Owhiro Bay School Board of Trustees
Meeting Minutes
Date: 3 Sept 2025 6.00pm

1. Administration / Key areas

1.1 Karakia, Whakawhanaungatanga

1.2 Attendees:

- Chris Loveday (Chair)
- Shaun Seabaluck
- Dave Farrell
- Priscilla Scott
- Rebecca Barnes-Clarke
- Hannah Sutton-Molnar (From 7pm onwards)
- Amanda Taylor (minutes)

1.3 Apologies:

- Nikora Clegg

1.4 Approval of previous meeting minutes:

MOTION: Approval of Board of Trustees minutes for 29/07/25
MOVED: Shaun **SECOND:** Cilla
Approved.

1.5 Actions from previous meeting to discuss: Nil

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:

- Kim Nikora workshop to be held on Monday, 22 September from 5 - 7pm.

  ACTION: Cilla to book Kim Nikora in for Te Tiriti o Waitangi workshop for 22/09/25 from 5-7pm.

- Kāhui Ako Hui (Held at ŌBS on 3 September 2025) - see summary here
  Kāhui Ako is being disbanded, members committed to keep the group together. Key benefits of the group included:
  - Relationship between primary and secondary schools
  - Access to further funding opportunities
  - Platform to share learnings

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2.3 Policy:

- The policies listed below were reviewed. Board agreed they looked good. Any additional comments are included:
  - Child Protection - Board review
  - Abuse Recognition and Reporting - Board review
  - Food and Nutrition
  - Safety Checking - Board review
  - Police Vetting
  - Missing Student Procedure
- As per policy, it is important for all Board members to have access to the ŌBS gmail email account.

ACTION: Cilla to organise all Board members have access to the ŌBS gmail email account. Rebecca will regularly check the gmail account.

2.5 Finance

MOTION: The June and July ŌBS Finance Reports were reviewed and approved.
Moved: Chris **Second:** Rebecca
Approved.

Update from Chris:

- July report looking healthy. Tracking well for personnel expenses. Substantial outgoings will occur in the coming months.
- Accounts for Schools: An operational decision for Cilla and Chris to work on.

Update from Cilla:

- Staff banking: Staffing review was completed. Staffing went up by 0.11, positive news. Cilla has clarity and can review every 2 weeks (dependent on influx of children).
- Cilla has drafted a letter to local businesses asking for support, she will share this with the board for review.

ACTION: Cilla to share her letter to local businesses seeking support with the board for review.

2.6 Marketing

Update from Shaun:

- *Obvious* were bought in to refresh the values and rebrand the school. Shaun has sent around the proposed ideas. Multiple huis have occurred.
- Board discussed the top proposed values. Notable points included:
  - Staff liked that 'success' wasn't specifically mentioned, proposals were more holistic.
  - When looking at the values from an operational lens WAKA and AWA came up really well.
  - The values need to be easily used and understood by the children.
  - 'Proud of place' was important to the staff.
  - Primarily three values were discussed as a good amount.
  - Values need to be mana enhancing

3.4 Community engagement/ Upcoming events:

- Whānau hui for Relationships and sexuality education occurring in Term 4.

4. Strategic Planning

4.1 Strategic plan

- Focus on curriculum design; Vicki and Cilla attending NZPF conference locally on 8-10 September.

4.2 Work plan

- Overall tracking well. Health consultation to move into Term 4. Engagement with Māori whānau consultation underway. Maintenance schedule completed.

4.3 Annual plan

- Annual plan will be completed. Cilla will meet with a couple of board members to review.

5. Any other business

5.1 Board elections:

- Board election has been completed:
  - The ŌBS Board is fully appointed. Chris will step down.
  - Board discussion to appoint a new presiding member.

Rebecca volunteered to be acting presiding member for the next 6 weeks. Shaun will then follow as presiding member. The Board unanimously agreed on this arrangement.

MOTION: Chris co-opted in to complete the finance function.
Moved: Becs **Second:** Shaun

5.2 NZSBA Training:

- Upcoming online workshops coming up, including one for new board members.

5.3 Parentlink:

- Shaun attended Parentlink meeting and gave an update on what ŌBS had spent Parentlink money on. Parentlink would like to see the 5 year plan and for regular board member attendance at their meetings, to provide an update.

1	Cilla to book Kim Nikora in for Te Tiriti o Waitangi workshop for 22/09/25 from 5-7pm.	Cilla	Before 12 Sept
2	Cilla to record all the key issues the school has had as a user of Edge (referring to above key points), and meet with the Edge team to discuss. Then bring information back to the Board at the next board meeting.	Cilla	Before/At next board meeting
3	Cilla to organise an out-of-session with the Board to discuss teaching staffing.	Cilla	Before next board meeting
4	Cilla to organise all Board members have access to the ŌBS gmail email account.	Cilla	Before next board meeting
5	Cilla to share her letter to local businesses seeking support with the board for review.	Cilla	Before next board meeting
6	Shaun will go away and connect with Obvious to put an operational lens over the values also - how adults connect and children understand and use the values.	Shaun	Before next board meeting
7	Shaun will condense the document down and will summarise this Board discussion and will send it out to the Board. Cilla will send the document on further for Māori consultation.	Shaun, Cilla	Before 5 Sept
8	Cilla to draft a letter to send to MoE, Chris to review.	Cilla, Chris	Before next board meeting
9	Dave to attend regular Parentlink meetings to provide ŌBS Board of Trustees updates.	Dave	At parentlink meeting
10	Chris will respond to Island Bay School regarding feedback of recapitation. Cilla will talk with the school principal.	Chris, Cilla	Before next board meeting
11	Board to organise a get together to celebrate Chris's service on the Board.	Cilla	Before next board meeting

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