

**Minutes of the General Meeting of the
Board of Trustees of Otamatea High School held on
Wednesday 21 February, 2018**

VENUE: Otamatea High School
DATE: Wednesday 21 February, 2018
TIME: 6.00pm
VENUE: Administration Meeting Room
PRESENT: L. Smart, N. Peele, G. Jenkins, W. MacLennan, R. Clothier-Simmonds, A. Parr, R. Bull and L. Jones
IN ATTENDANCE: N. Donaldson and H. Troost
APOLOGIES: G. Connelly

"That the apology be accepted."

Moved: L. Smart

CARRIED

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. International Student Plan (HT)**
Heather Troost in attendance.
- The Board request H. Troost provide further information/plan and organise Suzette Eastmond to visit the school and meet with the Board at the next Board meeting. If the date does not suit a sub-committee be formed and will meet with Suzette.

Heather Troost left the meeting at 6.32pm

MOTION:

"That the International Student Plan (HT) be received."

Moved: N. Peele

Seconded: A. Parr

CARRIED

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 24

January, 2018 be signed as a true and accurate record of the meeting.”

Moved: W. Maclennan
CARRIED

Seconded: L. Jones

MATTERS ARISING FROM FULL BOARD MEETING: Nil

CORRESPONDENCE:

MOTION:

“That the inwards correspondence, with the addition of Kaipara Council letter re: Raw water, be accepted and the outwards correspondence be approved.”

Moved: N. Peele
CARRIED

Seconded: W. Maclennan

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)

PRINCIPAL’S REPORT:

MOTION:

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

Moved: N. Peele
CARRIED

Seconded: G. Jenkins

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

Charter

- Add succession planning as a target to Governance section
- Add update of student handbook to be more student centred to Student Learning section

MOTION:

“That the Board of Trustees approve the Charter February 2018 including the Strategic Plan, Long Term Plan and Annual Plan with the following additions ‘succession planning as a target to Governance section’ and ‘update of student handbook to be more student centred to Student Learning section’ for submission to the Ministry of Education.”

Moved: L. Jones
CARRIED

Seconded: N. Peele

Analysis of Variance

MOTION:

“That the Board of Trustees approve the Analysis of Variance for 2017 for submission to the Ministry of Education.”

Moved: N. Peele

Seconded: A. Parr

CARRIED

MOTION:

“That the Board of Trustees agree to carry out the Student Engagement Survey and Teacher Workplace Survey every two years.”

Moved: R. Bull

Seconded: L. Jones

CARRIED

FINANCE REPORT:

Draft budget provided for discussion in Non Public Business

GENERAL BUSINESS:

Item 1: Reports to the Board

Student Achievement Report Summary 2017 (DS)

MOTION:

“That the Student Achievement Report Summary 2017 (DS) be accepted.”

Moved: G. Jenkins

Seconded: R. Bull

CARRIED

Item 2: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for Kapa Haka Wananga 1 2-3 March, Wananga 2 9-10 March, Wananga 3 23–24 March and Wananga 4 6-7 April, 2018 be approved.”

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

MOTION:

“That the EOTC application IN FULL for DoE Bronze Pre Expedition to Peach Cove 27 – 28 April, 2018 (overnight 27 April) be approved.”

Moved: A. Parr

Seconded: G. Jenkins

CARRIED

MOTION:

“That the EOTC application IN FULL for DoE Bronze training to Tangihua Lodge 23 – 25 March, 2018 (overnight 23 and 24 March) be approved.”

Moved: N. Peele

Seconded: R. Bull

CARRIED

The meeting moved into Non-Public Business. (7.46pm)

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 (9.27pm)

MOTION:

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

Moved: L. Smart

CARRIED

MOTION:

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

Moved: L. Smart

CARRIED

Meeting closed: 9.30pm

Chairperson

Signed: _____

Date: _____

Principal

Signed:

Date:
