

**Minutes of the May General Meeting of the
Board of Trustees of Otamatea High School held on**

Wednesday 17 May, 2017

VENUE: Otamatea High School
DATE: Wednesday 17 May, 2017
TIME: 6.00pm
VENUE: Administration Meeting Room
PRESENT: R. Clothier-Simmonds, L. Smart, R. Bull, L. Jones, W. Maclennan
IN ATTENDANCE: N. Donaldson and N. Peele.
APOLOGIES: G. Jenkins, G. Connelly (will be late), H. Anderson (will be late)

“That the apologies 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

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Thursday 6 April, 2017 (adjustment to Terms and Holidays Policy motion removed extra zzz) be signed as a true and accurate record of the meeting."

Moved: R. Bull

Seconded: L. Jones

CARRIED

MATTERS ARISING FROM FULL BOARD MEETING: Nil

H. Anderson joined the meeting at 6.15pm

CORRESPONDENCE:

MOTION:

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

Moved: R. Clothier-Simmonds

Seconded: W. Maclennan

CARRIED

MATTERS ARISING FROM CORRESPONDENCE:

MOTION:

“That the Board of Trustees vote yes on remit 1 and remit 2 for NZSTA AGM. A suitable delegate will be nominated to vote on behalf of the Board.”

Moved: L. Jones

Seconded: R. Clothier-Simmonds

CARRIED

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)

- Asphalt courts to be reviewed again after roadway and electrical/boiler room decided.
- Letters have not yet been completed (G. Connelly).

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report for May 2017 be approved.”

Moved: W. Maclennan

Seconded: L. Jones

CARRIED

G. Connelly joined the meeting at 7.10pm

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- Look into costing for Careers trip. \$30 being charged to those wishing to attend.
- R. Clothier-Simmonds to request an Action Plan for GATE and Correspondence from E. van den Berg. The Board would like to be assured that Correspondence student progress is being reported to school management.
- R. Clothier-Simmonds to place compulsory Yr 9 Te Reo Maori on Senior Leadership Team meeting agenda.
- ICAS examinations are a cost for each examination this may be another area to look into when considering equity.
- R. Clothier-Simmonds to inform parents/caregivers via Te Panui of what is being covered at Staff Only Day.
- Prizegiving is being reviewed by K.Greenwood. Costs, prizes, Board scholarships will be looked into in this review. Possibility of standards based awards.
- New Publicity person to contact the PTCA regarding assistance with publicity. Invite to next publicity meeting.

- Board agree to employment of A. van den Berg as outlined by R. Clothier-Simmonds.
- Opus are doing a speed review any time now. They will make themselves known to office when they arrive. L. Smart will attend when Opus are at school. Encourage a LED sign for busy periods and events.
- R. Clothier-Simmonds to develop a survey to gain information on how students travel to and from school and any near misses. Letter and information to be provided to KDC. R. Clothier-Simmonds to contact OPUS to schedule time to carry out speed review. N. Donaldson to phone for date and time.
- R. Reed to contact company whose truck is parking at school and turning around in bus bay.
- ERO visit first week of Term 3.
- At next meeting Self Review / New Board members training / areas for improvement.

FINANCE REPORT:

MOTION:

“That the Financial Report for April be accepted.”

Moved: L. Jones
CARRIED

Seconded: W. Maclennan

MATTERS ARISING FROM THE FINANCE REPORT:

- R. Clothier-Simmonds to query ‘Property C.’ insurance figures quoted.

GENERAL BUSINESS:

Item 1: Reporting to the Board of Trustees

MOTION:

“That the Term 1 Leading and Managing Administration Report (KG) be accepted.”

Moved: G. Connelly
CARRIED

Seconded: H. Anderson

MOTION:

“That the Term 1 Teaching and Learning Report (DS) be accepted.”

Moved: L. Jones
CARRIED

Seconded: G. Connelly

- The Board queried that ‘all students to be aware of opportunities’ available.

MOTION:

“That the Term 1 Pastoral Care Report (PC) be accepted.”

Moved: R. Clothier-Simmonds

Seconded: G. Connelly

CARRIED

MOTION:

“That the Term 1 ICT Progress Report (MC) be accepted.”

Moved:G. Connelly

Seconded: L. Jones

CARRIED

MOTION:

“That the Term 1 Primary Industries Progress Report (MT) be accepted.”

Moved: L. Jones

Seconded: H. Anderson

CARRIED

MOTION:

“That the Term 1 Hospitality Report (YG) be accepted.”

Moved: L. Jones

Seconded: W. Maclennan

CARRIED

- R. Clothier-Simmonds to discuss with Y. Gee regarding providing more information in the next report.
- R. Clothier-Simmonds to speak to Y. Gee regarding her thoughts and information for ‘healthy food policy/options’.

MOTION:

“That the Term 1 Property Progress Report (RR) be accepted.”

Moved: R. Bull

Seconded: W. Maclennan

CARRIED

- R. Clothier-Simmonds to request R. Reed to look at options to prevent heavy vehicles from parking/driving on drainpipe at corner of hall
- R. Clothier-Simmonds to find out where are the planned raised flower beds going to be placed?

MOTION:

“That the Term 1 Sports Co-ordinator Progress Report (TH) be accepted.”

Moved: R. Clothier-Simmonds

Seconded: H. Anderson

CARRIED

Item 2: Board Policy

C5 CRITICAL INCIDENT (SUDDEN DEATH AND TRAUMATIC EVENTS)

The school will manage any sudden death or traumatic incident in a comprehensive and sensitive manner.

Ratified 04/04/2013

MOTION:

“That the Board of Trustees have reviewed and ratified C5 policy.”

Moved: R. Bull

Seconded: G. Connelly

CARRIED

Item 3: Proposed Dates for 2018

Two staff only days before school opens for instruction to be held on Thursday 25th and Friday 26th January 2018.

An additional day will be arranged for those who need first aid training induction day for new teachers

Term 1

Tuesday 30th January 2018 – Friday 13th April = 50 days (100 half days)

Waitangi Day – Tuesday 6th February

- Easter - Good Friday 30th March

- Easter Monday 2nd April

- Easter Tuesday 3rd April

Term 2

Monday 30th April – Friday 6th July = 48 days (96 half days)

Staff Only Day Friday 1st June

Queen’s Birthday observed Monday 4th June

Term 3

Monday 23rd July – Friday 29th September = 49 days (98 half days)

Staff Only Day Friday 7th September

Term 4

Monday 15th October – Thursday 13th December = 43 days (86 half days)

Labour Day Monday 22nd October

Total Half Days = 380

MOTION:

“That the Board of Trustees approve the Proposed Dates for 2018 as tabled at the 17 May Full Board of Trustees meeting.”

Moved: H. Anderson
CARRIED

Seconded: R. Clothier-Simmonds

Item 4: ERO visit

R.Clothier-Simmonds will provide information to discuss at June meeting.

The meeting moved into Non-Public Business. (8.53pm)

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 (10.10pm)

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: 10.15pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____