



Board of Trustees PUBLIC Business Meeting May **MINUTES**

VENUE: Otamatea High School Library  
DATE: Wednesday 17 May, 2023  
TIME 6.04pm  
PRESENT: L. Smart, D. Smyth, M. Browne, R. Bull, 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:

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

- B. Alison – PPTA Strike

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

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 5 April, 2023 be signed as a true and accurate record of the meeting.”

Moved: R. Bull

Seconded: B. Alison

**CARRIED**

**All in favour**

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

**INWARDS**

3 April

Education Gazette

Volume 102 No 4

24 April	Education Gazette	Volume 102 No 5
21 April	PPTA	Strike Action
1 May	PPTA	Strike Action
5 May	PPTA	Strike Action
8 May	PPTA	Strike Action
14 April	MoE	Enrolment Scheme Ballot dates
16 March	MoE	Enrolment Scheme Ballot dates

## OUTWARDS

### MOTION:

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

Moved: K. van Harlingen

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

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

### DECISION:

- That the Board of Trustees will work together to formulate a plan for community consultation. The first meeting will be Thursday 1 June, 2023 at 6pm in library.

### PRINCIPAL’S REPORT:

### MOTION:

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

Moved: K. van Harlingen

Seconded: M. Browne

**CARRIED**

**All in favour**

### MATTERS ARISING FROM PRINCIPAL’S REPORT:

### FINANCE:

### MOTION:

“That the Finance Report March, 2023 be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

**CARRIED**

**All in favour**

FINANCE COMMITTEE REPORT:

MOTION:

"That the Finance Committee minutes of 10 May, 2023 be ratified."

Moved: K. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

MATTERS ARISING FROM THE FINANCE COMMITTEE MINUTES: Nil

GENERAL BUSINESS:

**Item 1: Term 1 Policy Review (3 year review cycle)**

MOTION:

"That the Board of Trustee approve the reviewed/updated policies:

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

Moved: D. Smyth

Seconded: B. Alison

**CARRIED**

**All in favour**

**Item 2: Other Updated/ New Policies**

MOTION:

"That the Board of Trustee review and approve the updated Draft Firearms Policy with the following amendment Firearms must always be transported in compliance with current legislation."

Moved: M. Browne

Seconded: D. Smyth

**CARRIED**

**All in favour**

MOTION:

"That the Board of Trustees review and approve the updated Physical Restraint Policy."

Moved: D. Smyth

Seconded: R. Bull

**CARRIED**

**All in favour**

**Action:** Physical Restraint Policy Agenda item for next meeting – further discussion

MOTION:

“That the Board of Trustees review and approve the new Reducing Student Distress Policy”

Moved: D. Smyth

Seconded: L. Smart

**CARRIED**

**All in favour**

MOTION:

“That the Board of Trustee review and approve the new Acceptable Physical Contact Policy”

Moved: D. Smyth

Seconded: L. Smart

**CARRIED**

**All in favour**

### **Item 3: Term 2 Policy Review (3 year review cycle)**

Board to review the following policies prior to the July meeting Term 2 2023: School Docs Policies due for review are:

- EOTC Safety Management
- EOTC Planning and Review
- EOTC Risk Management
- EOTC Roles and Responsibilities
- EOTC External Providers
- EOTC Staff Competence
- EOTC Process
- EOTC Forms

### **Item 4: Management Reports**

MOTION:

“That the Term 1, 2023 Teaching and Learning Report (HC) be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

**CARRIED**

**All in favour**

MOTION:

“That the Term 1, 2023 Pastoral Care Report (AC) be accepted.”

Moved: K. van Harlingen

Seconded: D. Smyth

**CARRIED**

**All in favour**

MOTION:

“That the Term 1, 2023 Student Achievement Report (NC) be accepted.”

Moved: D. Smyth

Seconded: R. Bull

**CARRIED**  
**All in favour**

MOTION:

“That the Term 1, 2023 Property Progress Report (RR) be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

**CARRIED**  
**All in favour**

**Item 5: Email motion**

MOTION:

“That the email motion ‘The Otamatea High School Board of Trustees agree to apply for funding to Oxford Sports Trust Inc to the value of \$5390.13 excluding gst to help fund the event and travel costs of the Upper North Island Secondary School Netball Tournament in Hamilton from 28 August 1 September 2023.’ be ratified.”

Moved: M. Browne

Seconded: B. Alison

**CARRIED**  
**All in favour**

**Item 6: Overnight EOTC applications**

MOTION:

“That the EOTC application IN PRINCIPLE for the L3 Hospitality Assessment at MIT 26 June – 27 June, 2023 (overnight 26 June, 2023) be accepted.”

Moved: D. Smyth

Seconded: K. van Harlingen

**CARRIED**  
**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the L3 Hospitality Assessment at MIT 11 September – 12 September, 2023 (overnight 11 September, 2023) be accepted.”

Moved: D. Smyth

Seconded: R. Bull

**CARRIED**  
**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the DoE Silver Qualifier to Tongariro Northern Circuit 4 June – 6 June, 2023 (overnight 4 & 5 June, 2023) be accepted.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**  
**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the DoE Silver Practice tramp to Cape Brett 25 May – 26 May, 2023 (overnight 25 May, 2023) be accepted.”

Moved: R. Bull

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the UNISS to Hamilton 27 August to 2 September, 2023 (overnight 27, 28, 29, 30,31 August and 1 September 2023) be accepted.”

Moved: D. Smyth

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the AIMs games 3x3 basketball school tournament to Tauranga 1 September – 4 September, 2023 (overnight 1, 2, 3 September, 2023) be accepted.”

Moved: M. Browne

Seconded: B. Alison

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the for the AIMs games Netball Year 7 &8 intermediate school Tournament to Tauranga 3 September – 8 September, 2023 (overnight 3, 4, 5,6,7 September, 2023) be accepted.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 7: Staff Flu Vaccinations**

MOTION:

“That the Board of Trustees agree to fund staff flu vaccinations for 2023.”

Moved: K. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

MOTION:

“That the Board of Trustees agree to staff flu vaccinations to be a budget line from 2023 onwards.”

Moved: K. van Harlingen

Seconded: D. Smyth

**CARRIED**

**All in favour**

*The meeting moved into Non-Public Business. (8.27pm)*

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**

*D. Smyth declared a conflict of interest and left the meeting at 9.25pm*

The meeting moved out of non-public business (9.30pm)

MOTION:

“That the meeting moved 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: 9.31pm

Chairperson

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

Signed: \_\_\_\_\_

Date: \_\_\_\_\_