

**Minutes of the February General Meeting of the
Board of Trustees of Otamatea High School held on
Thursday 23 February, 2017**

VENUE: Otamatea High School
DATE: Thursday 23 February, 2017
TIME: 6.08pm
VENUE: Te Whare o Rongo
PRESENT: R. Clothier-Simmonds, L. Smart, W. Maclennan, G. Connelly and H. Anderson.
IN ATTENDANCE: N. Donaldson
APOLOGIES: G. Connelly

“That the apology be accepted.”

Moved: L. Smart

CARRIED

The meeting moved into Non-Public Business. (6.11pm)

MOTION:

“That in terms of the Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss a matter relating to students and/or staff members and for that reason the discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2)(a) of the Official Information Act, 1982.”

Moved: L. Smart

CARRIED

MOTION:

“That the Board resolves that pursuant to section 48. (5). & (6). of the Local Government Official Information and Meetings Act 1987 Nikki Donaldson be permitted to remain at this meeting as Minutes Secretary after the public has been excluded.”

Moved: L. Smart

CARRIED

The meeting moved out of non-public business (6.48pm)

Mr Roger Bull joined the meeting at 6.49pm

MATTERS OF DIRECT CONCERN:

Item 1. Election of Officers

MOTION:

“That the Otamatea High School Board of Trustees discussed the Twin Coast Community of Learning and agreed to delegate and appoint Llew Smart as the committee representative.”

Nominated: L. Jones

Seconded: G. Jenkins

All in favour CARRIED

L. Smart accepted this position and we duly elected.

- Incorrect reporting in media regarding preschools being included in the COL.
- R. Clothier-Simmonds to raise the option of inclusion of preschools into COL including Kura Kupapa. This would not be funded.

Item 2. The Chairman called for any conflict of interest pertaining to any meeting agenda items as posted. Nil

Item 3. Chairman to call for any adjustments to agenda items or placement ie: non-public/public discussions

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Thursday 26 January, 2017 be signed as a true and accurate record of the meeting."

Moved: G. Jenkins

Seconded: R. Clothier-Simmonds

CARRIED

MATTERS ARISING FROM FULL BOARD MEETING:

- Safe Food Act 2014 – OHS must be compliant by 2018
- Board training workshops (individuals to register themselves)
- R. Clothier-Simmonds and L. Jones Community Consultation on 30 May
 - R. Clothier-Simmonds and L. Jones (tbc) and L. Smart (tbc) Financial 23 March
 - G. Connelly to request Treaty of Waitangi, Finance and Effective Governance training to be held at OHS. Term 2 is preferable.

CORRESPONDENCE:

MOTION:

“That the inwards correspondence be accepted and the outwards correspondence be approved.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

- H. Anderson/R. Clothier-Simmonds to organise for the prefects to promote the health services available at the school at a future assembly
- R. Clothier-Simmonds to work on providing stats to Ministry of Social Development. Advice given from L. Jones on some ways of reporting whilst ensuring confidentiality.

ACTION LIST:

- Completed items to be removed and items requiring further action to remain.

MATTERS ARISING FROM THE ACTION LIST:

(NB: There may be some discussion deferred to Public Excluded Business)

- Meet to perform Principal's Appraisal after the Charter has been accepted. Looking to set up before the end of next term.

Need to review the Meet the Whanau evening.

- Has worked well previously when parents receive a personal phone call invitation (PTCA)

PRINCIPAL'S REPORT:

MOTION:

"That the Principal's Report for February 2017 be approved."

Moved: L. Jones

Seconded: G Jenkins

CARRIED

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

Charter

- L. Jones would like to see 'a striving for excellence' – values included/focus in future Charter.
- L. Jones would like some reference 'improving student engagement' so as not to lose the focus of student engagement.
- R. Clothier-Simmonds to look for any clues in Student Engagement Survey for ways to assist in improving student engagement.

Analysis of Variance

- Mention stability of staff in the Maths department 2017 after instability in 2016.
- Mention plan in place in relation to 'catching up the students'. MST training for E. Snelling to target students in small groups.

MOTION:

“That the Board of Trustees approve the Charter February 2017 including the Strategic Plan, Long Term Plan and Annual Plan submission to the Ministry of Education.”

Moved: R. Clothier-Simmonds

Seconded: W. Maclennan

CARRIED

MOTION:

“That the Board of Trustees approve the Analysis of Variance for 2016 (with the recommendations for adjustments as discussed) for submission to the Ministry of Education.”

Moved: L. Jones

Seconded: H. Anderson

CARRIED

- Results will be sent as a media release once National results are posted.

FINANCE REPORT: Nil

GENERAL BUSINESS:

Item 1: Board Reports

MOTION:

“That the Careers Action Plan (EV) be accepted.”

Moved: G. Jenkins

Seconded:

CARRIED

MOTION:

“That the ICT Action Plan (MC) be accepted.”

Moved: L. Jones

Seconded: R. Clothier-Simmonds

CARRIED

Item 2: Proposed new Board member

MOTION:

“That the Board of trustees will fill the trustee vacancy by selection.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED

- R. Clothier-Simmonds to publish vacancy being filled by selection.

Roger Bull left the meeting at 8.24pm

The meeting moved into Non-Public Business. (8.23pm)

MOTION:

“That in terms of the Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wishes to discuss a matter relating to students and/or staff members and for that reason the discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2)(a) of the Official Information Act, 1982.”

Moved: L. Smart

CARRIED

MOTION:

“That the Board resolves that pursuant to section 48. (5). & (6). of the Local Government Official Information and Meetings Act 1987 Nikki Donaldson be permitted to remain at this meeting as Minutes Secretary after the public has been excluded.”

Moved: L. Smart

CARRIED

MOTION:

“That the meeting move out of non-public business.”

Moved: L. Smart

CARRIED

MOTION:

“That the decisions made in non-public business be confirmed.”

Moved: L. Smart

CARRIED

Meeting closed: 9.25pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____