

Owhiro Bay School Board of Trustees

Meeting Minutes

Date: 19/03/2024



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1. Administration

1.1. Karakia, Whakawhanaungatanga
- Last hui for Term 1 2024

1.2. Present: Niky, Shaun, Chris, Rebecca, Cilla, Makere, Amanda

1.3. Apologies: Nil

1.4. Declaration of interests: Nil

1.5. Confirmation of previous minutes: Yes

MOTON: Approval of Board of Trustees minutes for 13/02/24

Moved: Shaun **Seconded:** Chris

Approved.

	Actions from ŌBS BoT Meeting: 13/02/24	Outcome
1	ACTION: Cilla to share contact details of relevant contacts with board members.	Completed
2	ACTION: Shaun to email his work from home hours outlining when he has more flexibility.	Completed
3	ACTION: Board to email Amanda with any feedback regarding the proposed structure for the google drive before 27 February 2024.	Completed
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.	Completed. Future action: Cilla to work with IT support and Vikki to complete security for google drive. Board confirmed access.
5	ACTION: Amanda to move documents over into new structure, ready to use for next board meeting - 1 week prior to next meeting.	Completed. Any feedback welcome to Amanda.
6	ACTION: Makere and Cilla to have board assurances as a standard item at their biweekly hui	Completed

	(commencing 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.	Completed - He will include the A.C. into his design.
8	ACTION: Makere to send 'your child's aspirations' questions to Cilla	Completed
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. 	Completed
10	ACTION: Cilla to go through strategic work with Makere prior to the next Springboard Trust meeting (29/02/24).	Completed
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.	Add to next meetings' action
12	ACTION: Cilla and Makere will work through the action plan	Completed
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 	Added to board meeting agenda
14	ACTION: Cilla to go through assurances with Makere	Completed
15	ACTION: Chris to look through December 2023 Financial Report and will raise any questions or queries with the board.	Completed
16	ACTION: Chris to review what resources/trips we spent in 2023 to approximate the amount it cost per child.	Completed

2. Google Drive

2.1. Security and Access to Google Drive discussed:

- Cilla will work with IT support and Vikki to complete security for ŌBS Board of

Trustees Google Drive:

- Ensure any previous board members or previous staff are removed from having access.
- Board of Trustees Leads to have access to their own folders.
- Board meeting folder is the main folder that needs to be open to all Board members.
- Meeting minutes need to be accessible to anyone
- HR and H&S should only be accessible to the Presiding Chair and Principal.
- Send any changes, suggestions and feedback to Amanda.

ACTION: Cilla to work with IT support and Vikki to complete security for ŌBS Board of Trustees Google Drive.

3. Principals Report

3.1. Strategic Plan

- Cilla has completed some updates to the Strategic Plan and requires Board approval. Cilla needs to review the School's vision for the Springboard Trust.

ACTION: Board to determine a time to meet to discuss the Strategic Plan and information Cilla needs for her Springboard meeting.

3.2 Monitoring and Review

Policy email regarding Term 1 policy reviews from Rebecca taken as read. Rebecca led the Board through the proposed policy changes and key discussion points were as follows:

Board:

- Te Tiriti o Waitangi policy:
 - "Taking all reasonable steps to make instruction available in tikanga Māori and Te Reo Māori". Our policy needs to clarify if it is 'instruction in' or 'instruction about' Te Reo Māori.
 - 'Local community' definition was discussed as meaning our local Māori community and referring to our 'local iwi environment'.
 - Recommendation to outline 'family and whānau' instead of just 'whānau'.

ACTION: 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 provide 'instruction in Te Reo Māori' in relation to this policy

- Board Responsibility policy:
 - When consulting on policies we need to clearly define what 'consulting' and 'major' mean.
- Phones Away policy:
 - Cilla has the phone policy ready to be released to the school community.

When communicating about this policy, it will be acknowledged that it has been derived from the government and the Board will welcome any comments and feedback back regarding the policy.

ACTION: Rebecca to 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 she will outline what has to be considered by the Board around manifestation of policy at a governance level.

- Documentation and Self-review policy:
 - Third bullet point regarding reporting questioned whether we define 'in what sort of times and what ways, and how' or do we leave it open. Board agreed to keep it open.
 - 'Board of Trustees performance': discussion about how the Board keeps themselves accountable and how they plan for it. ERO will bring this up too.

