

Minutes of the August Board of Trustees meeting held on

Wednesday 8 August, 2018

VENUE: Otamatea High School

DATE: Wednesday 8 August, 2018

TIME 6.05pm

VENUE: Administration Meeting Room

INVITED: L. Smart, R. Clothier-Simmonds, L. Jones, G. Jenkins, R. Bull, W. Maclennan, A. Parr

IN ATTENDANCE: N. Donaldson

APOLOGIES: N. Peele will be late

“That the apology be accepted.”

Moved: L. Smart

CARRIED Unanimous

MATTERS OF DIRECT CONCERN:

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. Casual Vacancy

MOTION:

“That Nicola Peele be selected for the casual vacancy until the end of the current Board term for her financial expertise.”

Moved: L. Smart

CARRIED Unanimous

Item 4. Board hours sheet completion

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees meeting held on Tuesday 26th June, 2018 be signed as a true and accurate record of the meeting."

Moved: G. Jenkins

Seconded: R. Bull

CARRIED Unanimous

MATTERS ARISING FROM FULL BOARD MEETING: Nil

CORRESPONDENCE:

Inwards	16 July	Education Gazette	Volume 97 Number 11
	30 July	Education Gazette	Volume 97 Number 12
	June	NZSTA	STA News 283
	13 June	First National Real Estate Rental	Appraisal 40 Judd Road
	13 June	First National Real Estate Rental	Appraisal 14 Bickerstaffe Road
	13 June	First National Real Estate Rental	Appraisal 62 Gorge Road
	13 June	First National Real Estate Rental	Appraisal 95 Hurndall Street
	24 July	Office of Auditor General School	Audit Arrangements
Outwards	Nil		

MOTION:

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

Moved: L. Jones

Seconded: G. Jenkins

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: Nil

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report for August 2018 be approved.”

Moved: W. Maclennan

Seconded: R. Bull

CARRIED Unanimous

Nicola Peele joined the meeting at 6.20pm

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- Trustees would like to see overall endorsements recognised at Senior Prizegiving.
- R. Clothier-Simmonds to check date for 31st October clash – restraint training and Board meeting.
- Agreed that an inter-iwi competition booklet will be produced.
- Place enrolment packs in Mangawhai Real Estate and Waipu Real Estate.
- Look at a ‘subtle’ monthly article in Mangawhai Focus etc.

FINANCE REPORT:

MOTION:

“That the Finance Report for June 2018 be accepted.”

Moved: N. Peele

Seconded: L. Jones

CARRIED Unanimous

GENERAL BUSINESS:

Item 1: Reporting to the Board

MOTION:

“That the Term 2 Progress Report – 2018 Teaching and Learning (DS) be accepted.”

Moved: R. Bull

Seconded: N. Bull

CARRIED Unanimous

- R. Clothier-Simmonds to request D. Smyth provide a report on school leavers and their qualifications at time of leaving.

MOTION:

“That the Term 2 Progress Report – 2018 Pastoral (PC) be accepted.”

Moved: L. Jones

Seconded: A. Parr

CARRIED Unanimous

MOTION:

“That the Interim Report to the Board re: International Students (HT) be accepted.”

Moved: W. Maclennan

Seconded: R. Clothier-Simmonds

CARRIED Unanimous

- A meeting to be set up with Robbie (Sieba) and Board for next time she is at OHS to discuss plan and working it in with OHS calendar, goals and timeframes and strategies.
- Look at achievable short term goals to work toward long term goals.
- The Board would like to see actions for the goals and how they will be achieved.
- The Board would like an update on homestays, police vetting returns and notifications to hosts.
- Board would like an update of progress of International policy and procedure.

MOTION:

“That the Twin Coasts Community of Learning \ Kahui Ako. Trustees and Principals – 21 June, 2018 report be accepted.”

Moved: N. Peele

Seconded: R. Bull

CARRIED Unanimous

MOTION:

“That the PHN Summary Report for OHS Board of Trustees January 2018 – June 2018 be accepted.”

Moved: A. Parr

Seconded: G. Jenkins

CARRIED Unanimous

- R. Clothier-Simmonds to request T. Moring look into the secure portal request with PHN.
- A. Parr to glean information from the Student Council regarding the uptake of health services at the school.
- Further information required ie: vaccinations.

Item 2: Board Succession Planning

Draft Otamatea High School Board of Trustees Info Sheet.

- N. Donaldson to work on the draft info sheet to prepare for publication

MOTION:

“The Board of Trustees approach Eileen Parsons to act as Returning Officer for the Board of Trustees Student Representative Election.”

Moved: A. Parr

Seconded: L. Jones

CARRIED Unanimous

Item 3: Email motions

MOTION:

“That email motion ‘That the Board of Trustees approve the Term Dates for 2019 as set

Term 1 Thursday 31 Jan - Friday 12 April 101 half days

Term 2 Monday 29 April -Friday 5 July 97 half days

Term 3 Monday 22 July - Friday 27 September 100 half days

Term 4 Monday 14 October - Thursday 12 December 86 half days’ be ratified.”

Moved: R. Bull

Seconded: N. Peele

CARRIED Unanimous

MOTION:

“That email motion ‘That the Board has resolved under section 105 of the Education Act 1989 to fill the vacancy by selection’ be ratified.”

Moved: R. Bull

Seconded: L. Johns

CARRIED Unanimous

Item 4: Rental of School Houses

Policy to be ratified. Procedure for Board’s Information.

MOTION:

“That the F5 Rental of School Houses policy be ratified.”

Moved: A. Parr

Seconded: L. Jones

CARRIED Unanimous

Item 5: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for DoE Gold Qualifier to Mt Taranaki Various 20 October – 23 October, 2018 (overnight 20, 21, 22 October, 2018) be approved.”

Moved: N. Peele

Seconded: A. Parr

CARRIED Unanimous

MOTION:

“That the EOTC application IN FULL for Art of Coffee and Art of Baking at MIT 28th August – 30th August, 2018 (overnight 28, 29 August, 2018) be approved.”

Moved: L. Jones

Seconded: R. Bull

CARRIED Unanimous

MOTION:

“That the EOTC application IN FULL for Yr11-Yr 13 Maori Ngati Whatua Summit at AUT 23rd – 25th August , 2018 (overnight 23, 24 August, 2018) be approved.”

Moved: G. Jenkins

Seconded: A. Parr

CARRIED Unanimous

MOTION:

“That the EOTC application IN FULL for Middle School Honours Band Festival in Auckland 22rd – 23rd August , 2018 (overnight 22 August, 2018) be approved.”

Moved: G. Jenkins

Seconded: R. Bull

CARRIED Unanimous

The meeting moved into Non-Public Business. (8.19pm)

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 (9.18pm)

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: 9.25pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____