

Minutes for the Otamatea High School Board of Trustees

meeting held Thursday 28 February, 2019

VENUE: Otamatea High School
DATE: Thursday 28 February, 2019
TIME: 6.05pm
VENUE: Administration Meeting Room
PRESENT: L. Smart, R. Clothier-Simmonds, L. Jones, G. Jenkins, R. Bull, W. Maclennan and H. Linton.
IN ATTENDANCE: Belinda Webber and Nicky Cotching
APOLOGIES: N. Donaldson (Minutes Secretary)

"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.

- H. Linton – Item 5 Mt Aspiring trip

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

Nil

Item 3. Board hours sheet completion

Llew	12 hours
Roger	2 Budget meeting
Libby	8 Consultation/ Education / Otamatea Pamphlet
Wayne	2 Budget meeting
Geraldine	5 International Student Guidelines

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 30 January, 2019 be signed as a true and accurate record of the meeting."

Moved: W. Maclennan

Seconded: L. Jones

CARRIED

Unanimous

MATTERS ARISING FROM THE MINUTES OF THE FULL BOARD MEETING:

L. Jones	Sunsmart, all connected
R. Clothier-Simmonds	email sent to all BOT members/ Hats, New PE uniform next year
W. Maclennan	new PE uniform / won't be here till next year

CORRESPONDENCE:

Inwards:

28 January	Education Gazette	Volume 98 Number 1
11 February	Education Gazette	Volume 98 Number2

Outwards:

Nil

MOTION:

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

Moved: R. Clothier-Simmonds

Seconded: L. Jones

CARRIED

Unanimous

MATTERS ARISING FROM CORRESPONDENCE:

Vans L. Smart looking up for vans recommended Toyota A 6.000 difference compared to Ford vehicle that is a 60.000 price. Prices vary between Whangarei and Warkworth, will work with Deborah to complete this also wanted is a Diesel run and Automatic.

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)

- L. Smart to work with D. Cornhill-Davies and R. Clothier-Simmonds on vans

PRINCIPAL'S REPORT:

MOTION:

“That the Principal's Report for February 2019 be approved.”

Moved: L. Jones

Seconded: W. Maclennan

CARRIED

Unanimous

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

Analysis of Variance

Changes to Otamatea High School Strategic Plan Page

Suggestions made:

Re-picture the waka

Add a lighter colour to the blue

Add an embedded koru design

Change the font in the four boxes to bold so easily read

Choose a different background

Suggested by Nikki to add Te Maunga Pukearenga in the background

Darken, widen writing in boxes

Change look of the waka

Rachel will discuss and develop further with contractor.

Values Hauora and well being should they be in school culture?

Suicide Prevention Seminar

Run By: Mana AkiAki

Funded By: Te Puni Kokiri

Looking at the advert would like to make it more acceptable to all people when designing the advert for Otamatea.

To add to facebook, Panui, word of mouth and make use of the publicity side to attract more attendance.

Areas to follow up in Leading and Managing

Attendance

Achievement standards

UE targets around those who are targeted

Sunsmart

Endorsements/ external

Transition in years 7,8,9

Suitable rewards system

Overall endorsements

MOTION:

“That the following NCEA targets be set for 2019. Level 1 90%. Level 2 90% and Level 3 75%. The endorsement targets for 2019 be set at Level 1 50, Level 2 35 and Level 3 35.”

Moved: R. Bull

Seconded: G. Jenkins

CARRIED

Unanimous

Principal report /Building Projects

Heat pumps installers
Roofing, hall next holidays
Tech block cladding
Switch Board
Next few weeks look at B & C Block

NOTE: Any property work where asbestos is found must follow school policy for asbestos removal.

Tomorrow Schools Review

Points made clear:

- 1) Employment of Principal through the hub and board
- 2) Areas of concern, unsure how it will work
- 3) Court legislation
- 4) Property
- 5) Consultation
- 6) How do you change and have continuity between governments
- 7) Equity the big issue still not sure of independence from school to school ie: Māori
- 8) Classification Decile 4 through to 10 making sure the money provided for us will give staff.
- 9) Education hub lead by principal depended on who they are
- 10) NCEA treasury, poverty, equity, poverty cannot be dealt with in the school.

Otamatea School Roll 426

Performance review March 2019 - March 2020
Analysis of Variance/ Student Results

MOTION:

‘That the Otamatea High School Board of Trustees will employ Sue Poytner to complete the Principal’s appraisal from March 2019 to March 2020.’

