



Board of Trustees **Public January Meeting MINUTES**

VENUE: Otamatea High School Library
DATE: Wednesday 25 January, 2023
TIME 6.00pm
INVITED: L. Smart, D. Smyth, M. Browne, R. Bull (via Google meet), K. van Harlingen, B. Alison and S. van Harlingen.
IN ATTENDANCE: N. Donaldson
APOLOGIES: D. Alcock

MOTION:
“That the apology be accepted.”

Moved: L. Smart

CARRIED

ALL IN FAVOUR

MATTERS OF DIRECT CONCERN:

MOTION:
“That the Board of Trustees co-opt Kim Phillips on to the Otamatea High School Board of Trustees for the current 3 year term.”

Moved: L. Smart

CARRIED

ALL IN FAVOUR

K. Phillips joined the meeting 6.10pm

Item 1. The Chairman called for any conflict of interest pertaining to any meeting agenda items as posted.

Nil

Item 2. Chairman to call for any adjustments to agenda items or placement ie: non-public/public Discussions

Nil

Item 3. Election of Officers

D. Smyth to take the chair for the election of Chairperson.

Chairperson: L. Smart

Nominated: D. Smyth

Seconded: B. Alison

Chairperson: K. van Harlingen

Nominated: M. Browne

K. van Harlingen declined the nomination

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

Deputy Chairperson: K. van Harlingen

Nominated: D. Smyth

Seconded: L. Smart

K. van Harlingen accepted this position and was duly elected.

Secretary: D. Alcock

Nominated: L. Smart

Seconded: B. Alison

D. Alcock accepted this position (previously agreed if nominated) and was duly elected.

Chairperson Finance: K. van Harlingen

Nominated: L. Smart

Seconded: D. Smyth

K. van Harlingen accepted this position and was duly elected.

Chairperson Property: L. Smart

Nominated: D. Smyth

Seconded: R. Bull

L. Smart accepted this position and was duly elected.

Chairperson Student Support: L. Smart

Nominated: D. Smyth

Seconded: K. van Harlingen

L. Smart accepted this position and was duly elected.

Chairperson Personnel: K. van Harlingen

Nominated: L. Smart

Seconded: D. Smyth

K. van Harlingen accepted this position and was duly elected.

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 7 December, 2022 signed as a true and accurate record of the meeting.”

Moved: M. Browne

Seconded: K. van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

INWARDS

12 December

Education Gazette

Volume 101 No 16

OUTWARDS

MOTION:

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

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

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)

Action: D. Smyth to create an Agenda template for the Board committees

Action: D. Smyth to ensure a permanent Agenda item is place on the Finance committee Agenda – conduct twice termly payroll procedure

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report to the Otamatea High School Board of Trustees January 2023 be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL’S REPORT:

MOTION:

“That the Board of Trustees agree to modify the uniform regulations to allow a single nose stud to be worn for Year 9 & 10 students.”

Moved: S. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

MOTION:

“That the Board of Trustees agree to modify the uniform regulations to read all students may wear a single necklace at the discretion of the principal.”

Moved: S. van Harlingen

Seconded: M. Browne

CARRIED

All in favour

FINANCE COMMITTEE REPORT:

MOTION:

“That the Finance Committee minutes of 18 January be ratified.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

GENERAL BUSINESS:

Item 1: Policy Review (3 year review cycle)

Action: Board to review policies prior to APRIL meeting Term 1 2023 - **SchoolDocs** Policies are due for review:

- Legislation and Administration Policy (Board Review)
- Student Attendance
- Enrolment
- Privacy (Board Review)
- Official Information Requests (Board Review)
- Uniform / Dress Code

Item 2: Updated Board Delegation of Authority

MOTION:

“That the Board of Trustees reviewed, updated and ratified the Board Delegation of Authority 25 January 2023.”

Moved: D. Smyth

Seconded: R. Bull

CARRIED

All in favour

Item 3: Updated Financial Delegations

“That the Board of Trustees reviewed, amended and ratified the Financial Delegations 25 January 2023.”

Moved: D. Smyth
CARRIED
All in favour

Seconded: K. van Harlingen

Item 4: Updated Finance Committee Terms of Reference 2023

“That the Board of Trustees reviewed, amended and ratified the Finance Committee Terms of Reference 25 January 2023.”

Moved: D. Smyth
CARRIED
All in favour

Seconded: K. van Harlingen

Item 5: Summary Draft Budget (Statement of Comprehensive Revenue and Expense) presented

Item 6: Approval for Draft Charter (Strategic, Three Year and Annual Plan)

MOTION:

“That the Draft 2023 Charter (Strategic, Three Year and Annual Plan) as presented be approved.”

Moved: B. Alison
CARRIED
All in favour

Seconded: K. van Harlingen

Item 7: Draft Resolution for rental properties

MOTION:

“That all revenues, less expenses, from the four rental properties, be reinvested into the maintenance, repairs and upgrading of these properties.”

Moved: K. van Harlingen
CARRIED
All in favour

Seconded: B. Alison

Item 7: Overnight EOTC applications

MOTION:

“That the EOTC application IN PRINCIPLE for the Year 12 Business Economics trip at Wellington on 26 April – 30 April (overnight 26, 27, 28, 29 April) be accepted.”

Moved: D. Smyth
CARRIED
All in favour

Seconded: S. van Harlingen

The meeting moved into Non-Public Business. (8.05pm)

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

All in favour

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

All in favour

The meeting moved out of non-public business (9.20pm)

MOTION:

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

Moved: L. Smart

CARRIED

All in favour

MOTION:

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

Moved: L. Smart

CARRIED

All in favour

Meeting closed: 9.22pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:
