

Owhiro Bay School Board of Trustees

Meeting Minutes

Date: 17/06/2024



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1. Administration

- 1.1. Karakia, Whakawhanaungatanga
 - Welcome to Dave Farrell as a new Board Member
- 1.2. Present: Niky, Shaun, Chris, Rebecca, Cilla, Amanda, Dave
- 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 13/05/24

Moved: Chris **Seconded:** Rebecca

Approved.

	Actions carried over from ŌBS BoT Meeting: 13/05/24	Outcome
1	ACTION: Amanda and Cilla to discuss requirements around security. Cilla to contact IT support and Vikki to complete security for google drive.	To be completed before the 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.	Work in progress (Tenths Trust), Cilla will investigate further.
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 - Cilla and Chris met and discussed during holidays

	completed before 31st May 2024. Email will be filed.	
4	ACTION: Chris and Cilla to meet to draft up a Fixed Asset Review for 2024, before the next board meeting.	To be completed before the 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.	Completed - swings have been replaced.
6	ACTIONS FROM THE ŌBS BoT MEETING HELD 13/05/24	
7	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.	Completed
8	ACTION: Cilla to reference latest PLG work goals in her next principals report.	Completed
9	ACTION: Cilla and Chris to meet Ōwhiro Bay Kindergarten's new head teacher and to commence rapport building.	Completed - met on Thursday 13 June 2024; reviewed MoU and deed for lease
10	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.	Completed
11	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.	To occur at second meeting of Term 3 2024

12	ACTION: Chris to read April Finance report in detail. March and April Financial reports to be approved at the next board meeting.	Completed
13	ACTION: Chris to contact Raxit re: Accounting for Schools contact.	Completed
14	ACTION: Shaun will discuss with Sean how the MoE meeting outcomes links into the 10YPP.	Completed
15	ACTION: Shaun to email 10YPP summary of plan through to be added to minutes, and saved on google drive.	Completed. See docs here
16	ACTION: Cilla and Shaun to contact OCTA to ask about incomplete projects, and then what the new plan would look like.	Still awaiting response from AFS re: Incomplete projects (email stated on March 27th that all projects were closed). ACTION: Shaun to forward Cilla the relevant email for clarity.
17	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.	Completed - Chris and Cilla discussed, once 10YPP Sean does procurement.
18	ACTION: Shaun to contact the Victoria University contact to gain more information.	Completed - awaiting a response from the lecturer.
19	ACTION: Cilla will contact Whānau Manaaki to discuss the Kindergarten's lease, and will link this in with a conversation with the new lead teacher.	Discussed and reviewed deed for lease together with Whānau Maanaki on Thursday, 13 June 2024.
20	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.	Completed - Dave Farrell has been appointed to the board.
21	ACTION: Cilla to get a quote for blinds.	Completed
22	ACTION: Cilla and Chris to discuss the work plan further, before the next board meeting.	Completed

23	ACTION: Cilla to double check with the Ministry of Education advisor to ask if Ōwhiro Bay School can change from cohort to flexible.	Completed
24	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.	Completed
25	ACTION: Chris will join any meetings with Cilla to support this process regarding the website and the involvement of 'School Loop'.	Completed

2. **Principals Report**

(Taken as Read, Update led by Cilla)

NB: Due to emails being temporarily down at the school, some minor gaps were present in principal's report at the time of the meeting (ie. numbers of new enrolments for this year). Refer to 'any other business' in the minutes for more information.

2.1. Giving Effect to Te Tiriti o Waitangi:

- Kahui Ako Update: Conversations and debates at Tenths Trust Wananga were interesting; a couple of names for the group were discussed. Te Kahui Ako o Te Pane o te Ika - The Kahui Ako who is located at the forehead of the fish of Maui. Specifically about location.
- Te ao Māori language planning was very relevant and valuable.

2.2. Teaching and learning:

- ORS application: Board discussed the application that was declined and explored options moving forward.
- OARS funding: because the hourly rate has increased, less hours available.

2.3. Monitoring and Review:

- Term 2 Board Assurances:
 - Child protection and abuse recognition and reporting: staff has requested to do more around this. Time will be scheduled at the next Staff Only day.

2.4. Health and Safety:

- Completing drills regularly.
- Blinds: received 3 quotes (approx. \$7600+GST), Wendy will follow up. Board discussed the importance of including the staffroom.

ACTION: Cilla will let the board know the outcome from exploring quotes for blinds out-of-cycle, and will ask the board of their preference and if agreed, approval.

3. **Finances**

(Update led by Chris)

3.1. Finance Update:

- Financial statements were signed off on May 31st at the last hour. Painting money was released, therefore uncommitted funds went from \$264k to \$310k resulting in a large change.
- Year to date, end of May: the finances look positive overall from commentary. Bank staffing was commented on, but will be less than half later in the year. In a much healthier financial position now.
- Need to consider where to put the additional money: Increasing the teacher aide pool was overall discussed as a positive move to use the money for. Having specialists coming in would be a positive move, to provide some excitement for the students (ie. physical activity, music, art etc).
- Overall, the Board agreed that Cilla would explore specialists to come into the school and to explore one extra teacher aide.

ACTION: Cilla to explore specialists to come into the school and explore one extra teacher aide.

3.2. Bank Staffing:

- Cilla has not received an email back from David Hyland (Chief Finance Officer at MoE) regarding bank staffing education. There will be a meeting set-up and will be open for all board members.

ACTION: Cilla to invite all board members to the meeting with David Hyland (MoE) regarding bank staffing education once organized.

3.3. Review delegations:

- There is only one delegation and it was reviewed; the board is comfortable with the current figure. Last year Cilla's delegations were increased; the board discussed identifying patterns as one key way to monitor it.

MOTION: The March and April OBS Finance Reports be accepted and that all outgoing expenses be approved.

Moved: Shaun **Seconded:** Cilla

Approved.

MOTION: The May ŌBS Finance Reports be accepted and that all outgoing expenses be approved.

Moved: Chris **Seconded:** Shaun
Approved.

4. Property Update:

(Update led by Shaun)

4.1. Nga Iti Kahurangi project

- Available for small, rural schools. Insulation installation has been booked in.

4.2. Victoria University

- No progress yet on outdoor design by Victoria University as lecturer is really busy; waiting to hear back from him.

4.3. Vandalism

- Vandalism budget was set with Cilla; a couple of incidents occurred, ability to apply for funding to rectify vandalism.

4.4. Cyclic maintenance plan

- Completed and will be updated by Sean. Once Shaun receives it, it will be sent out to the board

ACTION: Shaun to circulate cyclic maintenance plan to the board when received from Sean.

4.5. 10YPP

- It is priority based. Roofing to be trafficable, supplementary funding for Carmel's room has been applied for. Drain and manholes have been put into the second half of the 10YPP: Board discussed whether it needs to be brought forward due to current risks. When the cyclic maintenance plan is received the board will do a walk around to review if anything needs to be prioritized and will survey any risks.
- Clarity around 10YPP was provided: Everything in 10YPP is essential. The funding has been completed. Anything new that comes up over and above the cyclic maintenance (ie. to make things more aesthetically pleasing) would have to be funded by the school.
- The board approves that Cilla and Chris have delegation to approve and sign off the 10YPP out of cycle.

4.6. T J McCarthy

- Board discussed a potential funding application that is focused around the community. Options included:
 - Bike Track around the school field
 - Improving quad area
 - Tennis/ Basketball Court area
 - Kitchen and Hall upgrade
- Implications of inviting the community in was discussed, including the increase of ongoing maintenance costs and risk that may arise.
- Board agreed the Hall upgrade sits closely with funding requirements; multiple

groups would benefit (emergency hub, OMBRA, garden to table, after school care). Key priority area will be a full revamp of the kitchen (NB: Keep the kitchen separate from the hall, due to health and safety).

- Funding application due end of June:
 - Rebecca and Cilla to write the funding application
 - Dave to source the quotes and liaise with Cilla.

ACTION: Shaun, Dave and Rebecca to meet to discuss and finalize the funding application to T J McCarthy (ie. on 26th June). Aim to submit by 28th June.

ACTION: Cilla to check funding for library books from T J McCarthy.

4.7. Pest Control

ACTION: Cilla to get a quote and to remediate to get a professional to come in to address pest control, and to explore a preventive option too.

5. Marketing

(Update led by Shaun)

5.1. Marketing Plan

- Campaign strategy was introduced, it will outline what we should focus on and when. Proposed timeline:
 - Term 3: Prioritizing, getting quotes, getting more people through the door, increasing awareness.
 - Term 4: Implementation and building towards the new year.
- Important to consider this timeline in the next strategic plan draft.
- Links closely with Cilla's springboard work. Jessica mentioned linking 'ROCKS' and how the school markets itself.
- Consideration of having a social media presence; ongoing job and commitment required.
- Great starting point - great work Shaun!

ACTION: Shaun will send a second draft of the Marketing Plan through to the board.

ACTION: Cilla will draft a version 1, in time for the next Springboard meeting (in 2 weeks). Will send to Shaun the draft to review.

ACTION: Amanda to add timeline and presentation slide to google docs and will add link here.

5.2. Website

- Draft of new website done by company (free website)

ACTION: Dave and Shaun discuss the two portfolios (Marketing and Property).

ACTION: Amanda to add Marketing to Google Drive as its own portfolio folder.

6. Policy Review:

(Update led by Rebecca)

6.1. Policies Reviewed:

- The following policies have been reviewed and overall reported back being happy with these. Any additional comments are listed below:
 - Employer Responsibility Policy
 - Appointment Procedure
 - Safety Checking
 - Equal Employment Opportunities
 - Teacher Relief Cover
 - Wendy does very little of the organizing, it needs to be updated - Cilla will update with her comments.
 - Police Vetting
 - Discussion around whether board members require to be vetted; due to our nil-interaction with the children. MoE states people working and interacting with children, contractors and other people working with children during school hours are to be police vetted.
 - Classroom Release Time/ Timetable
 - Great for teachers and well deserved, the number of days will increase from 4 to 5; this will be hugely challenging for management finding release time. Board would like to know that there is an operational plan that sits in line with this policy. Keen to keep continuity of care ongoing.

7. People/ Staffing:

7.1. Staffing/ Employment:

- Resignation of Tracey (0.6FTE teacher, Cilla to update replacement/s)
- Resignation of Jude (TA) - end of Term 2.
- Cilla discussed upcoming options with the board regarding employment and calculating FTE:
 - Reliever Zeenant (PRT) to cover one day and a half.
 - Bank staffing has provided relief here with 0.1FTE per week making a difference.
 - Request to employ Alexandra, proposal: garden to table run for 2 hrs, art lesson x2, teachers would cycle through. Commit to a teacher aide to support her for that day. Alexandra is currently considering logistics.
 - Overall will allow for 0.2FTE release staffing
- Board discussed and agreed it's important to maintain Vicki's release day.
- Cameron as a beginning teacher should have received 0.2FTE extra funding for staffing, therefore has impacted bank staffing, showing more of a deficit. Overall, bank staffing will still be in arrears but it's a positive outlook, and this would make a decent dent.
- Overall, it is all a positive outlook.

ACTION: Chris to do some modeling re; bank staffing for the end of the year.

7.2. Supporting Staff Wellbeing:

- Matariki Breakfast - combined kindergarten and school event at the beach - coffee for staff
- Card for staff member - Cilla to organize
- Discussion around supporting staff over Term 3. Being a winter term without public holidays is hard, time is one of the most beneficial things that is valued by teachers.

7.3. BoT Elections:

- Completed!

7.4. Community Engagement/ Upcoming Events:

- Puanga Disco
- Matariki Breakfast
- OBRA Light up the Parade (Monday 24 - 1 July), Fri 28 community walk along parade.
- Opening of mural and mihi Whakatau - Wk 1, Friday 26 July - involved Kea Kids who interviewed Michael Tuffery, to discuss the process of the mural and Michael's journey.

8. Strategic Planning:

Update led by Cilla

8.1. Strategic Plan:

- Springboard Trust: Capacity partner is Jessica.
 - Jennifer reported back that our strategic goals include success also, need to separate them out.
- Need to draft 3-4 year Strategic Plan
 - Consultation will consider last year's consultation results also.
- Important to consider how the new curriculum refresh looks like for us at ŌBS, and how this will be reflected strategically.
- Interested in weaving through the marketing plan into the strategic plan.

ACTION: Cilla will update the board of the progress of the next 3 year strategic plan in Term 3 following her next Springboard meeting.

8.2. Future strategic planning:

- Consultation planning for 2025 - 2027 Strategic Plan: Cilla followed up and hasn't heard back from the parent who was to analyze the survey results.

ACTION: Cilla to follow up with parent re: analyzing survey results.

- Engagement with Māori whānau - consideration of when, how, and who. As part of the consultation explore how to expand our reach and how to be tika and pono. When asking questions, be clear on what you are asking, follow through with active listening and then action what has been said.

