

Minutes of the Full Board meeting of Otamatea High School for May held on
Wednesday 16 May, 2018

VENUE: Otamatea High School

DATE: Wednesday 16 May, 2018

TIME 6.02pm

VENUE: Administration Meeting Room

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

IN ATTENDANCE: N. Donaldson, D. Smyth

APOLOGIES: W. Maclennan

“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. Nil

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

Item 3. **Curriculum Review Development Plan** - Dirk Smyth outlined process and plans (Page 54 of Teaching and Learning Report).

D. Smyth left the meeting at 6.38pm.

- How will the success of the initiative be measured? Need to ensure tracking is in place to monitor and report. Areas of reporting could include Attendance, Student Engagement, increased numbers enrolling into Year 9.

MOTION:

“That the Board of Trustees agree to fund .6 FTTE in 2019 for the implementation of the new curriculum programme.”

Moved: A. Parr

Seconded: R. Bull

CARRIED

MINUTES:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 4 April, 2018 be signed as a true and accurate record of the meeting.”

Moved: N. Peele
CARRIED

Seconded: R. Bull

MATTERS ARISING FROM FULL BOARD MEETING: Nil

CORRESPONDENCE:

MOTION:

“That the inwards correspondence, with the addition of 16 May NZSTA Nationally Advertised Workshops and 15 May Education Gazette Volume 97 Number 8, be accepted and the outwards correspondence be approved.”

Moved: L. Jones
CARRIED

Seconded: N. Peele

MATTERS ARISING FROM CORRESPONDENCE:

- L. Jones to request OHS host NZSTA Community Engagement Concerns and Complaints.
- Individual trustees will book their own workshops.

MOTION:

“That the Board of Trustees appoint Sue Cresswell as the Otamatea High School delegate for NZSTA AGM on 21 July, 2018. The Board of Trustees voting instructions are to vote Yes for remit 1.”

Moved: L. Jones
CARRIED

Seconded: N. Peele

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 May 2018 be approved.”

Moved: L. Jones
CARRIED

Seconded: G. Jenkins

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- Yr 10 sitting NCEA need to be included in any study skills / parent information distributed.

- R. Clothier-Simmonds to contact Truancy Services.

Capital Items:

- R. Clothier-Simmonds to query; the PE department iPads may be appropriate to be used by the Music department. R. Clothier-Simmonds to follow up. Use Ipad as video camera possibility and the possibility for Art/Photography to share Digital cameras. (timetabling)
- Damage to Chromebooks need to be addressed – accountability processes.
- Provide a wish list to community for donations.

Department	Items	Category	\$	\$
Music	Wi-fi iPads x6	Electronic Equipment	4,280	
Music	Video camera	Electronic Equipment	710	
Social Science	Digital cameras x4	Electronic Equipment	3,395	
Mathematics	Calculators x60	Electronic Equipment	1,985	
Various (purchased)	Epson Projector x3	Electronic Equipment	2,120	12,490
Year 7 and 8	Tables x3	Furniture & Fittings	575	
Year 7 and 9	Stools x6	Furniture & Fittings	930	
Year 7 and 10	Whiteboard bench	Furniture & Fittings	480	
Staffroom (purchased PTCA)	Tables x4	Furniture & Fittings	1,390	
Staffroom (purchased PTCA)	Chairs x24	Furniture & Fittings	2,390	5,765
Library Books	Library Books		5,000	5,000
Music	Drum kit	Music Equipment	1,355	
Music	Trumpet	Music Equipment	720	
Music	Guitars x10	Music Equipment	2,115	
Music	Digital piano	Music Equipment	1,100	
Music	Keyboards x3	Music Equipment	1,170	6,460
Technology	Welder	Plant & Machinery	1,795	
Technology	Metal guillotine	Plant & Machinery	2,890	
Property	Trailer	Plant & Machinery	5,915	
Construction/Whakairo (academy funded)	Compound Slide Saw	Plant & Machinery	1,095	
Construction/Whakairo (academy funded)	Vice	Plant & Machinery	995	12,690
Kapa Haka	Bodices x5	Sports Equipment	455	
Kapa Haka	Skirts x30	Sports Equipment	795	
Fitness centre	Leg press	Sports Equipment	3,500	4,750
Mathematics	Textbooks x30	Textbooks	1,915	1,915
Mathematics	Clinometers x30		1,135	1,135

MOTION:

“That the Board of Trustees approve the above Capital Items requests (subject to query).”

Moved: L Smart

Seconded: N. Peele

CARRIED

Community Engagement:

- R.Clothier-Simmonds to investigate options for selling uniform on behalf of Paparoa Drapery

FINANCE REPORT:

MOTION:

“That the Finance Report for April 2018 be accepted.”

Moved:G. Jenkins

Seconded: L. Jones

CARRIED

GENERAL BUSINESS:

Item 1: Policy Review

A8 THE SCHOOL LIBRARY

The school library will offer a welcoming environment that supports teaching and learning in the school’s curriculum, equity and Treaty of Waitangi goals. The library will encourage life-long recreational reading and support information literacy development.

Ratified 26/11/2014 (BoT)

MOTION:

“That the A8 The School Library Policy has been reviewed and ratified May 2018.”

Moved: L. Jones

Seconded: N. Peele

CARRIED

C3 UNIFORM

1.0 All students must wear the uniform prescribed by the Board of Trustees in the Otamatea High School uniform code.

1.1 Students and staff are required to maintain a high standard of dress and grooming.

Ratified 04/04/2013 (BoT)
Ratified 26/08/2015 (BoT)

MOTION:

“That the C3 Uniform Policy has been reviewed and ratified May 2018.”

Moved: N. Peele

Seconded: G. Jenkins

CARRIED

D2 EQUAL EMPLOYMENT OPPORTUNITY

- 1.0** The Board is committed to the equality of employment opportunities, as specified in S.77D of the State Sector Act 1988, the Human Rights Act 1993 and NAG3.

Ratified 30/05/2013 (BoT)
Reviewed/ratified 29/07/2015 (BoT)

MOTION:

“That the D2 Equal Employment Opportunity Policy has been reviewed and ratified May 2018.”

Moved: R. Bull

Seconded: A. Parr

CARRIED

Item 2: Board Succession Planning

- Promote the Board in Te Panui
- Work on information pamphlet
- Discussions with parents of interest

Item 3: Reporting to the Board

MOTION:

“That the Term 1, 2018 Teaching and Learning Report (DS) be accepted.”

Moved: G. Jenkins

Seconded: R. Bull

CARRIED

- Te Kura – feedback to parents and reporting / tracking of progress.

MOTION:

“That the Term 1, 2018 Pastoral Care Report (PC) be accepted.”

Moved: N. Peele

Seconded: L. Jones

CARRIED

- Reported concerns regarding attendance to be sorted out with Truancy Services by P. Chambers.

Item 4: Email motion

MOTION:

“That the email motion ‘That the EOTC application in Full for DoE Bronze Qualifier to Pinnacles, Thames 3 June – 4 June (overnight 3 June) be approved’ be ratified.”

Moved: L. Jones

Seconded: R. Bull

CARRIED

Item 5: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for Duke of Edinburgh Gold Qualifier to Nelson Lakes – Lewis Pass 6th - 12th December, 2018 (overnight 6, 7, 8, 9, 10, 11 December) be approved.”

Moved: N. Peele

Seconded: G. Jenkins

CARRIED

MOTION:

“That the EOTC application IN FULL for L1 Primary Industries to Kerikeri 13th – 14th September, 2018 (overnight 13th September) be approved.”

Moved: R. Bull

Seconded: L. Jones

CARRIED

MOTION:

“That the EOTC application IN FULL Tourism Trip to Rotorua 24th – 26th June, 2018 (overnight 24 and 25 June) be approved.”

Moved: A. Parr

Seconded: L. Jones

CARRIED

MOTION:

“That the email motion ‘That the EOTC application in Full for DoE Bronze Qualifier to Pinnacles, Thames 3 June – 4 June (overnight 3 June) be approved’ be ratified.”

Moved: G. Jenkins

Seconded: N. Peele

CARRIED

MOTION:

“That the EOTC application IN FULL for AIMS Netball Tournament to Tauranga 9th – 15th September, 2018 (overnight 9th – 14th September) be approved.”

Moved: A. Parr

Seconded: R. Clothier-Simmonds

CARRIED

MOTION:

“That the EOTC application IN FULL for Hockey Tournament to Queenstown & Oamaru 1st – 7th September, 2018 (overnight 1st – 6th September) be approved.”

Moved: R. Bull

Seconded: N. Peele

CARRIED

MOTION:

“That the EOTC application IN FULL for UNISS Netball Tournament to Tauranga 1st – 8th September, 2018 (overnight 1st – 7th September) be approved.”

Moved: A. Parr

Seconded: R. Clothier-Simmonds

CARRIED

MOTION:

“That the EOTC application IN FULL for Sports Leadership tramping trip to Peach Cove 22nd – 23rd June, 2018 (overnight 22nd June) be approved.”

Moved: G. Jenkins

Seconded: A. Parr

CARRIED

MOTION:

“That the EOTC application IN FULL for Sports Leadership tramping trip to Tanekaha Walkway Mangawhai 14th – 15th June, 2018 (overnight at OHS 14th June) be approved.”

Moved: G. Jenkins

Seconded: R. Bull

CARRIED

MOTION:

“That the EOTC application IN PRINCIPLE for Year 10 Girls’ Camp to Kai iwi Lakes 9th – 12th December, 2018 (overnight 9th – 11th December) be approved.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED

MOTION:

“That the EOTC application IN PRINCIPLE for Year 10 Boys’ Camp to Kai iwi Lakes 9th – 12th December, 2018 (overnight 9th – 11th December) be approved.”

Moved: N. Peele

Seconded: A. Parr

CARRIED

MOTION:

“That the EOTC application IN PRINCIPLE for Year 8 Camp to Tangihua Lodge 10th – 12th December, 2018 (overnight 10th – 11th December) be approved.”

Moved: N. Peele

Seconded: R. Bull

CARRIED

- R. Clothier-Simmonds to stipulate all finances for school trips to be through OHS in the future.

Item 6: Review Board of Trustee meeting dates.

No change to 2018 dates required.

The meeting moved into Non-Public Business. (9.05pm)

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 (10.00pm)

MOTION:

“That the meeting move out of non-public business.”

Moved: L. Smart
CARRIED

Seconded:

MOTION:

“That the decisions made in non-public business be confirmed.”

Moved: L. Smart
CARRIED

Seconded:

Meeting closed: 10.05pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____

May meeting to be held on Wednesday 16 May, 2018

Schedule of Correspondence

Inwards

30 April	Education Gazette	Volume 97 Number 7
9 April	Education Gazette	Volume 97 Number 6
27 April	NZSTA	Register Delegate Annual General meeting
April	NZSTA	Annual Conference
March	NZSTA	STA News Issue 280
April	NZSTA	STA News Issue 281
9 April	Kaipara District Council	Maungaturoto Raw water main connections
30 April	PPTA	Paid Union Meetings

Late Additions

16 May	NZSTA	Nationally Advertised Workshops
15 May	Education Gazette	Volume 97 Number 8

Outwards

