

**Minutes of the January General Meeting of the
Board of Trustees of Otamatea High School held on
Thursday 26 January, 2017**

VENUE: Otamatea High School
DATE: Thursday 26 January, 2017
TIME: 6.00pm
VENUE: Te Whare o Rongo
PRESENT: R. Clothier-Simmonds, L. Smart, W. Maclennan, G. Jenkins and G. Connelly.
IN ATTENDANCE: N. Donaldson

APOLOGIES:

Libby Jones and Holly Anderson

“That the apologies be accepted.”

Moved: L. Smart

CARRIED

MATTERS OF DIRECT CONCERN:

Item 1. Election of Officers

Nikki Donaldson to take the chair for the election of Chairperson.

Chairperson: L. Smart

Nominated: G. Jenkins

Seconded: G. Connelly

L. Smart accepted this position and was duly elected and took the Chair for the remainder of the meeting.

Deputy Chairperson: L. Jones

Nominated: G. Connelly

Seconded: G. Jenkins

L. Jones accepted this position (via email) and was duly elected.

Secretary: G. Connelly

Nominated: L. Smart

Seconded: R. Clothier-Simmonds

G. Connelly accepted this position and was duly elected.

Chairperson Finance: L. Smart

Nominated: G. Connelly

Seconded: W. Maclennan

L. Smart accepted this position and was duly elected.

Chairperson Property: L. Smart

Nominated: G. Connelly

Seconded: W. Maclennan

L. Smart accepted this position and was duly elected.

Chairperson Student Support: W. Maclennan

Nominated: R. Clothier-Simmonds

Seconded: G. Jenkins

W. Maclennan accepted this position and was duly elected.

Chairperson Personnel: L. Jones

Nominated: L. Smart

Seconded: G. Connelly

L. Jones to accept/decline this position prior to the February meeting.

Nominated person to sit on the Governance panel of the COL

To be placed on February Agenda. The first meeting is Monday 27th February.

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. Nil

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Thursday 24 November, 2016 be signed as a true and accurate record of the meeting."

Moved:G. Connelly

Seconded: G. Jenkins

CARRIED

MATTERS ARISING FROM FULL BOARD MEETING:

- G. Connelly is still waiting on response from NZSTA regarding Effective Governance training.
- G. Connelly to provide a letter of thanks to E. van den Berg for November 2016 report
- R. Clothier-Simmonds to follow up the safe foods act regulations and practices with Y. Gee (café/canteen/hospitality).

CORRESPONDENCE:

MOTION:

"That the inwards correspondence be accepted and the outwards correspondence be approved."

Moved: G. Connelly

Seconded: W. Maclennan

CARRIED

MATTERS ARISING FROM CORRESPONDENCE: Nil

ACTION LIST:

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

MATTERS ARISING FROM THE ACTION LIST: To be completed in NPB
(NB: There may be some discussion deferred to Public Excluded Business)

PRINCIPAL'S REPORT:

MOTION:

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

Moved: G. Jenkins

Seconded: G. Connelly

CARRIED

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

- A letter of appreciation from the Board of Trustees to be sent to D. Cornhill-Davies regarding the excellent comments from the auditors (processes in place) also the extra work that goes in to preparing the budget and financial information to the board.
- R. Clothier-Simmonds updated the Board on the Norrcom migration and move to a cloud based system and change to Norrcom from New Era.
- A letter of appreciation from the Board of Trustees to be sent to M. Crisp regarding the additional hours in supporting Norrcom over holiday period.
- Board of Trustees to approve the Charter, Annual Plan, Strategic Plan at the February meeting. Board to inform R. Clothier-Simmonds prior to the Agenda meeting of any recommendations for changes.

FINANCE REPORT: Draft Budget found in NPB January documents

GENERAL BUSINESS:

Item 1: Financial Delegations

MOTION:

"That the Board of Trustees have reviewed, amended (Change R. Millar to L. Jones Add word permanent to 1) d Board delegations to Principal) and ratified F 2.3 Financial Delegations."

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

Item 2: Board Reports

MOTION:

“That the OHS Grounds and Maintenance Department January 2017 (Public) (RR) be accepted.”

Moved: G. Jenkins

Seconded: G. Connelly

CARRIED

- Next meeting visit the Alt Ed classroom prior to start of meeting.

Item 3: CALM Survey

Results were discussed. Trustees found the information a little confusing. It was agreed that there needs to be some extra thought and different methods used when surveying the community in the future.

Receiving community feedback at major school events has been added as part of the Annual Plan

The meeting moved into Non-Public Business. (7.39pm)

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 (9.05)

MOTION:

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

Moved: L. Smart

Seconded:

CARRIED

MOTION:

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

Moved: L. Smart

Seconded:

CARRIED

Meeting closed: 9.20pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____