Owhiro Bay School Board of Trustees
Meeting Agenda

Date: **11 June 2026**

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

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1. Administration / Opening

1.1 **Karakia, Whakawhānaungatanga**

1.2 **Attendance/Apologies**

- All present.

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

Approved: Online
Seconded: Online

1.4 **Actions from the previous Meeting**

- See register at the bottom of the Agenda

1.5 **Conflict of interest register**

- **None.**

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2. Marketing Update

2.1 **Signage**

- Email sent to 2 sign makers.
- Aiming by the end of the school year, the signage will be finished and displayed.

2.2 **Discussion on outstanding tasks** (including potential video)

- Term 3, flyer to be created and distributed.
- Term 4, Cilla/Teacher visit to kindies.

2.3 **Update on Open Day preparation**

- Open Day went well, new potential parents and 1 current parent came, 5 senior students came and spoke to them.
- Discussion around making it a regular occurrence.
- Acknowledgement of all the work that Kate is doing behind the scenes in all areas of promoting and representing the school.

SS 4/8/26

3. Strategic Overview & Performance - Principal's Report

3.1 **Current Priorities**

- The audit was done. The cost was over $9,000. They were emailed about the cost of it, considering the number of students we have

3.2 **ŌBS at a Glance**

- Predict 95 students. (9 coming in term 3 that we know about)

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4. Governance & Compliance - Principal's Report

4.1 **Policy Review & Assurances - Jason**

- Education Outside the Classroom (ROTC) - Board Review
- EOTC Governance and Role and Responsibilities
- EOTC Risk Assessment and Management
- As per the comment in the last meeting.
- Going forward we'll have a brief mention of the policies under review in the first BOT meeting of term, and discussion and approval in the second meeting BOT meeting of term

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

Delegations

- Hannah - Finance, Dave - Property
- Jason - Policy
- Shaun - Presiding Member and Marketing
- Cilla - Principal, can spend up to $3,000,
- Niky - Teacher representative, and secretary

4.2 **Strategic Plan**

- Focus for the refreshed strategic plan 2027-2029

4.3 **Attendance**

- Take it as read.

4.4 **Legislation**

- Take it as read.

4.5 **Board Work Plan - Shaun**

- Jason and Cilla to discuss Te Ao Māori strategy

- We have already enacted plans to honour Te Tiriti.
- The motion to approve an enduring strategy that is building on what we are currently doing at school. Jason to lead it.

Motion: Shaun
Approved: Hannah

- Niky was to enquire about a noho marae when attending Kura Ahurea.
    - Was told to contact Pipitea marae, and if no luck, then Waiwhetu marae.
    - Involvement of Taputeranga marae. Matua came and did the hangi for us.
    - Jason to enquire further about the Noho Marae.
- Meeting with the Mayor and residents who were affected by the flood.
    - Cilla attended and spoke about the issues.

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5. Goal 1: Powerful Learning

4.1 **Curriculum & Assessment**

- Nature School requests
    - Outside school
    - Not MOE funded
    - The agreement is between the parent and Nature School
    - Students are marked as Q for attendance
    - We are responsible for the new mandated curriculum expectations. How is the Nature School meeting the curriculum expectations? There seems to be no requirement to follow the curriculum at those schools.

4.2 **Teacher Capability**

- Teachers have been given a teacher well-being survey
- Well-being survey for children is only for years 5 and 6

4.3 **Target Students**

- Teachers are still testing, but are almost complete

4.4 **Data and Reporting**

- First meeting next term

6. Goal 2: Dynamic Partnerships

5.1 **Te Tiriti o Waitangi**

- Discuss strategy

5.2 **ONE Learning Community & Collaboration**

- Update on any interaction

5.3 **Staffing**

- Learning Support Coordinator role to be discussed
    - Vikki is our SENCO.
    - 2 Kimiora specialists
    - Educational psychologists, RTLB, Speech and Language, and a Music therapist who are already working with some of our students
    - Have 2 new ORS-funded students, but require more support

- Amir is coming in to fill in for Vikki while Cilla is on sabbatical
    - Shaun proposed that Amir continue to fill in for Vikki for term 4
    - Vikki would stay on as principal, freeing up Cilla to work on strategy and writing up her sabbatical
    - OR Vikki is covered for 2 days per week

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7. Goal 3: Enriching Environments

6.1 **Property & Outdoor Spaces - Dave**

- Working Bee and accountability report
    - Can't be put in until the gear has been put in
- Dave to investigate whether solar panels are working

6.2 **Finance & Grants - Hannah**

- Audit actions
- Well ahead with donations

- Nothing stands out

- **Cilla would like to purchase 30 desks with drawers, 30 chairs, 6 high stools for the Year 5/6**
  Motioned: Cilla
  Seconded: Dave

- **Board approve the sale of land to private ownership**
  Motioned: Cilla
  Seconded: Hannah

6.3 **Health & Safety**

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7. Closing Matters

7.1 **Actions Moving Forward**

- **See Below**

7.2 **Board Training**

- N/A Cilla will attend the assessment and reporting training at the end of June

7.3 **Any Other Business**

- Recycling cans charity

7.3.2 **Board attendance doc - Shaun**

- To update

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
Cilla / Hannah	05/05(3)	Quote for signs	2 vendors have been e-mailed - awaiting replies (11/06)	Open
Cilla / Shaun	05/05(3)	Marketing Campaign - meet to discuss next steps	Meeting held 8/06/26 - plan for Term 3 and 4 decided	Closed

Cilla to add staff competencies for EOTC policy	05/05 (3)	Part of the Operational tasks linked to Education Out Of The School - policy	Operational Policy changed - action closed	Closed (11/06)
Action - SS to update BOT membership with MoE	05/05 (3)	Update the MoE forms with the current BOT membership	Still open	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	SS and JC have met and draft paper presented to BOT 11/06/26	Closed
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	11/06 BOT approved the strategy way forward	Open
Niky to discuss with facilitators on Marae visit	05/05 (3)	Niky to discuss Marae visits with her contacts	Niky reported back - no success - Jason to pick up - action closed	Closed (11/06)
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	Closing action as superseded by work Cilla is doing	Closed (11/06)
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	Still open	Open
Action Tue 2nd June Send out a reminder	05/05 (3)	Meeting of BOT and staff members	Date shifted due to location shift - another date needs to be proposed - Shaun owns	Open
Cilla petrol discussion with	05/05 (3)	Cilla on 06/05 is attending a	Closed as was 1 staff member asking - Cilla	Closed (11/06)

other teachers on solution		meeting with fellow principles - she will canvas what other schools are doing then discuss what next steps are appropriate	has reminded staff to claim their petrol as expenses where applicable for out of school activities	
Jason to think about Marae visits	11/06 (4)	Part of strategy work		Open
Cilla to ask Rei about Marae visits	11/06 (4)	Part of strategy work		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

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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.*	*SS and JC have met and draft paper presented to BOT 11/06/26*	*Closed*
Niky to discuss with facilitators on Marae visit	*05/05 (3)*	*Niky to discuss Marae visits with her contacts*	*Niky reported back - no success - Jason to pick up - action closed*	*Closed (11/06)*
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*	*Closing action as superseded by work Cilla is doing*	*Closed (11/06)*
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*	*Closed as was 1 staff member asking - Cilla has reminded staff to claim their petrol as expenses where applicable for out of school activities*	*Closed (11/06)*