

**Minutes of the General Meeting of the
Board of Trustees of Otamatea High School held on
Wednesday 24 January, 2018**

VENUE: Otamatea High School
DATE: Wednesday 24 January, 2018
TIME: 6.00pm
VENUE: Administration Meeting Room
PRESENT: L. Smart, R. Clothier-Simmonds, L. Jones, N. Peele, G. Connelly, G. Jenkins, W. Maclennan and A. Parr
IN ATTENDANCE: N. Donaldson and D. Cornhill-Davies
APOLOGIES: R. Bull

"That the apology be accepted."

Moved:L. Smart
CARRIED

The meeting moved into Non-Public Business. (6.09pm)

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 (Minutes Secretary) and Deborah Cornhill-Davies (Finance Expertise) 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 (7.59pm)

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

MATTERS OF DIRECT CONCERN:

Item 1. Election of Officers

Nikki Donaldson to take the chair for the election of Chairperson.

Chairperson: L. Smart

Nominated: G. Connelly

Seconded: W. Maclennan

L. Smart accepted this position and was duly elected and took the Chair for the remainder of the meeting.

Deputy Chairperson: L. Jones

Nominated: G. Connelly

Seconded: G. Jenkins

L. Jones accepted this position and was duly elected.

Secretary: G. Jenkins

Nominated: G. Connelly

Seconded: L. Smart

G. Jenkins accepted this position and was duly elected.

Chairperson Finance: N Peele

Nominated: L. Jones

Seconded: G. Connelly

N. Peele accepted this position and was duly elected.

Chairperson Property: L. Smart

Nominated: L. Jones

Seconded: G. Jenkins

L. Smart accepted this position and was duly elected.

Chairperson Student Support: L. Smart

Nominated: W. Maclennan

Seconded: L. Jones

L. Smart accepted this position and was duly elected.

- Statement to be added to any suspension notification letter asking if there are any potential conflicts with any board members involved in the hearing.

Chairperson Personnel: L. Jones

Nominated: R. Clothier-Simmonds

Seconded: G. Jenkins

L. Jones accepted this position and was duly elected.

Item 2.

The Chairman called for any conflict of interest pertaining to any meeting agenda items as

posted.
Nil

Item 3. Chairman to call for any adjustments to agenda items or placement ie: non-public/public discussions.
Nil

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Tuesday 11 December, 2017, with the addition of W. Maclennan to be present, be signed as a true and accurate record of the meeting."

Moved: G. Connelly
CARRIED

Seconded: N. Peele

MATTERS ARISING FROM FULL BOARD MEETING:

CORRESPONDENCE:

MOTION:

"That the inwards correspondence be accepted and the outwards correspondence be approved."

Moved: G. Connelly
CARRIED

Seconded: A. Parr

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 January 2018 be approved."

Moved: G. Connelly
CARRIED

Seconded: G. Jenkins

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

Charter

- R. Clothier-Simmonds to check ERO report for any areas of focus

- Publicity – ensuring positive promotion is given good publicity.
- Add fundraising options into Governance
- Add reviewing BoT meeting dates to the June Board Agenda

FINANCE REPORT: Nil

GENERAL BUSINESS:

Item1: Financial Delegations Policy and Procedure

F2.3 FINANCIAL DELEGATIONS

2.3 The Board will review annually a Schedule of Financial Delegations

Ratified 25/06/2014 (BoT)
Ratified 30/09/2015 (BoT)
Ratified 28/01/2016 (BoT)
 Reviewed Jan 2017 (DCD)
Reviewed 26/01/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed F2.3 Financial Delegations Policy.”

Moved: G. Connelly
CARRIED

Seconded: N. Peele

F 2.3 FINANCIAL DELEGATIONS

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(to be reviewed annually)

INTRODUCTION:

This Schedule of Delegations has been approved by the Board of Trustees of Otamatea High School. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Principal, and those responsibilities that the Principal can delegate to specified staff positions.

The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School’s executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board’s expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated

responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.

Responsibilities delegated to specific staff are outlined in their Job Description. If they are a budget holder this includes the responsibility of purchasing goods and services up to the amount allocated by the Board to their area of responsibility in the budget.

Note

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations).

