Owhiro Bay School Board of Trustees
Meeting Minutes
Date: 17 June 2025

TE KURA O Owhiro BAY SCHOOL
Rangatiratanga • Open-mindedness • Creativity • Kotahitanga • Success

1.1 Karakia, Whakawhanaungatanga

6:00 Nicole to talk about resolutions for grants - Grassroots and Pelorus Trust

Attendance

Board Members Present:

- **Dave Farrell**
- **Priscilla Scott**
- **Shaun Seabaluck**
- **Rebecca Barnes-Clarke**
- **Chris Loveday**
- **Nikora Clegg**

Board Members Absent / Apologies:

- **None**

Non-Board Members Present:

- **Nicole Straube**

Action: Cilla to contact the ministry again if we can employ someone who has the skills to complete the job, or do we have to employ Octa?

Management Fees Discussion

- **A total of $5,000 in potential management fees has been identified.**
- **This item will be discussed at the next board meeting, following an action assigned to Priscilla Scott (Cilla).**

Moved: Chris Loveday
Seconded: Dave Farrell

6:15 Regular meeting continues

1. **Administration**
Motion to approve: Resolutions
Motion to approve: Last BoT hui notes
Moved: Chris
Seconded: Cilla
Motion to approve:
Motion to approve:

1.1 **Conflict of Interest**

- **A conflict of interest register document has been created to formally record any current or future conflicts.**
- **Priscilla Scott (Cilla) declared a conflict of interest in relation to the resolutions of**

Policy Review Summary

- **All current policies have been reviewed and are broadly fit for purpose.**
- **Particular attention was given to the Emergency Management Plan, with the following discussion points:**
    - **Communication during an emergency needs further consideration.**
    - **The school does not currently use a social media platform for mass communication.**
    - **Parent contact is managed through Edge, the school management system.**
    - **The Emergency Management Plan is required to be reviewed annually.**

1.5 **Marketing**: Shaun update

School Values Review

- **The school is engaging with Obvious Marketing Company to support the values review and branding process.**
- **4–5 proposed dates are under consideration for initial sessions or workshops.**
- **Next actions will depend on stakeholder responses and feedback.**
- **A key objective is to weave the school's values into overall branding and communications.**
- **It was noted that adopting new values may incur additional costs, which are not currently budgeted.**

2. People

2.1 Staffing issues/concerns/celebrations

- Cilla Sabbatical application 2026
- STAFFING for 2026

Sabbatical Application – Priscilla Scott

- **Priscilla Scott (Cilla) presented a proposal to apply for a one-term sabbatical, with a focus on visiting Green Schools, particularly in Bali and New Plymouth.**
- **The sabbatical aims to explore:**
    - **Points of difference in education, such as a one-day forest/nature school model**
    - **Enhancing the school's sustainability and outdoor education focus**
    - **Bilingual learning opportunities**
- **The intention is to return with ideas that support innovation and differentiation in the school's future direction.**
- **Consideration was given to how the initiative would be resourced and how**

Conflict of Interest – Rebecca Barnes-Clarke

- **Rebecca Barnes-Clarke declared a conflict of interest relating to the matter under discussion, as it involves a Police Operation.**
- **As a result, she will abstain from participating in any decisions regarding this matter.**

School Road Crossing

- **The crossing outside the school was discussed, with a desire for it to be upgraded to a formal, properly designated crossing.**
- **A speed survey is planned to support this initiative and assess traffic risk.**
- **Concerns were raised about the potential impact of a new bus depot starting nearby, which could increase traffic volume and safety risks for students.**

Millipedes – Community Concern

- **The presence of invasive millipedes has been noted as an issue.**
- **A community meeting will be held to discuss this:**
  - **Date: Thursday, 3rd July 2025**
  - **Time: 7:30pm**
  - **Location: School Hall**

3. Strategic Planning

3.1 Strategic plan

Strategic Plan

- **Acknowledged that significant developments are currently underway in relation to the Strategic Plan.**
- **Priscilla Scott (Cilla) will review the Strategic Plan to ensure alignment with recent initiatives and changes.**

Correspondence Email Account

- **It was noted that no one currently has access to the official correspondence email account.**
- **Amanda previously managed this account.**
- **Follow-up is needed to regain access and assign responsibility moving forward.**

Action: Cilla will try and track down how to access it.

3.2 Workplan

- Review delegations (here is the last review from Feb 2023 BoT hui)

4.	**Any other business** - Swingset or other (WFAnderson and Parentlink) - -
5.	**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.*

Closing at 8:52 pm

This is a true and accurate record of the meeting on: (add date)

Presiding Member: Chris Loveday

Signed:

Date: 19/08/2025

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