

Minutes of the Otamatea High School Board of Trustees meeting held on

Wednesday 10 April, 2019

VENUE: Otamatea High School

DATE: Wednesday 10 April, 2019

TIME 6.30pm

VENUE: Administration Meeting Room

PRESENT: L. Smart, R. Clothier-Simmonds, L. Jones, G. Jenkins, R. Bull, W. Maclennan and H. Linton.

IN ATTENDANCE: N. Donaldson

APOLOGIES: Nil

MATTERS OF DIRECT CONCERN:

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

- N. Donaldson to share again the Register of Interest for Board members to complete.

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

**Item 3.** Board hours sheet completion (transferred to excel file)

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 27 February, 2019 be signed as a true and accurate record of the meeting."

Moved: W. Maclennan

Seconded: G. Jenkins

**CARRIED**

**Unanimous**

MATTERS ARISING FROM FULL BOARD MEETING: Nil

CORRESPONDENCE:

**Inwards:**

25 February

Education Gazette

Volume 98 Number 3

11 March

Education Gazette

Volume 98 Number 4

25 March

Education Gazette

Volume 98 Number 5

Jan/Feb

STA NEWS

Volume 289

March

STA NEWS

Volume 270

March

NZSTA

Returning Officer Handbook 2019-2022

**Outwards:**

28 February	Molly Curnow	Congratulations on scholarship result
28 February	Nicky Cotching	Appreciation of work as HELA
28 February	Unichem MGT	Thank you for donation of sunscreen
28 February	Libby Jones	Appreciation of work on BoT pamphlet
28 February	Nikki Donaldson	Appreciation for work on BoT pamphlet

**MOTION:**

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

Moved: L. Jones

Seconded: R. Bull

**CARRIED**

**Unanimous**

**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)

- Rongo Reflective Garden – L. Smart to attend the meeting on 1<sup>st</sup> May at 1pm
- Richard, Traci, Alexandra, Jean, Deans, Paul to be involved in the planning/approval of plans

**PRINCIPAL’S REPORT:**

**MOTION:**

“That the Principal’s Report for April 2019 be approved.”

Moved: G. Jenkins

Seconded: R. Bull

**CARRIED**

**Unanimous**

**MATTERS ARISING FROM THE PRINCIPAL’S REPORT:**

- Great initiative getting involved in Gumboot Friday. L. Jones will connect with the Health Council via H. Linton for the NDHB.

**FINANCE REPORT: Nil**

**GENERAL BUSINESS:**

**Item 1: Board policy review and ratification**  
Policy and procedure review as per plan

## A6 Timetable policy

- A6 TIMETABLE POLICY
- 1.0 A school timetable is developed annually
- i. to meet the learning needs of every student,
  - ii. to meet the requirements of the New Zealand Curriculum,
  - iii. to comply with the Secondary Teachers Collective Agreement
  - iv. to allocate resources responsibly

Ratified 04/04/2013 (BoT)  
Reviewed/amended/ratified 30/06/2016 (BoT)  
Reviewed/amended June 2017 (DS)  
Reviewed/ratified 26/06/2017 (BoT)

### MOTION:

“That the Board of Trustees have reviewed and ratified A6 Timetable policy.”

Moved: W. Maclennan

Seconded: G. Jenkins

**CARRIED**

**Unanimous**

## A1 Teaching and Learning

- A1 TEACHING AND LEARNING
- 1.0 Otamatea High School will foster student achievement by delivering programmes that meet the learning needs of every student to reach their potential.
- 1.1 Otamatea High School will provide teaching and learning programmes that incorporate the NZ Curriculum.
- 1.2 Programmes will be challenging, will ensure breadth and depth of learning and will enable success in all the essential learning and skill areas.
- 1.3 Students will be given the opportunity to be actively involved in a wide range of co-curricular activities.

Ratified 04/04/2013 (BoT)  
Ratified 31/03/2016 (BoT)  
Reviewed June 2017 (DS)  
Reviewed/ratified 26/06/2017 (BoT)

### MOTION:

“That the Board of Trustees have reviewed, ammended and ratified A1 Teaching and Learning policy.”

Moved: L. Jones

Seconded: R. Bull

**CARRIED**

**Unanimous**

## C1 Health and Safety

C1 HEALTH AND SAFETY

1.0 The Board and Senior Leadership Team will take all practical steps to provide a safe physical and emotional environment for employees, students, visitors and contractors to the school.

Ratified 04/04/2013 (BoT)  
Reviewed/ratified 18/12/2014 (BoT)  
Reviewed 03/03/2017 (KG)  
Reviewed/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified C1 Health and Safety policy.”

Moved: R. Clothier-Simmonds

Seconded: R. Bull

**CARRIED**

**Unanimous**

**Item 2: Physical Education Tee-shirt change**

Proposal from Bruce Alison, HELA Health and Physical Education

MOTION:

“That the Board of Trustees approve, in principle, the change over from the current PE T-shirts to the Proform T-shirt by Unlimited Editions as proposed by B. Alison. This change will be phased in from 2020 with new style compulsory for 2021. Confirmation of change to be made after consultation/sample provided to R. Clothier-Simmonds and H. Linton for approval.”

Moved: L. Jones

Seconded: R. Clothier-Simmonds

**CARRIED**

**Unanimous**

**Item 3: 2019 Board of Trustee Election**

Succession planning was discussed.

**Item 4: Property**

Update of building projects

**Item 5: Uniform Hats and Sandals**

Options for new sandals and bucket hats

- H. Linton to go back to the Student Council to seek feedback on a girl’s hat if they will not wear the bucket hat. Also look into options for hat with bigger brim.
- Add the sandal option to the uniform catalogue.
- Purchase a selection of sizes Number 1 shoes sandal for exchange.

**Item 6: Overnight EOTC**

**MOTION:**

“That the EOTC application IN FULL for L2 SPLD and L3 PHED to OPC in Tongariro 16 – 21 June, 2019 (overnight 16, 17, 18, 19, 20 June) be approved.”

Moved: G. Jenkins

Seconded: W. MacLennan

**CARRIED**

**Unanimous**

**MOTION:**

“That the EOTC application IN FULL for L1 Primary Industries and Green to Gold to Feildays 12 – 13 June, 2019 (overnight 12 and 13 June) be approved.”

Moved: L. Jones

Seconded: H. Linton

**CARRIED**

**Unanimous**

**MOTION:**

“That the EOTC application IN FULL for L2 and L3 Tourism to Rotorua 23 – 25 June, 2019 (overnight 23, 24 June) be approved.”

Moved: G. Jenkins

Seconded: H. Linton

**CARRIED**

**Unanimous**

The meeting moved into Non-Public Business. (8.37pm)

**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**

**Unanimous**

**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**

**Unanimous**

The meeting moved out of non-public business (10.33pm)

MOTION:

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

Moved: L. Smart

**CARRIED**

**Unanimous**

MOTION:

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

Moved: L. Smart

**CARRIED**

**Unanimous**

Meeting closed: 10.34pm

Chairperson

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

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

Principal

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

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