

Owhiro Bay School Board of Trustees

Meeting Minutes

Date: 13/05/2024



Rangatiratanga • Open-mindedness • Creativity • Kotahitanga • Success

1. Administration

- 1.1. Karakia, Whakawhanaungatanga
 - Chris's first meeting as presiding member!
- 1.2. Present: Niky, Shaun, Chris, Rebecca, Cilla, Amanda
- 1.3. Apologies: Makere (Apology via sabbatical for Term 2 2024)
- 1.4. Declaration of interests: Nil
- 1.5. Confirmation of previous minutes:

MOTION: Approval of Board of Trustees minutes for 19/03/24

Moved: Chris **Seconded:** Cilla

Approved.

	Actions from ŌBS BoT Meeting: 19/03/24	Outcome
1	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.	Completed
2	Cilla to work with IT support and Vikki to complete security for google drive.	To be completed by next board meeting ACTION: Amanda and Cilla to discuss requirements around security. Cilla to contact IT support and Vikki to complete security for google drive.
3	Board to determine a time to meet to discuss the strategic plan and information Cilla needs for her Springboard meeting.	Completed
4	Board to discuss the wording of 'instruction' in Te Tiriti o Waitangi policy out of cycle and to discuss how ŌBS would be equipped to	Board discussed at strategy planning day - will continue discussion by scheduling a future out-of-cycle meeting, keen to include Makere's

	provide 'instruction in te reo maori' in relation to this policy	input to discuss ŌBS's expectations. ACTION: Chris to organize a date for an out-of-cycle meeting before the next board meeting
5	Rebecca will write the recommended changes up for the reviewed policies and will send them around via email to gain confirmation from the Board before making changes in school docs. Then will outline what has to be considered by the board around the manifestation of policy at a governance level.	Completed
6	Chris to review 2023 draft financial statements when received (before 31 March 2024).	Completed
7	Board to approve the draft 2023 financial statements out of cycle before 31 March 2024.	ACTION: Chris will obtain written approval of the 2023 financial statements from the Board, completed via round robin. It is currently with the auditor, it needs to be completed before 31st May 2023. Email will be filed.
8	Cilla and Chris to draft up a Fixed Asset Review for 2024.	ACTION: Chris and Cilla to meet to draft up a Fixed Asset Review for 2024, before the next board meeting.
9	Chris and Cilla to work together to draft up the letter that will be sent out to parents with the request for donations, and will send it out to the board for approval.	Completed
10	Shaun to send Amanda his notes re: Property to be added to the minutes	Completed
11	Cilla keen to investigate a swing set, away from the junior playground, to provide an opportunity for self-regulation for children.	Update: This is progressing. Cilla has looked at H&S state of the current swing set. Cilla has delegated to Wendy to look at replacements (Quotes approx \$1200 per swing or \$4000 for both swings). Need to look at a new playground in the future. Refer to further discussion in property update below. ACTION: Cilla to complete a risk assessment on the current state of the

		swings. The risk assessment will determine the action the board takes. To be completed by the next board meeting.
12	Shaun to obtain a draft of the 10 Year plan from Sean	Completed
13	Cilla to complete a restraint form in regards to the incident.	Completed
14	Makere will talk to Wayne and will get the process of appointing a new board member (via vote) in motion and will hand it on to the presiding member who steps up.	Completed
15	Makere and Chris to set up a meeting for an induction for presiding member position	Completed

2. Principals Report

(Taken as Read, Update led by Cilla)

2.1. Annual report:

- Cilla identified annual reporting was relatively new to the principals, as discussed at PLG catch up; previously financial advisors would normally complete it.
- A takeaway from discussions was to ensure there is board member representation on any panels (ie. employment), when opportunities arise.
- Equal Employment Opportunities Programme (EEO) is included in the annual report - ŌBS's EEO policy is included in here.
- Giving Effect to Te Tiriti o Waitangi is also included in the annual report.

2.2. Change of School Management System (SMS):

- Considering changing the online platform, used to report to parents, from eTap to Edge. (Quote approx. \$2400 incl GST). Prefer to pause at the moment, to allow time effective implementation using tutorials etc. Suggestion was made to review and implement at the start of a new year. Benefits of Edge includes a user friendly interface, effective communications to parents, and includes structured literacy.
- Board discussed and agreed it is not a priority to implement immediately. Keen to discuss further and allow for time for preparation (ie. Training in Term 4), before implementing potentially in the new year.

ACTION: Board to revisit the discussion and decision making around the change of the School Management System (SMS) at the first board meeting of Term 4 2024.

2.3. Performance Management:

- Discussion with the Board around how the principals' performance is assessed.

ACTION: Cilla to reference latest PLG work goals in her next principals report.

2.4. ONE Learning Community:

- Kindergarten appointed a new head teacher, starting next Wednesday 22nd May 2024.

ACTION: Cilla and Chris to meet the new Ōwhiro Bay Kindergarten head teacher and to commence rapport building.

3. Finance Update

(Update led by Cilla and Chris)

3.1. Staffing Hours:

- Bank staffing is currently in deficit. Options were discussed on how to save funds in this area. It will require careful management, in consideration of maintaining equity in decisions, manageable class sizes and teachers wellbeing. This trend of bank staffing will continue into the year. Thoughts of how to manage the first half of next year, with manageable class sizes (currently small sized) could be explored.
- Current entitlement is 6.6 teachers, currently using 6.27 teachers. (Would cost approximately \$31,000 over a year). The Ministry of Education revised the role on 1 March 2024 and based bank staffing upon this.
- Question raised about what the Ministry of Education would offer in terms of support. EA advised Cilla to go to Resourcing.
- Board discussed approving Cilla to continue how she is currently managing bank staffing by moving into the red. Board keen to gain more information to make an informed decision moving into the remainder of the year.

ACTION: Cilla to identify a contact at NZSTA and the Ministry of Education, Resourcing to gain guidance and advice around bank staffing. Also to contact Anne Bell at the Ministry of Education, regarding roll growth. Cilla to invite additional board members to that meeting. Completed by the next board meeting.

ACTION: Add as an agenda item to review bank staffing expenses. Discuss how to manage and address the bank staffing via long term planning at the second meeting of Term 3 2024.

3.2. April Finance Report Update:

- Cilla updated the board on the April Finance Report. Summary included: A surplus of \$23k, estimated \$21k. Creatives in schools still to be paid. Donations have been coming in, helping the income amount. Personnel the highest costs. Expenses up by \$6.3k.

ACTION: Chris to read April Finance report in detail. March and April Financial reports to be approved at the next board meeting.

ACTION: Chris to contact Raxit re: Accounting for Schools contact.

3.2. Annual Report/ Financial Statements:

- The Annual Report needs to be completed before 31st May 2024. Cilla and Chris will approve out of cycle, as per approval gained at the previous board meeting held on 19/03/2024 (refer to board meeting minutes [here](#)).

4. Property Update:

(Update led by Shaun)

4.1. Ministry of Education property advisor meeting:

- Ngā Iti Kahurangi grant - interior refurbishment, namely of Rooms 4 and 5, could address some current issues.
- Fire and evacuation system was approved.

ACTION: Shaun will discuss with Sean how the MoE meeting outcomes links into the 10YPP.

4.2. Commencing 10YPP earlier:

- The Board agrees that the 10YPP currently begins from 1st July 2024. ŌBS has been advised to commence the 5 year plan earlier, so the next steps can be actioned.
- The projects captured in the 10YPP are funded through the Ministry of Education via funding proposals.

ACTION: Shaun to email 10YPP summary of plan through to be added to minutes, and saved on google drive.

- Board needs to gain further information and decide on who will undertake the property around the school. ŌBS has had good experiences working with OCTA and Ngā Iti Kahurangi. OCTA are the current property managers.

ACTION: Cilla and Shaun to contact OCTA to ask about incomplete projects, and then what the new plan would look like.

ACTION: Cilla to look at the 10YPP again to review what jobs need to be done, and look at who may be good to complete that.

4.3. Victoria University opportunity:

- Opportunity has come up to work with Victoria University to gain free landscaping advice (including playgrounds). Cost will be on ŌBS. Board keen to explore this

conversation further.

ACTION: Shaun to contact the Victoria University contact to gain more information.

4.4. Ngā Iti Kahurangi project

- Have not received a report from them yet, maybe next year.

4.5. Replacement of swings:

- Board interested in exploring the swings concept, and keen to look at the parentlink funds. Board keen to remedy current swings. Could link to what Victoria University proposes in a long term plan.
- Board discussed they are in agreement of replacing the current two swings (without replacing poles, but revitalizing them).

4.6. Ōwhiro Bay Kindergarten:

- Current lease is coming up for renewal.

ACTION: Cilla will contact Whanau Manaaki to discuss the Kindergarten's lease, and will link this in with a conversation with the new lead teacher.

5. Policy Review:

(Update led by Rebecca)

5.1. Policies Reviewed:

- The following policies have been reviewed and are overall happy with how these policies look:
 - Employer Responsibility Policy (Board)
 - Appointment Procedure (Board)
 - Equal Employment Opportunities
 - Teacher Relief Cover
 - Safety Checking (Board)
 - Police Vetting
 - Classroom Release Time / Timetable

5.2. Employer Responsibility Policy (Board) feedback:

- It was not clear what the visibility of performance management was. Unsure about the differentiation of management vs governance around the salary units. (NB: Salary units are what teachers can apply to principals for, to gain additional units).
- Question arose regarding the safety and security of employee files. Secure filing systems are currently being used at ŌBS.
- Board discussed how to acknowledge staff in the best way.

6. Staffing

6.1. Staffing Issues/ Concerns/ Celebrations:

- Upcoming farewell and acknowledgement for Tracey (moving to the Wairarapa at the end of the term).

- Fabulous cross-country day - shout out to Sarah for her extraordinary organizing and to Cameron for his behind-the-scenes work!

6.2. Supporting Staff Wellbeing:

- Board discussed what matters most to the staff, to support their wellbeing. The Board will follow Cilla's guidance of what the teachers' personal preferences are. It is important to the Board to acknowledge staff regularly, and in particular when significant events arise.

6.3. BoT Elections:

- Aim for two new elected board members. Nominations close 29th May 2024, midday. Keen to ensure diversity is enabled through this process.

ACTION: Cilla to promote board elections further via playground chats, newsletters, etc. Board members are happy to chat to anyone to provide clarity of what a board member's role entails.

6.4. Community Engagement/ Upcoming Events:

- Whānau hui was on Tuesday, 7th May 2024
- Movie night is coming up
- Cost of evenings - no expectation to self-fund, reminder to utilize small funds
- Community hub is having a soft opening at the end of the month, and the big open day will be at the end of October 2024.

6.5. Health and Safety:

- Discussion around the importance of getting adequate blinds for the school.

ACTION: Cilla to get a quote for blinds.

8. Strategic Planning:

8.1. Strategic Plan:

- Board completed an out-of-cycle approval of the Strategic Plan. Board has formally **approved** the Strategic Plan.
- Annual implementation plan is reviewed at the end of each term.

8.2. Work Plan:

ACTION: Cilla and Chris to discuss the work plan further, before the next board meeting.

9. Any other Business:

9.1. Cohort entry:

- Currently the cohort entry of new entrance children starting at Ōwhiro Bay School

is twice per term. Board discussed flexible cohort entry, as the current structure has previously been seen as a barrier. The Board would like to consult with the community and work with a terms' notice. Overall the Board is supportive in moving this forward.

ACTION: Cilla to double check with the Ministry of Education advisor to ask if Ōwhiro Bay School can change from cohort to flexible.

9.2. Marketing for the school:

- 'Welcome to School' new entrance flier exists, but is ready for a refresh. Keen to tap into parent resources.
- Offer received to support Ōwhiro Bay School in analyzing data to provide some valuable insights to inform future decisions.

ACTION: Shaun to write up all of our actions from the last discussion from the out-of-cycle strategic planning meeting amongst the board, and put together a plan for over Term 3 and 4 2024.

9.3. Free website:

- 'School Loop' provides free websites for schools. Free because they advertise local businesses. Current website costs \$850. Cilla will explore this opportunity to find out more information. Board discussed what the functionality of the website would be and if it would service what the school needed.

ACTION: Chris will join any meetings with Cilla to support this process regarding the website and the involvement of 'School Loop'.

10. Next Board Meeting:

Monday, 17 June 2024

11. 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 May 2024

Presiding Member: Chris Loveday

Signed: C Loveday

Date:

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

ACTIONS CARRIED OVER FROM THE PREVIOUS ŌBS BoT MEETING HELD 19/03/24		Who	When
1	ACTION: Amanda and Cilla to discuss requirements around security. Cilla to contact IT support and Vikki to complete security for google drive.	Cilla, Amanda	Before next board meeting
2	ACTION: Chris to organize a date for an out-of-cycle meeting before the next board meeting. At the meeting the Board will discuss the wording of 'instruction' in Te Tiriti o Waitangi policy out of cycle and will discuss how ŌBS would be equipped to provide 'instruction in te reo maori' in relation to this policy. To invite Makere to the meeting also.	Chris	Before next board meeting
3	ACTION: Chris will obtain written approval of the 2023 financial statements from the Board, completed via round robin. Currently with the auditor, it needs to be completed before 31st May 2024. Email will be filed.	Chris, Board	Before 31 May 2024
4	ACTION: Chris and Cilla to meet to draft up a Fixed Asset Review for 2024, before the next board meeting.	Chris, Cilla	Before next board meeting
5	ACTION: Cilla to complete a risk assessment on the current state of the swings. The risk assessment will determine the action the board takes. To be completed by the next board meeting.	Cilla	Before next board meeting
ACTIONS FROM THE ŌBS BoT MEETING HELD 13/05/24		Who	When
6	ACTION: Revisit the discussion and decision making around the change of the School Management System (SMS) at the first board meeting of Term 4 2024.	Chris	Agenda item for first board meeting of Term 4 2024
7	ACTION: Cilla to reference latest PLG work goals in her next principals report.	Cilla	To include in next principals report
8	ACTION: Cilla and Chris to meet Ōwhiro Bay Kindergarten's new head teacher and to commence rapport building.	Cilla, Chris	By next board meeting
9	ACTION: Cilla to identify a contact at NZSTA and the Ministry of Education, Resourcing to gain guidance and advice around bank staffing. Also to contact Anne Bell at the Ministry of Education, regarding roll growth. Cilla to invite additional board members to that meeting. Completed by the next board meeting.	Cilla, Board	By next board meeting

10	ACTION: Add as an agenda item to review bank staffing expenses. Discuss how to manage and address the bank staffing via long term planning at the second meeting of Term 3 2024.	Chris	Agenda item for second board meeting of Term 3 2024
11	ACTION: Chris to read April Finance report in detail. March and April Financial reports to be approved at the next board meeting.	Chris	By next board meeting
12	ACTION: Chris to contact Raxit re: Accounting for Schools contact.	Chris	By next board meeting
13	ACTION: Shaun will discuss with Sean how the MoE meeting outcomes links into the 10YPP.	Shaun	By next board meeting
14	ACTION: Shaun to email 10YPP summary of plan through to be added to minutes, and saved on google drive.	Shaun, Amanda	By next board meeting See docs here
15	ACTION: Cilla and Shaun to contact OCTA to ask about incomplete projects, and then what the new plan would look like.	Cilla, Shaun	By next board meeting
16	ACTION: Cilla to look at the 10YPP again to review what jobs need to be done, and look at who may be good to complete that.	Cilla, Shaun	By next board meeting
17	ACTION: Shaun to contact the Victoria University contact to gain more information.	Shaun	By next board meeting
18	ACTION: Cilla will contact Whanau Manaaki to discuss the Kindergarten's lease, and will link this in with a conversation with the new lead teacher.	Cilla	By next board meeting
19	ACTION: Cilla to promote board elections further via playground chats, newsletters, etc. Board members are happy to chat to anyone to provide clarity of what a board member role entails.	Cilla	Before board nominations close on 29th May 2024.
20	ACTION: Cilla to get a quote for blinds.	Cilla	By next board meeting
21	ACTION: Cilla and Chris to discuss the work plan further, before the next board meeting.	Cilla, Chris	By next board meeting
22	ACTION: Cilla to double check with the Ministry of Education advisor to ask if Ōwhiro Bay School can change from cohort to	Cilla	By next board meeting

	flexible.		
23	ACTION: Shaun to write up all of our actions from the last discussion from the out-of-cycle strategic planning meeting amongst the board, and put together a plan for over Term 3 and 4 2024.	Shaun	By next board meeting
24	ACTION: Chris will join any meetings with Cilla to support this process regarding the website and the involvement of 'School Loop'.	Chris, Cilla	By next board meeting