

Owhiro Bay School Board of Trustees

Meeting Minutes

Date: 13/02/2024



Rangatiratanga • Open-mindedness • Creativity • Kotahitanga • Success

1. Administration

1.1. Karakia, Whakawhanaungatanga

- Welcome to the first board meeting of 2024!

1.2. Present: Makere, Cilla, Chris, Shaun (via Teams)

1.3. Apologies: Rebecca, Niky

1.4. Declaration of interests: Nil

1.5. Confirmation of previous minutes:

MOTON: Approval of Board of Trustees minutes for 21/11/23

Moved: Chris **Seconded:** Makere

Approved.

	Actions from ŌBS BoT Meeting: 21/11/23	Outcome
1	Contact Amy at Parentlink to discuss the money handover process.	Chris completed this. There is an MoU stating that the year you make funds, you will receive the payment in the following February. To change this to be in that same financial year we need to review the MoU.
2	Cilla will decide what fee (school donation) she is happy to set and how that would look (ie. for the next couple of years).	Has been added to this meeting to be discussed and will be revisited at the next meeting.
3	Cilla to follow up on cyclical maintenance	Outlined under 'property' in the principal's report in these minutes.
4	Ask Vikki to include the morning events in RAMS form for Year 6 overnight stay. Board will review and will look to approve out of cycle.	Was completed and approved by the board out of cycle.
5	Makere to review Strategic Plan and look into effectively integrated Tiriti o Waitangi.	Completed - refer to strategic plan.

6	Makere and Cilla to send out the final version of the Strategic Plan to the board to review.	Completed in December 2023.
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2. Board meeting proposal (presented by Makere)

2.1. Proposal:

- Board members take lead on certain portfolios to manage and report back on at board meetings, ensuring strategic alignment.

2.2. Rationale:

- To alleviate Cilla's large workload. Small schools have smaller resource (ie. teaching principal - juggling many hats). Alleviate the amount of meetings Cilla has to attend. Board members will contribute to the principal's report covering their respective portfolio areas.

2.3. Portfolios:

- Teaching and Learning (Cilla)
- Employment and Personnel (Makere)
- Finance (Chris)
- Property (Shaun)
- Health and Safety (Makere)
- Strategic Focus (Makere)
- Monitoring and Review (Beccs)
- Legislation and Compliance (Makere/ Cilla)
- Funding Applications (Co-op)

2.4. Discussion:

- Board members were overall very supportive of the proposed idea. One concern included this negatively impacting Cilla's capacity (increasing meetings, the need to be across all communications).
- Solution is based on the principle of being conscious of Cilla's time and workload, not adding to it.
- Board members may need advance notice to fit around current work commitments.
- Board members are keen to trial this where they take a supporting role to Cilla, as the lead, within their respective portfolios.

ACTION: Cilla to share contact details of relevant contacts with board members.

ACTION: Shaun to email his work from home hours outlining when he has more flexibility.

3. Google Drive

3.1. OBS Google Drive refresh:

- Amanda reorganized the OBS Board of Trustees Google Drive into a more logical format for the board. The proposed structure was presented to the board. See

[here.](#)

MOTION: To align Google Drive with the Privacy Principles to ensure security and the right people have the right access to what they need to. To be approved out of cycle by the Board before the next board meeting.

ACTION: Board to email Amanda with any feedback regarding the proposed structure for the google drive before 27 February 2024.

ACTION: Amanda to send Board a document outlining the folder structure with access information alongside it to ensure security and privacy is applied accurately. To gain confirmation from the board out of cycle, prior to the next board meeting.

ACTION: Amanda to move documents over into the new structure, ready to use for the next board meeting.

ACTION: Makere and Cilla to have board assurances as a standard item at their biweekly hui (commencing 1 March 2024).

