Student Engagement**: Initial feedback is very positive, with high levels of enjoyment reported among participating students.*

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7. Closing Matters

7.1 **Actions Moving Forward**

***Staff & Board Engagement**: Staff have extended an invitation to the Board of Trustees to join them for breakfast on the upcoming Teacher Only Day, Tuesday, June 2.*

***Purpose**: This is intended as a collaborative wellbeing event to start the day and foster relationships between staff and the Board.*

7.2 **Board Training**

- Cilla and Hannah agree to meet to complete a GovHub Finance webinar together

7.3 **Any Other Business**

- Emergency Hub

Storm Event Response: *The Board reviewed the school's role as an emergency hub during the recent storm.*

Key Holder Notification: *It was noted that no key holders were requested to open the emergency hub during the event.*

Communication Gap: *Most key holders remained unaware of the extent of the storm damage until the following morning.*

Review: *This highlights a potential gap in the emergency notification chain between civil defence/local authorities and the school's designated key holders.*

- Post weather event discussion and actions

WREMO Liaison: *Following the review of the recent storm event and the lack of communication regarding the emergency hub, the Board determined that proactive steps are required to align with regional emergency management.*

- Petrol allowance for staff

Staff Work Status: *The Board discussed two scenarios for staff during the petrol crisis: coming to the school site or working offsite. It was noted that teachers can currently claim when working off-site. The board is supportive of finding a solution for fuel costs for all staff.*

Action: *Cilla will consult with other local principals tomorrow to benchmark their policies and see how they are managing these staff requirements.*

Student Attendance: *A concern was raised about parents who are physically unable to get their children to school when they can't afford petrol.*

MOE Guidelines: *The Ministry of Education currently insists that these students must be marked as Unjustified Absent. The Board noted the difficulty this presents for families acting in the interest of safety.*

7.3.1 **Board attendance doc - Shaun**

Shaun is now automatically managing attendance documentation at the conclusion of every meeting to ensure accurate, up-to-date governance records.

7.4 **Closing Karakia**

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

This is a true and accurate record of the meeting on: (add date)

Presiding Member: Shaun Seebaluck

Signed:

Date:

(Once approved - to be printed off at the meeting and signed by the Presiding Member)

Actions

Action	Date (Meeting No)	Description	Update	Open / Closed
Shaun - re-arrange send off for Becs and Amanda	05/05(3)	BOT wishes to say thanks to Amanda and Becs for the time served in the board with a farewell	The initial attempt of Sat 18 Apr was cancelled due to illness, so a new date will be suggested, that is post the BOT / Staff breakfast on 2/06	Open
Cilla / Hannah - to work on a quote for new school signage	05/05(3)	Quote for signage outside school		Open
Cilla / Shaun to meet and discuss marketing net steps	05/05(3)	Marketing Campaign - meet to discuss next steps		Open
Cilla to add staff competencies for EOTC policy	05/05 (3)	Part of the Operational tasks linked to Education Out Of The School -		Open

		policy		
Action - SS to update BOT membership with MoE	*05/05 (3)*	*Update the MoE forms with the current BOT membership*		*Open*
SS & JC Stat Plan - and way forward - both operational and strategy for Te Tiriti	*05/05 (3)*	*SS & JC to meet and discuss actions on how to develop the BOT strategy for the school and ideas to operationalise.*		*Open*
On completion of the above action JC To meet with Cilla	*05/05 (3)*	*JC to meet with Cilla to discuss idea for honoring Te Tiriti*		*Open*
Niky to discuss with facilitators on Marae visit	*05/05 (3)*	*Niky to discuss Marae visits with her contacts*		*Open*
Support staff - Shaun to write up an e-mail of appreciation	*05/05 (3)*	*For support staff appreciation day SS to write an e-mail of appreciation*	*Draft message sent 10/05 to Cilla - action closed*	*Closed*
Dave to reach out to OBRA for assistance with stream	*05/05 (3)*	*Dave to reach out to OBRA for some guidance on how to get assistance in assessing the stream and if there are any potential issues with the bank next to the school buildings*		*Open*
Cilla to connect Dave with bike rack guy	*05/05 (3)*	*Cilla to pass on the details of a contact who can supply a potential bike rack*		*Open*
Action Tue 2nd June Send out a	*05/05 (3)*	*Reminder to be send out to BOT members for the*		*Open*

reminder for the BOT / Staff breakfast		BOT / Staff Breakfast		
Cilla petrol discussion with other teachers on solution	05/05 (3)	Cilla on 06/05 is attending a meeting with fellow principles - she will canvas what other schools are doing then discuss what next steps are appropriate		Open

Attendance

Date/Name	Term 1	Term 1	Term 2	Term 2	Term 3	Term 3	Term4	Term 4
Shaun	1	1	1					
Jason	1	1	1					
Hannah	1	1	1					
Dave	1	1	1					
Cilla	1	1	1					
Niky	1	1	1					

Closed Actions