Moved: L. Jones

Seconded: R. Bull

CARRIED

Unanimous

Letters to be sent to

- L. Jones and N. Donaldson for the Otamatea High School Board pamphlet
- Maungaturoto Pharmacy for their donation of sunscreen
- Molly Curnow and Alexandra McKellar for the prestigious scholarship being received

FINANCE REPORT: Nil

GENERAL BUSINESS:

Item 1: Reporting to the Board of Trustees

Student Achievement and Progress Summary Report (Google drive)

- 1) Individual submission of reports
- 2) Board of Trustees to meet and discuss Report Summary Booklet at the agenda meeting
26 March 2019, 8:30am

MOTION:

“That the Student Achievement and Progress Summary Report for the 2018 academic year (DS) be accepted.”

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

- Discussion on reporting/ testing related marks. R.Clothier-Simmonds to follow up with P. Randall
- Excellent work with HELA / Maori contexts of Hangi and Te Hinaki, Māori students excell in these units.
- Compliment N. Cotching on an excellent HELA report
- Other schools comparison eg: Bream Bay College, Ruawai College, Dargaville High School.

Item 2: Resolution for Delegation of Authority

Resolution for Delegations of Authority

Date: 26 June 2017

To the Principal:

The Board of Trustees resolves to delegate to the Principal the following powers and responsibilities:

- a. Employment of:
 - Non teaching staff
 - Teaching staff up to and including the level of HELA
 - Staff required for long term relieving and fixed term positions
- b. Performance Management and disciplinary action of non teaching staff in accordance with the relevant employment contract
- c. Initiation of competency procedures in relation to teaching staff in accordance with clause 3.3.2 of the Secondary Teachers’ Collective Agreement (“STCA”)
- d. Approval of /or require the following in relation to leave:
 - Medical certificate for an absence of sick leave in excess of five days
 - Discretionary leave not exceeding 4 school days

- e. Authorisation of expenditure/payments of budgeted items.
Non-budgeted expenses must be presented to the Board of Trustees at the next appropriate meeting.
In cases of urgent health and safety, expenditure approval will be sought from the Board Chairperson or the Chair of the Finance Committee.
- f. Application for funds, sponsorship or other monies
- g. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education
- h. Mandatory reports to the Education Council

To the Deputy Principal:

The Board directs that, except where the Board, as its discretion otherwise determines, the Deputy Principal (and in the absence of the Deputy Principal, the Assistant Principal) shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal.

To the Discipline Committee:

The power conferred on the Board under Sections 16 and 17 of the Education Act 1989 is delegated to the Discipline Committee of the Board of Trustees, and the quorum for the Committee shall be two trustees

Board of Trustees ratified 30 May 2013
Board of Trustees reviewed, updated and ratified 29 May 2015
Board of Trustees reviewed, updated and ratified 28 January 2016
Board of Trustees reviewed, updated and ratified 26 June 2017

MOTION:

“That the Board of Trustees have reviewed and ratified Delegations of Authority Resolution.”

Moved: R. Clothier-Simmonds

Seconded: R. Bull

CARRIED

Unanimous

Item 3: 2019 Board of Trustee Election
Succession planning discussion

Item 4: Property
Update of building projects discussion

Item 5: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for DoE Gold Qualifier to Mt Aspiring National Park 15 – 21 April, 2019 (overnight 15, 16, 17, 18, 19, 20 April) be approved.”

Moved: G. Jenkins

Seconded: R. Bull

CARRIED
Unanimous

MOTION:

“That the EOTC application IN FULL for Noho at Otamatea Marae 5-6 April, 2019 (overnight 5 April) be approved.”

Moved: L. Smart

Seconded: L. Jones

CARRIED
Unanimous

MOTION:

“That the EOTC application IN FULL for Noho at Otamatea Marae 22 – 23 March, 2019 (overnight 22 March) be approved.”

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED
Unanimous

MOTION:

“That the EOTC application IN FULL for Noho at Te Pounga Marae 15 - 16 March, 2019 (overnight 22 March) be approved.”

Moved: G. Jenkins

Seconded: R. Clothier-Simmonds

CARRIED
Unanimous

Item 6: Monitoring of wifi use

- Leave this to D. Smyth and M. Crisp
- Unintended detours re: wi-fi
- Wi-fi and chromebooks

Belinda Webber and Nicky Cotching left the meeting at 8.10pm

The meeting moved into Non-Public Business. (8.15pm)

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

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

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: 9.24pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:
