Owhiro Bay School Board of Trustees
Meeting Minutes
Date: 18 February 2025

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

1. **Administration**

1.1 Karakia, Whakawhanaungatanga
Attending: Shaun, Niky, Cilla, Rebecca, Chris
Apologies: Dave, Amanda

1.2. Principals Report (taken as read and Finance, Policy and Maintenance included)

Start of Year Reflection & Updates
The year has started well overall, though we've had a few incidents that have required us to rethink some of our plans. Adjustments are being made to ensure smoother operations moving forward.

3-Way Conferences
- Particular focus on Māori students in response to Rongohia te Hau.

Website Updates
- There's a lot to add to the strategic plan section.
- Need to clarify what we want to showcase about our learning and the pedagogies we aim to promote.

Marketing
- Sarah is assisting with designing a flyer in Canva to distribute in early childhood centres and other key locations.

Giving Effect to Te Tiriti o Waitangi
- Our second session with Tamiti and Hariata has taken place.
- The sessions will likely only continue for half the year.

Kāhui Ako
- Discussions around this possibly being our last year of involvement.

PLD (Professional Learning & Development)
- Teaching and PLD are deeply intertwined.
- Currently, a lot is happening, making it challenging to coordinate.
- The differing COP dates make meeting schedules difficult.
- Cilla met with Helen Walls, who provided positive feedback for teachers.

Professional Growth Cycles
- Goals will be structured around literacy, maths, and well-being.

Emergency Drills
- Emergency drills are planned for week 7 or 8 of the term.

Attendance
- Cilla has added a section to the BOT report to track communication to parents about attendance. This will help monitor and address attendance concerns more effectively.

1.3 Finance
- The January and February reports will be combined.
- December's report has been received.

This is a true and correct record of the meeting: Signed_____ Date_____

- **Action**: Chris will review the 31 December 2024 report.
- If Chris has any concerns, he will bring them back to the BOT.

1.4 Policy:

- **Action**: Cilla to circulate Term 1 policy reviews with staff and whānau.

1.5 Property:

- Cilla will investigate cost differences for project management of ongoing projects (e.g., Octa and other providers).
- Octa has historical knowledge of our projects, which may be a factor in decision-making.
- Upcoming Projects:
  - Roofing work planned for Harakeke classrooms and the admin block, but this will not involve installing new roofs.
  - Harakeke classrooms will also undergo an upgrade as part of the planned improvements.
  - Painting quotes are being sought, with painting being a priority before carpet is laid in March. This will help ensure the spaces are ready for the carpet installation.
  - Mold testing and electrical remediation are still pending before proceeding with further work on the Harakeke classrooms and admin block.

Motion to approve: Last BoT hui notes: Shaun approved, Cilla seconded
Motion to approve:
Motion to approve:
Motion to approve:

2. People

2.1 Staffing issues/concerns/celebrations

- Amanda is settling in well.
- Cam is showing great confidence in his practice, which is fantastic to see.
- The school is well staffed, thanks to the BOT funding our 5th teacher.
- Cilla discussed the importance of balancing TA support across the school to ensure equitable support for students.
- Joey is working Fridays in Vikki's room for her management and CRT release.

2.2 Supporting Staff Well-Being

- Cilla seeks to model having a better work-life balance.

2.3 BoT Elections

- Niky suggests Marty Woodfield is asked if she would like to be the returning officer as she has experience of it.

2.4 Community engagement - any events coming up?

Meet the Teacher Evening

- Monday 17 February
- Good turnout, with positive engagement from families.

Whānau Hui

- Scheduled for Friday, 28 February around Rongohia te Hau.
- Cilla will streamline the questions for parents.
- BOT support for the evening – Shaun.

Hall space

- The hall is considered a community space.
- There are concerns about the state of some windows in the hall that may need attention.

This is a true and correct record of the meeting: Signed_____Date_____

3. Strategic Planning

3.1 Strategic plan

- **Out of Cycle Meeting**
  - A planning meeting was held in January.
  - Refer to notes from that meeting for details.
- **Values discussion**
  - Teachers had a discussion on values during the Teacher Only Day.
  - They developed the acronym WAKA:
    - Whanaungatanga
    - Aroha
    - Kotahitanga
    - Auahatanga
  - Teachers will talk to children about what they value to further develop shared understanding.
  - **Action**: Niky to get information back from teachers
- Plan for community consultation(s) - when and how??
  - our values
  - our data 2024
  - whānau Māori - aspirations and expectations for ākonga Māori/ what does success look like for us? - Coffee Morning?
  - survey first that is then discussed??

3.2 Work plan

3.3

3.4 BoT:

- Training (NZSTA) - any completed/ to be completed by board members?
  - COVID
  - Fatality prevention
- Concerns and complaints

4. Any other business

ERO Preparation

- This is a significant focus for Cilla.
- Ensuring our website is updated with relevant information, including our strategic plan and details about what learning looks like at our school.
- Attendance remains an area needing attention before ERO arrives.

Edge (Student Management System)

- The rollout has had some challenges, but we are making progress.
- Board elections this September
- 30 year anniversary of Joanne and Wendy! Board contribution.

Closed meeting at 8:45 pm

5. Closing Karakia

Tuia i runga, tuia i raro, tuia i roto, tuia i waho, tuia te here tangata,

ka rongo te po, ka rongo te ao, tihei mauri ora.

This is a true and accurate record of the meeting on: 18 February 2025

This is a true and correct record of the meeting: Signed _____ Date 27/03/25

Presiding Member: Chris Loveday

Signed:

Date:

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

This is a true and correct record of the meeting: Signed_____Date_____