Delegations Retained by the Board

1) The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

- a) Approval of all operating, capital, cash-flow and property maintenance budgets and amendments to these budgets;
- b) The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;
- c) The termination of employment of any paid employee;
- d) Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- e) Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
- f) Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Board Chairperson;
- g) The initiation of any legal actions and any communications in relation to these actions;
- h) Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

1) The Board delegates to the Principal the responsibilities listed below:

- a) The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
- b) The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;

- c) Ordering fixed assets (outside the parameters of individual budget holders) for which the capital expenditure has the prior approval of the Board;
- d) The appointment of permanent staff, fixed-term staff and long-term relieving staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
- e) Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
- f) Delegation in writing to specified staff positions of responsibilities according to the format set out below.
- g) Leave on full pay granted to non-teaching staff to attend training sessions or courses outside the school for a period no greater than 10 half-days;
- h) All projects in the school which are taught and/or supervised by staff at Otamatea High School as part of the curriculum must be owned fully by the Board of Trustees.

The only exception to this is when the staff member fully funds the project. In this instance the staff member must not seek business sponsorship or sponsorship from any individual for the project.

- i) Approval of all funding applications ie: Pub Charity ensuring a fair distribution of applications are made from all relevant parties. These applications and outcomes are to be reported to the Board on a monthly basis as part of the Principal's Report.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson

SUPPLEMENTARY SCHEDULE OF RESPONSIBILITIES

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks Trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

Banking and Cash Handling

Opening mail and receipting the cash and cheques received	Office Manager
Receipting of all student cash received	Office Manager
Verification of canteen daily takings with till tapes	Office Manager
Preparation of banking	Office Manager
Signature of bank deposit	Office Manager
Deposit of banking	Office Manager/Executive Officer

Reconciliation of daily receipts with banking	Executive Officer
Periodic bank reconciliation	Executive Officer
Custody of cash and cheques	Executive Officer

Account Signatories

BoT Chairperson	Llew Smart
Deputy BoT Chairperson	Libby Jones
Principal	Rachel Clothier-Simmonds
Deputy Principal	Dirk Smyth
Assistant Principal	Paul Chambers

Principal to be 1st signatory with one other.

If Principal absent then Deputy Principal to be 1st signatory with one other.

If Principal and Deputy Principal absent then an Assistant Principal with one other.

Investments

Transfer to and from general, at-call and term deposit accounts	Executive Officer
Reconciliation of transfers	Executive Officer

Purchasing Goods and Services

Approving purchases (within delegated authority)	Budget Holders
Raising purchase orders	Budget Holders
Placing phone orders	Budget Holders
Placing internet orders	Budget Holders
Verifying receipt of goods or services	Budget Holders
Approval of invoices for payment	Budget Holders

Finance Systems

Accounting systems daily back-up	Executive Officer
Weekly off-site back-up storage	Executive Officer
Monthly history file back-up tape	IT Manager
Annual archive tape safe deposit	IT Manager

Payroll

Check of fortnightly SUE report	Executive Officer
Reconciliation with bank debit with errors followed up	Executive Officer
Verification of SUE reconciliation report and bank debit	Principal

Income

Preparation of receivables invoices	Executive Officer/Office Manager
Reconciliation of receivables ledger	Executive Officer
Debt write-off approvals	Principal
Fixed Assets	
Fixed asset purchase approval	Board
Fixed asset purchase order approval	Principal/Budget Holder
Fixed asset delivery acceptance check	Budget Holder
Fixed asset invoice certification	Budget Holder
Fixed asset register update	Executive Officer/ Budget Holder

Reviewed, updated and ratified Jan 2015
Reviewed, updated and ratified Jan 2016
Reviewed, amended and ratified Jan 2017

MOTION:

“That the Board of Trustees have reviewed, amended and ratified F2.3 Financial Delegations Procedure.”

Moved: N. Peele

Seconded: G. Connelly

CARRIED

Item 2: Reports to the Board *(provided in Dec 2017 Agenda documents)*

MOTION:

“That the Specialist Classroom Teacher Report – December 2017 (AB) be accepted.”

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

MOTION:

“That the COL Reports 27 October, 2017 be accepted.”

Moved: L. Jones

Seconded: G. Connelly

CARRIED

Item 3: Draft Managing National Assessment Report *(provided in Dec 2017 Agenda documents)*

MOTION:

“That the Draft Managing National Assessment Report Otamatea High School October 2017 be accepted.”

Moved: G. Connelly

Seconded: W. Maclennan

CARRIED

Item 4: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for Relay for Life in Whangarei 17 – 18 March, 2018 (overnight 17 March) be approved.”

Moved: A. Parr

Seconded: N. Peele

CARRIED

Meeting closed: 9.01pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:
