

**Minutes of the General Meeting of the
Board of Trustees of Otamatea High School held on
Tuesday 26 June, 2018**

VENUE: Otamatea High School

DATE: Tuesday 26 June, 2018

TIME: 6.00pm

VENUE: Administration Meeting Room

PRESENT: L. Smart, R. Clothier-Simmonds, L. Jones, N. Peele, G. Jenkins, R. Bull, W. MacLennan, A. Parr

IN ATTENDANCE: N. Donaldson

APOLOGIES:

L. Jones will be late

“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.

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

MINUTES:

"That the minutes of the last general meeting of the [Board of Trustees held on Wednesday 16 May, 2018](#) be signed as a true and accurate record of the meeting."

Moved: R. Bull

Seconded: R. Clothier-Simmonds

CARRIED Unanimous

MATTERS ARISING FROM FULL BOARD MEETING:

- R. Clothier-Simmonds to investigate options for another uniform outlet.

CORRESPONDENCE:

Inwards

28 May	Education Gazette	Volume 97 Number 9
11 June	Education Gazette	Volume 97 Number 10
May	NZSTA	STA News 282

Outwards

25 May

NZSTA

[2018 Appointment of Delegate](#)

MOTION:

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

Moved: G. Jenkins

Seconded: N. Peele

CARRIED Unanimous

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)

Libby Jones joined the meeting at 6.35pm

[PRINCIPAL'S REPORT:](#)

MOTION:

“That the Principal's Report for June 2018 be approved.”

Moved: G. Jenkins

Seconded: A. Parr

CARRIED Unanimous

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

- Request for restraint training has been lodged.
- Any training needs to cover best practice and 'rights' surrounding search and seizure.
- Also any training on de-escalating techniques
- OHS Student Welfare/School Culture processes and procedures need to be updated as a priority.
- L. Jones to provide text for a 'trustee handout' to provide to prospective trustees.
- R. Clothier-Simmonds to look at the Furniture 5YA to fund the blinds

MOTION:

“That the Board of Trustees agree to the full rejuvenation of the Astroturf courts at a price of \$6900 plus GST.”

Moved: R. Bull

Seconded: A. Parr

CARRIED Unanimous

- W. MacLennan to report back to all staff regarding capital items/health and safety requirements to be presented at request time.
- Capital items in the future to be provided February / March in the process of preparing Draft Budget.

FINANCE REPORT:

[Annual Report and Financial Statements 2017](#)

MOTION:

“That the [Finance Report](#) for May 2018 be accepted.”

Moved: N. Peele

Seconded: G. Jenkins

CARRIED Unanimous

- H. Troost to provide a report to the Board on financial budget and the status of the International Student strategic plan.
- R. Clothier-Simmonds to meet with H. Troost and follow up over spend on ESOL budget.

GENERAL BUSINESS:

Item 1: Reporting to the Board

[Administration Department Report](#)

MOTION:

“That the Administration Department Report Term 2, 2018 be accepted.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED Unanimous

[Twin Coast Community of Learning / Kahui Ako](#)

MOTION:

“That the Twin Coasts Community of Learning report to Trustees and Principals, 25 May, 2018 be accepted.”

Moved: N. Peele

Seconded: R. Bull

CARRIED Unanimous

- R. Clothier-Simmonds to request R. Ellis provide a report for the Board of Trustees specifically reporting on outcomes of objectives set for the COL.

Item 2: Board Succession Planning

- L. Jones to work on an information handout for prospective parents.

Item 3: Draft Policy

A4 INFORMATION and COMMUNICATION TECHNOLOGY

Rationale

Information and Communication Technologies (ICT) are an essential part of everyday life for all staff and students at Otamatea High School. The provision and ongoing development of ICT is essential in today's and tomorrow's schools. The challenges of rapid technology development require a school policy that promotes flexibility and innovation.

Purposes

The purpose of this policy is to define the requirements and priorities for ICT use at Otamatea High School.

Scope:

This policy applies to:

1. All employees, and
2. contractors who have delegated responsibility to install, develop, service and maintain ICT, and
3. All students

Policy

1. The school will provide and maintain an electronic ICT network of hardware and software.
2. The network will provide for:
 - a. School administration
 - b. Student Education
 - c. Security of school premises
 - d. Communication with and between stakeholders
 - e. Public relations and promotion of the school.
3. The highest priority for ICT use is student learning and achievement.
4. The school recognises the rapid rate of change and development of ICT, and when considering new initiatives, will pursue innovations that are flexible to change, adaptable and cost-effective, and best suited to students' needs.
5. ICT users will be protected from offensive and inappropriate material by appropriate monitoring and filtering systems.
6. ICT users will be protected from cyberbullying by appropriate management procedures, protocols, and interventions.
7. The ICT network must be protected from damage and sabotage caused by malicious cyberspace activities such as viruses and malware.
8. Copyright and intellectual property protection legislation will be strictly observed.
9. ICT Intellectual property developed at the school shall be regarded as the property of the school

10. The Principal will establish and maintain a set of management procedures containing rules and protocols to support and enact this policy.

MOTION:

“That the Information and Communication Technology be adopted.”

Moved: G. Jenkins

Seconded: W. MacLennan

CARRIED Unanimous

Item 4: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for [DoE Bronze Qualifier to Pinnacles 9 July – 10 July, 2018](#), previously approved for 3 June – 4 June, (overnight 9 July, 2018) be approved.”

Moved: R. Bull

Seconded: L. Smart

CARRIED

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

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 (8.52pm)

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: 8.54pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____