4. Principals Report

4.1. Curriculum focus

- Creatives in Schools: Met with Michael Tuffery and Jane, they have 100 hours allocated with ŌBS. They will work through with the teachers how to integrate this into reading, writing and maths.
- Great community links with Owhiro bay parade/ Happy valley road mural and Sheila Natusch (Ref: 'No Ordinary Sheila' documentary). Keen to make these key local community connections.
- Proposed murals: Cilla has received the mural concepts from Michael. Michael has weaved in local information, navigation, field trips, inspiration from the children, etc.
- Michael requested approval from the Board to either:
 - 1) Paint directly onto the walls of the school buildings, or:
 - 2) Paint onto a movable surface that could be attached to and removed from the wall.
- Board discussed water tightness issues, pest control (ie. spiders) and air conditioning unit positioning. Suggestion to have a whānau hui.

ACTION: Cilla to contact Michael Tuffery to enquire about how the board will be weather-tight, void of pests (ie. spiders) and to ask about the air conditioning unit.

MOTION: Board to approve Michael Tuffery's use of a surface that is movable, as long as weathertightness and spiders are considered and it sits within the resource budget.

Moved: Cilla **Seconded:** Chris

4.2. Assessment for 2024

- Reporting:
 - Discussed how to effectively implement goal setting with whānau, based upon what success looks like for their child.
 - Need to ensure what we are reporting back, aligns to their idea of success.

- Consideration of parent education to set expectations of what 'success looks like for your child?'
- Base questions upon aspirations related to the child's learning ie. What are your child's greatest strengths?

ACTION: Makere to send 'your child's aspirations' questions to Cilla.

4.3 Professional Development

- Harvard Leadership Course: Cilla's key learning: differentiation of parent engagement vs. parent involvement.
- Springboard Trust: Cilla has completed some rewording of the strategic plan
- Structured Literacy: Dr Helen Walls (MoE and on steering group for changes from the government) is working together with our teachers through Structured Literacy.
- Maths No Problem: A pedagogical shift in first year, but a very well designed programme. Alex Laurie is currently modeling sessions for teachers. Makere asked a Maori student "what did you really enjoy at school today?""Maths!", received very positive feedback!

ACTION: Cilla to complete a written report from the Harvard Leadership Course:

- Outlining the key takeaways and how the learnings can be applied at ŌBS.
- To prepare it to share at the next board meeting.

ACTION: Cilla to go through strategic work with Makere prior to the next Springboard Trust meeting (29/02/24).

4.4 Employment and Personnel

- Teachers PGC: Utilizing Interlead programme - it consolidates and collates information against professional standards.
- Principals PGC: PLG group is \$1800 + GST per annum. This principal's group is initiating whānau iti hui. Fantastic resource for troubleshooting, sounding board etc. This development is very important to the Board. The Board is supportive and aware that \$1800 + GST will be put towards Cilla to continue attending the PLG group.

4.5 Monitoring and Review

- The four assigned policies were not discussed at this board meeting, they will be reviewed at the next board meeting.

ACTION: To review the below policies at the next board meeting:

- Te Tiriti o Waitangi
- Board Responsibility
- School Character/ Special character
- Documentation and self-review policy

ACTION: Cilla to go through Board Assurances with Makere

4.6. Financial Reports

- Taken as read (Finance, Policy and Maintenance included)
- Bank staffing went into red because a staff member left and has rectified itself now.

- Approval of December 2023 financial reports to be delayed for next meeting.

ACTION: Chris to look through December 2023 Financial Report and will raise any questions or queries with the board.

4.7. Property

- Fence: Cilla's complaints with contractor were as follows:
 - 1) Posts: Asphalt was used, not concrete, at the bottom the posts.
 - 2) Lock: The lock is too hard to find on gates. Poor quality.
 - 3) Tennis court latches: Not completed.
- Cilla held the contractors accountable. Asphalt will be changed to concrete (to adhere to requirements).
- Maynard Marks (assessment and specialists reports for next 10YPP). Chris and Cilla met with Sean Manning (budget \$115k).
 - He will come up with a list of priority jobs (Cost approx \$250,000)
 - Sean will complete a mould assessment on the Rooms 4&5. Perspect windows are likely to be the reason for dampness. Building itself and the roof are in reasonably good condition. Consideration to apply for supplementary funding for modernisation.
 - Overall, the school is in good condition currently. Board agreed it was important to maintain this condition.

4.8 Strategic Focus

- Strategic Plan: Property plan is mentioned in the strategic plan under the strategic goal 'Enriching Environments'. Cilla and Shaun will discuss this together and Cilla will put together the operational annual property plan. Board queried what our priorities were for the uncommitted funds.

ACTION: Cilla and Shaun to discuss property part of the strategic plan together. Cilla will complete changes in strategic plan and will send it to the board to gain any feedback, before 15/02/23.

ACTION: Cilla and Makere will work through the action plan by 16/02/24.

5. Any other business

5.1. School donation:

- We are in a financial crisis and the Board agrees that our school donations are too small. Approx 75% paid school donation last time. Finance portfolio lead and Principal conversation to the community - parent financial education, bring whanau in on the journey. Suggestion to quantify all resources and then figure out the cost from here, and then breakdown what the money may go to. This will ensure an informed decision is made when setting the amount for increase.
- Consideration of a 'pay it forward' option to help families finding it tough with cost of living.

ACTION: Chris to review what resources/trips we spent in 2023 to approximate the amount it cost per child. By the next board meeting.

5.2. New government expectations (1 hr reading, writing, maths).

- Cilla is going to review teachers' time tables to highlight where these all sit. Will document for ERO.

6. Closing Karakia

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

This is a true and accurate record of the meeting on: 13 February 2024

Presiding Member: Makere Derbyshire

Signed: M Derbyshire

Date:

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

	ACTIONS FROM THE OBS BoT MEETING HELD 13/02/24	Who	When
1	ACTION: Cilla to share contact details of relevant contacts with board members.	Cilla	By end of Feb
2	ACTION: Shaun to email his work from home hours outlining when he has more flexibility.	Shaun	By end of Feb
3	ACTION: Board to email Amanda with any feedback regarding the proposed structure for the google drive before 27 February 2024.	Board	27 Feb
4	ACTION: Amanda to send Board a document outlining the folder structure with access information alongside it to ensure security and privacy is applied accurately. To gain confirmation from the board out of cycle, prior to the next board meeting.	Amanda	One week prior to next board meeting
5	ACTION: Amanda to move documents over into new structure, ready to use for next board meeting - 1 week prior to next meeting.	Amanda	One week prior to next board meeting
6	ACTION: Makere and Cilla to have board assurances as a standard item at their biweekly hui (commencing 1 March 2024).	Makere and Cilla	1 March 2024
7	ACTION: Cilla to contact Michael Tuffery to enquire about how the board will be weather-tight, void of pests (ie. spiders) and to ask about the air conditioning unit.	Cilla	Before next meeting

8	ACTION: Makere to send 'your child's aspirations' questions to Cilla	Makere	Before next meeting
9	ACTION: Cilla to complete a written report from the Harvard Leadership Course: <ul style="list-style-type: none"> - Outlining the key takeaways and how the learnings can be applied at ŌBS. - To prepare it to share at the next board meeting. 	Cilla	For the next board meeting
10	ACTION: Cilla to go through strategic work with Makere prior to the next Springboard Trust meeting (29/02/24).	Cilla and Makere	29/02/24
11	ACTION: Cilla and Shaun to discuss property part of the strategic plan together. Cilla will complete changes in strategic plan and will send it to the board to gain any feedback.	Cilla and Shaun	15/02/24
12	ACTION: Cilla and Makere will work through the action plan	Cilla and Makere	16/02/24
13	ACTION: To review the below policies at the next board meeting. <ul style="list-style-type: none"> - Te Tiriti o Waitangi - Board Responsibility - School Character/ Special character - Documentation and self-review policy 	Board	At the next board meeting
14	ACTION: Cilla to go through assurances with Makere	Cilla and Makere	Before the next board meeting
15	ACTION: Chris to look through December 2023 Financial Report and will raise any questions or queries with the board.	Chris	Before the next board meeting
16	ACTION: Chris to review what resources/trips we spent in 2023 to approximate the amount it cost per child.	Chris	Before next board meeting