Principal:

- Parent Involvement policy:
 - Discussed how the Board does that most effectively.
- Reporting to Parents on School Planning and Reporting policy:
 - In terms of privacy, it was discussed that data captured should be kept at a governance level and is something to be discussed in consultation with our Māori whānau. The Board is keen to continue this discussion in the future and also discuss and decide on data sovereignty.

Cilla suggested weaving into the strategic plan by adding a goal to ensure these discussions continue to be implemented.

- ERO
 - ERO is checking in with Cilla on 20 March 2024 at 2pm to ensure the 'Phones Away' and the 'One hour Reading, Writing and Maths' policies have been implemented.

3.3. Financial Reports

Taken as read (Finance, Policy and Maintenance included)

MOTION: The 31 December 2023 ŌBS Finance Reports be accepted and that all outgoing expenses be approved.

Moved: Chris **Seconded:** Makere
Approved.

- January and February 2024 Financial Update: (Led by Cilla)
 - Cilla reported the School is down by 0.4FTE this year (equal to two school days); sick leave balances prove to be challenging as the changes have seen teachers and principals with large sick leave balances. Small incremental sick days are putting a lot of pressure on bank staffing. With 0.4 less FTTE we need to find ways to manage staffing that do not put

extra burden on teachers or the principal and meets the needs of our ākonga. The Board has committed to supporting the staffing of the school while the roll is low. Cilla is covering a CRT day a fortnight and any sickness where she is able, but this also puts pressure on her capacity. As a management team we are looking for creative ways to keep within our allocation. As the roll increases Cilla will make a request to resourcing to review our allocation.

- Board have recognised this as a blip and felt the bank staffing should be backed up by using the uncommitted funds. Board to back the Principal to use the funds for this. The funds will be tracked.

MOTION: The January/ February 2024 ŌBS Finance Reports be accepted and that all outgoing expenses be approved.

Moved: Chris **Seconded:** Cilla
Approved.

- Principal Leadership and Wellbeing Support Fund:
 - Cilla requested approval to spend \$6,000 from this fund to go towards Springboard, NZPF Conference (for Cilla) and WRPPA Conference (for Vikki only to attend).

MOTION: The board approves Cilla to spend the allocated money of \$6,000 from the Principal Leadership and Wellbeing Support Fund for Springboard, NZPF Conference and WRPPA Conference.

Moved: Makere **Seconded:** Shaun
Approved

- Financial Statements and Audit:

ACTION: Chris to review 2023 draft financial statements when received (before 31 March 2024).

ACTION: Board to approve the draft 2023 financial statements out of cycle before 31 March 2024.

MOTION: Board to delegate the power to approve the 2023 financial statements to the Principal and Presiding Member once audit adjustments are made, subject to the financial statements being approved in draft and agreed upon by the Board. To be completed by the 31st May 2024.

Moved: Rebecca **Seconded:** Niky
Approved.

- Financial update to the Board led by Chris. Key discussion points as follows:
 - Board financial updates to be reported back at a governance level ie. 'Summary of audit'. Chris to support Cilla further with the detail.
 - Uncommitted funds are in a healthy position.
 - This year's budget is in line with last year's budget. No major concerns.

MOTION: Board to approve 2024 Budget.

Moved: Makere **Seconded:** Shaun
Approved

- Fixed asset review:
 - Chris will support Cilla in completing a fresh draft for 2024. School asset value (refer to policy) - everything over \$1000 should be added.
 - Refer to KiwiPark Asset Management Policy [here](#)

ACTION: Cilla and Chris to draft up a Fixed Asset Review for 2024.

- Donations:
 - Chris reported back on what donations were in 2023:
 - \$220 per child, and \$200 per subsequent child
 - 2023 donation amount was approximately \$15,000. This money was put towards resources including: books, stationary, PE equipment, subscriptions, KiwiSport, classroom supplies, EOTC. Total cost of these resources was approx \$35,000.
 - Donation amount makes a significant difference to the schools operations and contributes to these additional resources being available for the children.
 - Approximately 70% donations are received.
 - Discussion around donation amount for this year. Board keen to see the change made this year to hold for the next few years, with the ability to forecast the amount to be captured in the budget. Discussion regarding an annual or termly amount.
 - Ensure that a 'pay-it-forward' option is outlined in the invoice that also goes out to all parents. Board discussed ensuring positive framing of wording. I.e. 'Of course you are very welcome to donate more...' / 'we are all in different circumstances'.

ACTION: 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.

MOTION: Board approves School donation fee to be \$300 per child and \$250 for any subsequent children.

Moved: Makere **Seconded:** Shaun
Approved.

3.4. Property

ACTION: Shaun to send Amanda his notes re: Property to be added to the minutes

- Shaun met with Sean and MoE representative - \$118,639.
- Sean recommended putting in a supplementary funding request for \$120,000 for the classrooms. Suggestion to get air tested for mold in Block B. To ensure there is a plan drawn up.
- Deck does not meet the standards and it is a priority to rectify it.
- OCTA - \$7000 is related to this project. Cilla pointed it out to Chris.
- Ngā iti Kahurangi - ŌBS has received approval for them to come and complete the update of classrooms (Rooms 4 and 5)
- The conductors do not meet Health and Safety standards and will be prioritized in the 5yr plan.

ACTION: Cilla keen to investigate a swing set, away from the junior playground, to provide an opportunity for self-regulation for children.

ACTION: Shaun to obtain a draft of the 10 Year Property Plan (10YPP) from Sean

3.5. Health and Safety

- Cilla notified the Board of a restraint that occurred. She has talked to the parents and the MoE learning support person regarding the incident. Cilla notified the Board that the restraint form was inaccessible at the time, and will complete it one week after the incident.

ACTION: Cilla to complete restraint form in regards to incident.

4. In-committee Discussion

4.1. In-committee discussion commenced at 20:48 and completed at 21.02pm

5. Board Personnel

5.1. Board Vacancy

- The Board of Trustees needs to fill a board position, completed by vote. Makere will apply for the refund.

ACTION: 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.

5.2. Presiding Member Update:

- Makere is requesting to take a sabbatical from the presiding member position as of 20 March 2024.

MOTION: The Board approves for Makere to take a sabbatical for the duration of the School Term 2 2024

Moved: Cilla **Seconded:** Rebecca
Approved

5.3. Appointment of Presiding Member:

- The Board now will need to appoint one of the existing board members to step into that position, before 20 March 2024.

MOTION: The Board unanimously approves Chris to step into the presiding member position for the duration of Term 2 2024.
Approved

ACTION: Makere and Chris to set up a meeting for an induction for presiding member position
6. Next Board Meeting: Tuesday, 14 May 2024
7. Closing Karakia <i>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.</i>

This is a true and accurate record of the meeting on: 19 March 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 FROM THE OBS BoT MEETING HELD 19/03/24	Who	When
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.	Cilla, Shaun	Before next board meeting
2	Cilla to work with IT support and Vikki to complete security for google drive.	Cilla	By start of Term 2
3	Board to determine a time to meet to discuss the strategic plan and information Cilla needs for her Springboard meeting.	Board	Date: tbc Before next Springboard meeting
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 provide 'instruction in te reo maori' in relation to this policy	Board	Before start of Term 2
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 manifestation of policy at a governance level.	Rebecca, Board	Before start of Term 2
6	Chris to review 2023 draft financial statements when received (before 31 March 2024).	Chris	Before 31 March 2024

7	Board to approve the draft 2023 financial statements out of cycle before 31 March 2024.	Board	Before 31 March 2024
8	Cilla and Chris to draft up a Fixed Asset Review for 2024.	Cilla, Chris	By 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.	Chris, Cilla	Before next board meeting
10	Shaun to send Amanda his notes re: Property to be added to the minutes	Shaun	Before start of Term 2
11	Cilla keen to investigate a swing set, away from the junior playground, to provide an opportunity for self-regulation for children.	Cilla	Before next board meeting
12	Shaun to obtain a draft of the 10 Year plan from Sean	Shaun	Before start of Term 2
13	Cilla to complete a restraint form in regards to the incident.	Cilla	29 March 2024
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.	Makere	Before start of Term 2
15	Makere and Chris to set up a meeting for an induction for presiding member position	Chris, Makere	Before start of Term 2