Owhiro Bay School Board of Trustees
Meeting Minutes
Date: 29 July 2025 6.30pm

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

1. Administration / Key areas

1.1 Karakia, Whakawhanaungatanga

1.2 Attendees:

- Shaun Seabaluck (Chair)
- Dave Farrell
- Priscilla Scott
- Rebecca Barnes-Clarke
- Nikora Clegg
- Amanda Taylor (minutes)

1.3 Apologies:

- Chris Loveday

1.4 Approval of previous meeting minutes:

MOTION: Approval of Board of Trustees minutes for 17/06/25
Moved: Rebecca **Seconded:** Shaun
Approved.

1.5 Actions from previous meeting:

- Management fees for any work performed on the courts?
- Cilla to contact Kim Nikora re potential board/ staff hui
- Cilla to file confirmation of restraint training letter.
- Chris/ Cilla to perform asset register review
- Chris to contact auditors regarding the full year budget comment
- Chris/ Cilla to forecast out 2026 anticipated revenue streams
- Cilla to gain access to official correspondence email account
- Board member to attend next Parentlink meeting

ACTION: Actions from the previous meeting (17 June 2025) are to be reviewed by the Board at the next board meeting.

1.6 Conflict of interest register: Nil

2. Principals Report

(taken as read and Finance, Policy and Maintenance included)

2.1 Giving effect to Te Tiriti o Waitangi:

- Māori Achievement Collective: Cilla has contacted Kim Nikora and she is keen to facilitate a hui once board election is complete. Need considerable timeframe.

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

- Bank staffing was discussed to provide clarity for board members.
- Funding avenues were discussed around extra activities that are provided at the school. Recent funding applications included diving/ surf lifesaving, garden to table, court upgrade (received $15k - much lower than what was applied for).
- Parentlink funds discussed. Board will talk to parentlink about how and what the money is spent on. Agreed in principle to spend currently available parentlink money on swings.

ACTION: Cilla to write a proposal for swings and send out to board, to have ready for parentlink meeting.

ACTION: Shaun will discuss spending of money on swings at the next parentlink meeting.

2.6 Marketing

Update from Shaun:

- Three of four sessions with Obvious have been completed; the community session will be held next week. Keen to have at least 20 parents in attendance. A fifth session is available if needed, dependent on how the fourth session goes.

ACTION: Cilla and Shaun to discuss key people to invite to attend community session with Obvious.

2.7 Property

Update from Cilla:

- Concerns around hall maintenance were discussed and how to navigate it being a community asset. Emergency response funding may be available. The school will connect and partner with OMBA on how to best address the hall issues.

ACTION: Chris (acting as OMBA liaison) and Dave (Board representative) to connect with OMBA and discuss issues of the hall.

Update from Dave:

- Working through the maintenance list. Need to look into the warranty for window and door hardware. If they need ongoing maintenance, it should have been explained at the beginning and included into the cyclical maintenance.
- Working Bee coming up, a list of priorities needs to be established. Taking note if it would be more effective having regular maintenance occurring a few hours per week, or undertaking working bees etc instead.
- Maintenance and Health and Safety around the Boat to be captured in strategic document.

ACTION: Cilla and Dave to do a playground walk around before the next board

	- Tracking well. Keen to progress property audit to realign it.
5.	**Any other business** **ACTION:** Change board meeting from 2nd September to Wed, 3rd Sept at 6pm **ACTION**: Add 'staffing for 2026' to the next board meeting agenda for Cilla to talk to.
6.	**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.*

Meeting close: 8.30pm

This is a true and accurate record of the meeting on: 29/ 07/ 25

Presiding Member: Acting Presiding Member Shaun Seabaluck, Chris Loveday (absent)

Signed: PP

Date: 8/10/25

presiding member as at 8/10/25

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

ACTIONS FROM THE ŌBS BoT MEETING HELD 29/07/25		**Who**	**When**
1	Actions from the previous meeting (17 June 2025) are to be reviewed by the Board at the next board meeting.	All Board	At next board meeting
2	Cilla will organise an out-of-cycle Te Tiriti o Waitangi focused meeting with Kim and the board members to occur in the school holidays between Term 3 and 4.	Cilla	Before Term3/4 hols
3	Cilla to check the alert system is on the Child Protection Policy, to add if not.	Cilla	Before next board meeting
4	Rebecca and Cilla to schedule a time to work on the Health and PE statement together.	Cilla, Rebecca	Before next board meeting
5	Chris to share with Niky what she needs to do if she would like to stand again for the board as a teacher. Nominations close at noon on 6 August 2025.	Chris	Before 6 Aug
6	Chris to provide an update on the July Finances at the next board meeting.	Chris	At next board meeting
7	July and August Finance reports to be approved at the next board meeting.	All Board	At next board meeting
8	Cilla to write a proposal for swings and send out to board,	Cilla	Before next