

**Minutes of the November General Meeting of the
Board of Trustees of Otamatea High School held on
Wednesday 1 November, 2017**

VENUE: Otamatea High School

DATE: Wednesday 1 November, 2017

TIME 6.00pm

VENUE: Administration Meeting Room

PRESENT: L. Smart, G. Jenkins, R. Bull, H. Anderson, A. Parr, W. Maclennan, N. Peele and R. Clothier-Simmonds.

IN ATTENDANCE: N. Donaldson

APOLOGIES: G. Connelly. L. Jones 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 Wednesday 20 September, 2017 be signed as a true and accurate record of the meeting."

Moved: G. Jenkins

Seconded: W. Maclennan

CARRIED

L. Jones joined the meeting at 6.15pm

MATTERS ARISING FROM FULL BOARD MEETING:

- Strategic Planning proposal will be adjusted for next year and a total review to be completed for 2019. R. Clothier-Simmonds would like to have input from Board members to be able to provide a draft Strategic Plan for next meeting.
- L. Jones recommends a S.W.O.T analysis be completed.

- Meeting to be scheduled for the Board and Senior Leadership Team to work on full review of Strategic Plan early in 2018.

CORRESPONDENCE:

MOTION:

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

Moved: G. Jenkins

Seconded: H. Anderson

CARRIED

MATTERS ARISING FROM CORRESPONDENCE: Nil

ACTION LIST:

MATTERS ARISING FROM THE ACTION LIST:

- RCS to check that R. Reed has received an acknowledgement of letter to Mountain Road tenant.
- MoE will cover the cost of any over runs for removal of boiler room.
- \$5000 secured for Mentoring Support money.
- R. Clothier-Simmonds to check with D. Cornhill what has been purchased by Grounds and Maintenance Dept prior to decision on trailer purchase.
- N. Peele recommends after discussions with D. Cornhill-Davies that rent review be completed on change of occupancy due to fixed term contracts. This review and house visit should be completed by an outside agency. These reviews need to be completed more regularly and tighten up on tenancy agreements. Discuss non-fixed contract tenancies in Non-Public Business
- Work is being done for plans for school garden. Strategic Plan will be provided to the Board at the Dec meeting.

PRINCIPAL’S REPORT:

MOTION:

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

Moved: N. Peele

Seconded: G. Jenkins

CARRIED

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- R. Clothier-Simmonds to check with D. Smyth regarding KAMAR parent portal.
- R. Clothier-Simmonds to follow up with Student Support Centre regarding development of area.

MOTION:

“That the Board of Trustees approve the funding to increase Guidance Counsellor hours from 3 days per week to 5 days per week (1 FTTE).”

Moved: L. Smart
CARRIED

Seconded: G. Jenkins

FINANCE REPORT:

MOTION:

“That the Financial Report for October be accepted.”

Moved: L. Jones
CARRIED

Seconded: N. Peele

MATTERS ARISING FROM THE FINANCIAL REPORT:

GENERAL BUSINESS:

Item 1: Reporting to the Board of Trustees

MOTION:

“That the Term 3 Progress Report 2017 Teaching and Learning (DS) be accepted.”

Moved: W. Maclennan
CARRIED

Seconded: R. Bull

- R. Clothier-Simmonds to provide the Board some clarification of Page 49 negative results.

MOTION:

“That the Pastoral Care Report Term 3 Progress Report 2017 (PC) be accepted.”

Moved: G. Jenkins
CARRIED

Seconded: N. Peele

- R. Clothier-Simmonds to follow up Truancy Services with MoE.

MOTION:

“That the OHS Grounds & Maintenance Department November 2017 (RR) be accepted.”

Moved: G. Jenkins
CARRIED

Seconded: N. Peele

MOTION:

“That the Board of Trustees approve the Engineering Workshop refurbishment with an additional 15% contingency as outlined in the OHS Grounds & Maintenance Department November 2017.”

Moved: L. Smart
CARRIED

Seconded: R. Bull

- R. Clothier-Simmonds to work with D. Cornhill regarding Cleaning Staff rates.

MOTION:

“That the Information and Communications Technology (ICT) Term 4 2017 Progress Report (MC) be accepted.”

Moved: R. Bull

Seconded: L. Jones

CARRIED

MOTION:

“That the Board of Trustees approve the lease of 60 new chromebooks to be added 2018 draft budget.”

Moved: A. Parr

Seconded: N. Peele

CARRIED

- R. Clothier-Simmonds to speak to D. Smyth regarding excess computers.

MOTION:

“That the Progress Report Hospitality Academy Term 4 2017 (YG) be accepted.”

Moved: G. Jenkins

Seconded: H. Anderson

CARRIED

MOTION:

“That the Primary Industries Progress Report for the Board: End T3 2017 (MT) be accepted.”

Moved: R. Bull

Seconded: A. Parr

CARRIED

MOTION:

“That the Sport Co-ordinator report Term 3, 2017 (TH) be accepted.”

Moved: N. Peele

Seconded: R. Bull

CARRIED

MOTION:

“That the 2017 Careers Action Plan: Report for Term 3 (EV) be accepted.”

Moved: G. Jenkins

Seconded: L. Smart

CARRIED

Item 2: Proposed Meeting Dates OHS Board of Trustees 2018

MOTION:

“That the Board of Trustees approve the following dates for 2018 Board Meeting.

January Wednesday 31

February Wednesday 28

April Wednesday 4

May Tuesday 16 (*the Wednesday is Parent Teacher Interviews*)
June Wednesday 27
August Wednesday 8
September Wednesday 19
October Wednesday 31
December Wednesday 12

These dates will be reviewed at the May meeting.”

Moved: L. Smart

CARRIED

- Decisions needed regarding content and structure of the reports to the Board.

Item 3: Email motion ratification

MOTION:

“That the email motion ‘that the EOTC application IN FULL for MIT Assessment at MIT Otara Campus 19 October – 20 October (overnight 19 October) be approved.’ be ratified.”

Moved: L. Jones

Seconded: R. Bull

CARRIED

Item 4: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for Year 8 End of Year camp at Waipu Cove 6 December – 8 December (overnight 6 & 7 December) be approved.”

Moved: H. Anderson

Seconded: W. Maclennan

CARRIED

MOTION:

“That the EOTC application IN FULL for Year 7 Camp at OHS and Maungaturoto Country Club 1 February – 2 February (overnight 1 February) be approved.”

Moved: R. Bull

Seconded: A. Parr

CARRIED

The meeting moved into Non-Public Business. (9.07pm)

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 (9.30pm)

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: 9.32pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____