

Minutes for the September Board of Trustees meeting to be held on
Wednesday 19 September, 2018

VENUE: Otamatea High School
DATE: Wednesday 19 September, 2018
TIME: 6.00pm
VENUE: Administration Meeting Room
INVITED: L. Smart, R. Clothier-Simmonds, L. Jones, N. Peele, G. Jenkins, R. Bull, W. Maclennan, A. Parr
IN ATTENDANCE: N. Donaldson
APOLOGIES: Nil

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.
- Item 3. Board hours sheet completion**

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees meeting held on Wednesday 8 August, 2018 be signed as a true and accurate record of the meeting."

Moved: W. Maclennan

Seconded: G. Jenkins

CARRIED Unanimous

MATTERS ARISING FROM FULL BOARD MEETING:

Motion L. Johns to read L. Jones.

CORRESPONDENCE:

Inwards

13 August	Education Gazette	Volume 97 Number 14
30 August	Education Gazette	Volume 97 Number 15
10 September	Education Gazette	Volume 97 Number 16
July	NZSTA	STA News 284
August	NZSTA	STA News 285
10 August	Ministry of Education	Resourcing Audit and Review Attendance
21 August	Tenancy Services	Insulate before it is too late

Outwards

Nil

MOTION:

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

Moved: N. Peele

Seconded: A. Parr

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)

- Board of Trustees meeting for October moved to Thursday 1st November.
- L. Jones to contact NZSTA regarding Tuesday 6 November – Community Engagement NZSTA training
- Student Council (AP) students like idea of ‘bucket hat’ for uniform. A. Parr to come back to Board with a proposal and more information.

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report for September 2018 be approved.”

Moved: L. Jones

Seconded: R. Bull

CARRIED Unanimous

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- Is there a gap in ‘teaching students how to study’. This would be good to be organised early and reiterated throughout the year. Academic Counsellors may be able to do this. Smaller sessions and occasionally. Keep parents informed of skills training and tips.
- There has been some progress regarding the Rewards System. The Board will look at funding the end of year rewards trip due to PTCA ceasing funding for 2018 trip.
- B and D block upgrades summer 2019/20. Heating etc will be completed during Xmas holidays 2018/2019. Bus lanes, courts and carpark re-surfacing during Xmas holidays 2018/2019.
- R. Clothier-Simmonds to look at criteria for OET funds.
- Prizegiving to be placed on next Agenda. Discussion regarding prize winners scholarships to be included.

- R. Clothier-Simmonds to follow up MSD support /MoE support for the school. R. Clothier-Simmonds to follow up resourcing for Social Worker in school.

FINANCE REPORT:

MOTION:

“That the Finance Report provided by Edtech for August 2018 be accepted.”

Moved: N. Peele

Seconded: W. Maclennan

CARRIED Unanimous

MOTION:

“That the Board approve the 2018 Operating Budget with a net operating deficit of \$143,640”

(previously supplied)

Moved: N. Peele

Seconded: A. Parr

CARRIED Unanimous

MOTION:

“That the Board approve the 2018 Capital Expenditure Budget of \$50,205.”

(previously supplied)

Moved: L. Jones

Seconded: N. Peele

CARRIED Unanimous

MOTION:

“That the Board approve the 2018 budgeted Statement of Financial Position as prepared by Edtech.”

(supplied)

Moved: R. Clothier-Simmonds

Seconded: R. Bull

CARRIED Unanimous

MOTION:

“That the Board approve the 2018 Cashflow Budget as prepared by Edtech.”

Moved: N. Peele

Seconded: G. Jenkins

CARRIED Unanimous

MOTION:

“That the Board has reviewed the Proposal to conduct the audit of Otamatea High School on behalf of the Auditor-General for the 2018, 2019 and 2020 financial services from BDO Northland. The Board agrees to sign and return documents.”

Moved: R. Clothier-Simmonds

Seconded: N. Peele

CARRIED Unanimous

GENERAL BUSINESS:

Item 1: Reporting to the Board

MOTION:

“That the OHS Grounds and Maintenance Department September 2018 Report (RR) be accepted.”

Moved: R. Bull

Seconded: A. Parr

CARRIED Unanimous

Item 2: Board Succession Planning

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Item 3: Board of Trustees Dates for 2019

MOTION:

“That the Board of Trustees agree to hold 2019 on the follow days 30 January, 27 February, 3rd April, 15 May, 26 June, 7 August, 18 September, 30 October and 11 December.”

Moved: N. Peele

Seconded: R. Bull

CARRIED Unanimous

Item 4: Student Council / PE Department PE uniform proposal

- L. Jones to take A. Parr out to Paparoa Drapery to discuss PE T-Shirt supply.
- Board give approval for PE Department to investigate options further.

Item 5: Overnight EOTC

MOTION:

“That the EOTC application IN FULL for DoE Gold Qualifier to The Kaimais 11 October – 13 October, 2018 (overnight 11 and 12 October, 2018) be approved.”

Moved: L. Jones

Seconded: G. Jenkins

CARRIED Unanimous

MOTION:

“That the EOTC application IN FULL for DoE Bronze Training at Tangihua Lodge 16 – 18 November, 2018 (overnight 16 and 17 November, 2018) be approved.”

Moved: G. Jenkins

Seconded: A. Parr

CARRIED

MOTION:

“That the EOTC application IN FULL for DoE Silver Qualifier at Tangihua Forest 16 – 18 November, 2018 (overnight 16 and 17 November, 2018) be approved.”

Moved: R. Clothier-Simmonds

Seconded: A. Parr

CARRIED

The meeting moved into Non-Public Business. (8.43pm)

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 (9.19pm)

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: 9.25pm

Chairperson Signed: _____

Date: _____

Principal Signed: _____

Date: _____