Owhiro Bay School Board of Trustees
Meeting Minutes
25 March 2025

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

1. **Administration**

1.1 Karakia, Whakawhanaungatanga

Present: Chris, Dave, Shaun, Rebecca, Cilla, Nikora

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

- ERO Visit
  - ERO will be onsite for two days next week.
  - This has been a key focus for Cilla, who has been transferring documentation from Google Docs to Microsoft Office.
  - Cilla has provided extensive evidence, data, and documentation, covering:
  - Ongoing PLD (Professional Learning and Development)
  - Student behaviour management
  - School marketing and promotion
- Staff and Operations
  - Cilla is currently reviewing support staff contracts and has been in consultation with an NZEI representative.
  - There have been no formal complaints to the board; however, Cilla has Tineke's previous complaints log. There was discussion around the need for a more robust system for recording complaints.
- ERO Engagement
  - ERO may request to meet with the board during their visit.
  - A mihi whakatau will be held to welcome staff and the ERO team. The board is invited to attend. Cilla will confirm the time.
- Whānau Hui
  - Cilla reported feeling positive about the recent whānau hui.
  - Feedback from whānau was overwhelmingly positive.
- Te Reo Māori Implementation
  - Nikora introduced the new Te Reo Māori Implementation Plan.
  - This will be treated as a living document, regularly updated over time.
  - Rebecca noted that if high-quality resources are available, the school should prioritise purchasing them if they are fit for purpose and suit our local context
- The Board went into committee — 20 minutes (7:00pm-7:20pm)
- Property and Maintenance
  - It is agreed that Octa will continue managing maintenance work for the remainder of the year.
  - New carpet has been installed.
  - Interior painting is still pending.
    - **Action**: Gavin to provide a quote for painting during the holidays
  - Ortex wall lining is scheduled to be installed.

1.3 Finance

- Chris to update our current financial position
- There are flow-through items noted in the financial statement.
  - A liability of $38,000 is currently owed to the Ministry of Education (MOE).
  - The treatment of this liability is uncertain at this stage, and it will continue to be monitored.
  - The financial statement was sent directly to the auditors, bypassing the school for initial review.
- Financial Statement Approval
  - The board has decided not to approve the draft financial statements for the year ending 31 December 2024.
  - **Action**: Chris to follow up with AFS (Accounting for Schools) regarding next steps.
- Formerly approving 2025 budget which has a deficit of approximately $130,000
  - **Approved**: Shaun **Seconded**: Dave
- The board will make a decision on whether to reinvest term deposits at the board meeting held prior to their maturation.
  - **Action**: Cilla and Chris to meet with the finance officer

This is a true and correct record of the meeting: Signed _____ Date 08/04/2025

Motion to approve: Triennial election

- Board Elections
  - A date needs to be set for the upcoming board elections: Wednesday, 10 September 2025.
  - Rebecca, Chris, Shaun, and Nikora are all due for re-election.

Motion to approve: Staff celebration for Wendy - with alcohol available
- **Approved**: Chris **Seconded**: Dave
- Board to fund pizza for dinner
- $20 per head

2. People

2.1 Staffing issues/concerns/celebrations
- Wendy's 30th and Joanne's 30th

2.2 Supporting Staff Well-Being
- ensuring staff safety whilst we have some volatile students

2.3 BoT Elections
-

2.4 Community engagement - any events coming up?
- coffee truck end of term - Friday
- ongoing - don't need to ask board each time

3. Strategic Planning

3.1 Strategic plan
- Review final doc to go to MoE on 31 March and onto website

3.2 Work plan

3.3 BoT:
- Training (NZSTA) - any completed/ to be completed by board members?
- Concerns and complaints

4. Any other business

- **FINANCE** Discussion around term deposit and current cash balances
- Student behaviour and regulation
- ERO visit

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.

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

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 08/04/2025