SS
20/10/26

Owhiro Bay School Board of Trustees
Meeting Agenda

Date: **04 Aug 2026**

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1. Administration / Opening

1.1 **Karakia, Whakawhānaungatanga**

1.2 **Attendance/Apologies**

- *Vikki, Jason, Shaun, Dave, Hannah (late)*

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

***Approved**: Dave*
***Seconded**: Jason*

1.4 **Actions from the previous Meeting**

- See register at bottom of Agenda
- *Change the logo on the agenda.*

1.5 **Conflict of interest register**

- *No conflicts*

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2. Marketing Update

2.1 **Signage**

- Update (Hannah)
- Kate has been chasing Speedy Signs.
- Is there anyone else?
- Action (Hannah): Look at other options.

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

- Creation of hard copy information in Term 3
- Kindy/Daycare visits Term 4 (preferably with a Room 6 teacher and Cilla)
- *Kate has done a flyer.*
- *Term 3: Move into depositing flyers.*
- *Term 4: Move into kindies.*
- *Action (Shaun): Look at which kindies are nearby.*

3. Strategic Overview & Performance - Principal's Report

3.1 **Current Priorities**

- *Current priorities include the installation of new carpet in the main block by Ngā Iti Kahurangi, preparations for the kapa haka festival on Friday, and managing the increased levels of staff and student illness, which has arrived earlier than usual this year.*
- *Despite these challenges, maintaining consistency in teaching and learning remains a key focus.*

3.2 **ŌBS at a Glance**

- *The Board noted that the Mihi Whakatau was successfully held during the first week of term.*
- *An update was also provided on The Nest, which is progressing well.*

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4. Governance & Compliance - Principal's Report

4.1 **Policy Review & Assurances - Jason**

- School Community Engagement Policy - Board Review
- Inclusive School Culture - Board Review
- Enrolment
- Student Attendance - Board Review
- Concerns and Complaints Policy - Board Review

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

4.2 **Strategic Docs**

- *Planning during next holidays.*

4.3 **Attendance**

- *Major overseas travel happening with families.*

4.4 **Legislation**

- *Government: There has to be a certain number of days taught per year.*

4.5 **Board Work Plan - Shaun**

- *No formal community consultation was planned during Term 3.*

- *The Board will consider the focus and format of community consultation for Term 4, ensuring there are appropriate opportunities for whānau and the wider community to provide feedback on school priorities and future planning.*

4.6 **Strategic Goals**

- Session in holidays - lock in (Action Shaun to set a date)
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5. Goal 1: Powerful Learning

4.1 **Curriculum & Assessment**

- *Mid-year assessment data has been completed.*
- *We have begun using the SMART assessment tools.*
- *They were not as effective as expected, and some students experienced difficulties with the interface.*
- *We will use the tools again at the end of the year.*
- *Students should be more familiar with the process and better able to navigate the platform independently.*

4.2 **Reporting to Parents**

- *The transition to reporting through Hero presented some challenges for both staff and whānau.*
- *We have identified several lessons that will help improve the process for future reporting cycles.*
- *Some parents found it difficult to locate their child's report within the Hero app, and four whānau are not currently using the platform.*
- *This is an operational issue that will be addressed to ensure all families can access student reports more easily in the future.*

Discuss Data report

- *The introduction of the revised assessment bands has required a significant shift in how student achievement data is interpreted.*
- *Previously, achievement was reported across four bands; this has now changed to a five-band system.*
- *Teachers are continuing to build their understanding of the new framework and how to apply it consistently.*
- *At present, the SMART assessment tool is the only assessment resource fully aligned with the refreshed curriculum.*
- *While it provides a useful starting point, there is still considerable work to be done to ensure assessment practices are consistent, reliable, and accurately reflect student achievement under the new curriculum.*

4.3 **Target Students**

- *Writing has been identified as a key area for improvement, particularly in Year 6.*
- *An action plan will be developed and implemented by the first board meeting in Term 4 to address identified learning needs in specific cohorts and strengthen writing achievement.*
- *The plan will outline targeted strategies, interventions, and monitoring processes to support improved student outcomes.*

6. Goal 2: Dynamic Partnerships

5.1 **Te Tiriti o Waitangi**

- *Review of the draft Te Tiriti o Waitangi strategy that was discussed at the previous meeting.*
  Feedback highlighted the need for the document to better reflect the work that has been done in the past, as well as the initiatives currently happening across the school.
- *As the strategy involves a range of stakeholders, it is important that it recognises and acknowledges the work already taking place.*
- *The document will continue to be developed to provide a clear picture of the school's ongoing commitment to Te Tiriti o Waitangi.*
- *The original plan was to complete the strategy by the end of this year, with implementation beginning next year.*
- *Discussion focused on ensuring the strategy is responsive to the needs and views of the people it is intended to support.*
- *Meaningful engagement with stakeholders is important so the strategy reflects current practice and remains relevant to the school community.*
- *There will be an update by next meeting.*
- *There will be a strategy meeting between terms 3 and 4.*

Noho marae

- *Discussion of the development of a noho marae experience for students.*
- *Cilla has been liaising with contacts in the Wairarapa to explore opportunities and ensure the experience is as authentic as possible.*
- *Discussion considered whether a noho marae should become a senior school activity or be introduced across the whole school through a staged approach.*
- *One suggestion was for junior students to have introductory experiences, with more in-depth participation as they progress through the school.*
- *A noho marae experience may be confronting for some students and whānau.*
- *Discussion focused on how the programme could be implemented in a way that is inclusive, sustainable, and able to be maintained over time.*
- *The need to develop a supporting financial strategy was also identified to ensure the programme is financially sustainable and accessible for all students.*

5.2 **ONE Learning Community & Collaboration**

- *Hannah provided an update following the meeting with Amanda Coulson.*
- *Discussion included the significant changes occurring within the local kindergarten, recognising that developments in the early childhood sector have a direct impact on the school and its future enrolments.*
- *Importance of maintaining strong collaboration with early learning providers.*
- *Vikki also advised that she will be preparing and submitting a submission in response to the proposed changes.*

Andrew Little

- *Andrew Little visited to hear the community's concerns regarding the impact of recent storm and flood damage.*
- *The visit provided an opportunity to discuss the challenges facing the area and the support needed moving forward.*
- *Cilla spoke about the importance of future-proofing the school and community against similar events, with discussion focusing on planning and strategies to improve resilience for future weather-related challenges.*

5.3 **Staffing**

- *Amir is now working four days a week in Māhuri.*
- *Mere has also increased her hours in Harakeke to support student learning and classroom programmes.*

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7. Goal 3: Enriching Environments

6.1 **Property & Outdoor Spaces - Dave**

- *The Board received an update on current property works.*
- *Roofing contractors are scheduled to begin work next week.*
- *An electrical fault was identified where wiring had not been installed correctly, creating a potential fire risk.*
- *An electrician sustained burns while responding to the fault, and the Fire Service attended the incident.*
- *The issue has since been addressed.*
- *The cost of the Fire Service call-out has been forwarded to the Ministry of Education.*
- *Carpeting and heat pumps are being refreshed as part of the ongoing property maintenance programme.*
- *A successful working bee held during the school holidays, where volunteers completed a significant number of maintenance and improvement tasks around the school.*

- *The school's solar panels require cleaning to maintain their efficiency and maximise electricity generation.*
- *Stream issues: Cilla is still waiting to hear back from the engineer who completed the assessment.*

6.2 **Finance & Funding Applications - Hannah**

- *Nicole has submitted an accountability statement for the playground.*

Role Numbers

- *There is a difference between the projected and actual roll numbers.*
- *Current projections indicate the school will have approximately 95 students by the end of the year.*
- *A small number of Year 6 students are expected to leave at the end of the school year.*

6.3 **Health & Safety**

- *The Board received updates on health and safety matters, including ongoing stream safety and roofing-related issues.*

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7. Closing Matters

7.1 **Actions Moving Forward**

7.2 **Board Training**

- Sept course on complaints

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: SS

Date: 20/10/26

(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	04/08	Set a date for the second week of the school holidays for the Strategy session		Open
Shaun	04/08	Plan kindy visits for Cilla - who to visit Flyer drops - where		Open
Cilla / Hannah	05/05(3)	Quote for signs - Look for other vendors	Awaiting updated - carried over	Open
Action - SS to update BOT membership with MoE	05/05 (3)	Update the MoE forms with the current BOT membership	Still open	Open
Niky to discuss with facilitators on Marae visit	05/05 (3)	Niky to discuss Marae visits with her contacts	Conversations on-going	Open

Attendance

Date/	Term 1	Term 1	Term 2	Term 2	Term 3	Term 3	Term4	Term 4

Name								
Shaun	1	1	1	1	1			
Jason	1	1	1	1	1			
Hannah	1	1	1	1	1			
Dave	1	1	1	1	1			
Cilla	1	1	1	1	1			
Niky	1	1	1	1	1			

Closed Actions

Action	Date (Meeting No)	Description	Update	Closed
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	To be closed as other options available	Closed (04/08)
Dave - to look into Solar panels	11/06 (4)		Solar panels are generating for us - close	Closed (04/08)
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	JC, Vikki and Cilla have met update at 04/08 BOT meeting	Closed (04/08)
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	Closed (11/06)
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 Thurs 2nd July 07:30 Breakfast had with	Closed (02/08)

			staff	
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	Closing as no longer an issue - staff have been encouraged to claim mileage they are entitled to if working elsewhere	Closed (11/06)
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 - as superseded by other meetings with OBRA and Mayor	Closed (11/06)
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
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
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
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Cilla to add staff competencies for EOTC policy	05/05 (3)	Part of the Operational tasks linked to Education Out Of	Operational Policy changed - action closed	Closed (11/06)

		The School - policy		
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)*