

Minutes for the Otamatea High School Board of Trustees

meeting held on Wednesday 30 January, 2019

VENUE: Otamatea High School

DATE: Wednesday 30 January, 2019

TIME 6.00pm

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 and A. Bosch

APOLOGIES: H. Linton

"That the apology be accepted."

Moved: L. Smart

CARRIED

Unanimous

MATTERS OF DIRECT CONCERN:

Item 1. Election of Officers

Agreed to carry over designated roles due to 2019 being an election year.

Item 2. The Chairman called for any conflict of interest pertaining to any meeting agenda items as posted.

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

- L. Smart explained reasons for there being no financial report. Reasons being time of year, new Xero system and budget preparation.
- An idea to add into the Department Form – forecast expenses/purchases 3 year forecast.
- R. Clothier-Simmonds to request an end of year financial report for the February meeting

Item 4. Board hours sheet completion.

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Thursday 13 December, 2018 be signed as a true and accurate record of the meeting."

Moved: L. Smart

Seconded: G. Jenkins

CARRIED
Unanimous

MATTERS ARISING FROM FULL BOARD MEETING:

CORRESPONDENCE:

Inwards:

22 January	Dr Ben Tallon	Sun Smart initiatives
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Outwards:

14 December	Nicola Peele	Acceptance of resignation
2 November	NZSTA	Spirit of Adventure Voyage timeframe
14 December	Iona Hosted	Notification of withdrawal Twin Coast COL

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:

Sunsmart initiatives:

- R. Clothier-Simmonds to follow up about sandals and hats with the Student Council.
- ND to look into – free sunscreen, sunscreen for staff and students at event day, resources and policy from other schools. Also look at the policy provided in correspondence
- Letter to be provided to Bruce Alison.

ACTION LIST:

- Completed items to be removed and items requiring further action to remain.

MATTERS ARISING FROM THE ACTION LIST:

- A letter to be written to MoE Property Advisor regarding dissatisfaction and asking for ‘please explain’ the delay in signing of the 5 Year Property Plan for electrical, roofing and recladding of technology block resulting in the delay of start of works. Letter to include another concern was asbestos works notifications going out to community for original building timeframe.
- The Board agree in principle to the purchase of a school van. Delegation of decision to be given to L. Smart, W. Maclennan and R. Clothier-Simmonds. The costs charged to departments/teams to be reviewed. Policy around damage to be reviewed with an inclusion of recouping cost of repair.

PRINCIPAL'S REPORT:

School Charter, Strategic Plan, Three Year Plan, Annual Plan

MOTION:

“That the Board of Trustees approve the draft charter, March 2019 subject to minor amendments and adjustments as discussed.”

Moved: L. Jones

Seconded: R. Bull

CARRIED

Unanimous

MATTERS ARISING FROM THE PRINCIPAL'S REPORT: Nil

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)
Reviewed 24/01/2018 (BoT)

MOTION:

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

Moved: W. Maclennan

Seconded: G. Jenkins

CARRIED

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
Reviewed, amended and ratified Jan 2018

MOTION:

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

Moved: W. Maclennan

Seconded: R. Clothier-Simmonds

CARRIED

Unanimous

Item 2: 2019 Board of Trustee Election

Identify number of trustees

- Keep numbers at five.

Succession planning

- L. Jones to assist N. Donaldson with display and pamphlets.

Item 3: Property

Update of building projects
Ministry sign off for energy and roofing

Item 4: Document Disposal

MOTION:

“That general recruitment records prior to 2016 be disposed of in accordance with Ministry of Education School Records Retention/disposal guidelines (3 Personnel 3.6)”.

Moved: R. Bull

Seconded: R. Clothier-Simmonds

CARRIED

Unanimous

MOTION:

“That EOTC records prior to 2016 be disposed of in accordance with Ministry of Education School Records Retention/Disposal guidelines (2 Governance 2.5)”.

Moved: G. Jenkins

Seconded: R. Bull

CARRIED

Unanimous

Item 4: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for Relay for Life in Whangarei 30 – 31 March, 2019 (overnight 30 March) be approved.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED

Unanimous

MOTION:

“That the EOTC application IN FULL for L2 Primary Industries Project Pest Control trip to Lake Waikare, Kai Iwi Lakes, 20 – 21 February, 2019 (overnight 20 February) be approved.”

Moved: R. Bull

Seconded: G. Jenkins

CARRIED

Unanimous

The meeting moved into Non-Public Business. (8.06pm)

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 (8.46pm)

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: 8.48pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____