- Instruction in Te Reo Māori - Discussion around whether our Māori whānau like to be involved and how this is done in the best way. Involvement with Makere also.

ACTION: Cilla, Rebecca and Niky to discuss how to engage with Māori whānau most effectively.

ACTION: Board to re-address discussion around engagement with Māori whānau at the next Board Meeting.

8.3. BoT:

- Training (NZSTA): Cilla completed the Board Good Employer course.

9. Any other Business:

9.1. N4L Providers

- Cilla contacted N4L providers due to emails being down. Glitches in the system occurred where emails were down. Simultaneously, line maintenance caused phones to be down also. Cilla reflected on the safety of children arriving at school safely, in the event contact lines were severed. Has assured the board that a contingency plan is in place if this ever occurred again.

9.2. BoT FTE tracking

ACTION: Amanda to insert link to board member hours, update to a 2024 FTE tracking (for the whole year) and file in the board meetings folder.

9.2. Presiding Member

- Makere to return in Term 3 2024, Chris to return as a board member.

10. Next Board Meeting:

Monday, 5 August 2024

11. 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: 17 June 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 13/05/24		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.	Amanda Cilla	Before the 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. Cilla to investigate this previous action further.	Cilla	Before the next board meeting
3	ACTION: Chris and Cilla to meet to draft up a Fixed Asset Review for 2024.	Chris Cilla	Before next board meeting
4	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.	Presiding member	Second meeting of Term 3 2024.
5	ACTION: Shaun to forward Cilla the relevant email re: contacting OCTA about incomplete projects being closed, to provide clarity.	Cilla Shaun	Before the next board meeting
ACTIONS FROM THE ŌBS BoT MEETING HELD 13/05/24		Who	When
678 9	ACTION: Cilla will let the board know the outcome from exploring quotes for blinds out-of-cycle, and will ask the board of their preference and if agreed, approval.	Cilla	Before next board meeting
10	Action: Cilla to explore specialists to come into the school and explore one extra teacher aide.	Cilla	Before next board meeting
11	ACTION: Cilla to invite all board members to the meeting with David Hyland regarding bank staffing education once organized.	Cilla	asap
12	ACTION: Shaun to circulate cyclic maintenance plan to the board when received from Sean.	Shaun	Before next board meeting
13	ACTION: Shaun, Dave and Rebecca to meet to discuss and finalize the funding application to T J McCarthy (ie. on 26th June). Aim to submit by 28th June.	Shaun, Dave, Rebecca	26th June
14	ACTION: Cilla to check funding for library books from T J McCarthy.	Cilla	Before next board

			meeting
15	ACTION: Cilla to get a quote and to remediate to get a professional to come in to address pest control, and to explore a preventive option too.	Cilla	Asap
16	ACTION: Shaun will send a second draft of the Marketing Plan through to the board.	Shaun	Before next springboard meeting (in 2 weeks)
17	ACTION: Cilla will draft a version 1, in time for the next Springboard meeting (in 2 weeks). Will send to Shaun the draft to review.	Cilla, Shaun	Before next springboard meeting (in 2 weeks)
18	ACTION: Amanda to add timeline and presentation slide to google docs and will add link here.	Amanda	Before next board meeting
19	ACTION: Dave and Shaun discuss the two portfolios (Marketing and Property).	Dave Shaun	Before next board meeting
20	ACTION: Amanda to add Marketing to Google Drive as its own portfolio folder.	Amanda	Before next board meeting
21	ACTION: Chris to do some modeling re; bank staffing for the end of the year.	Chris	Before next board meeting
22	ACTION: Cilla will update the board of the progress of the next 3 year strategic plan in Term 3 following her next Springboard meeting.	Cilla	Before next board meeting
23	ACTION: Cilla to follow up with parent re: analyzing survey results.	Cilla	Before next board meeting
24	ACTION: Cilla, Rebecca and Niky to discuss how to engage with Māori whānau most effectively.	Cilla, Rebecca, Niky	Before next board meeting
25	ACTION: Board to re-address discussion around engagement with Māori whānau at the next Board Meeting. Add as an agenda item.	Chair	At the next board meeting
26	ACTION: Amanda to insert link to board member hours, update to a 2024 FTE tracking (for the whole year) and file in the board meetings folder.	Amanda	Before next board meeting