

Minutes for the Otamatea High School Board of Trustees January meeting held on
Wednesday 26 January, 2022

VENUE: Otamatea High School Staffroom
DATE: Wednesday 26 January, 2022
TIME: 6.00pm
PRESENT: L. Smart, D. Smyth, R. Bull (via google meets), K. van Harlingen, B. Weber, W. Ngatipa (6.18pm) and J. Hampshire (6.35pm).
IN ATTENDANCE: N. Donaldson
APOLOGIES: G. Jenkins

MOTION:
"That the apology be accepted."

Moved: L. Smart

CARRIED

All in favour

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. Board hours sheet completion

N. Donaldson will email board members for Board hours.

MINUTES:

MOTION:
"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 8 December, 2021 be signed as a true and accurate record of the meeting."

Moved: B. Weber

Seconded: D. Smyth

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS

8 December Hanna Scott
8 December Anna Liddington

Offer of support
Letter of thanks for support of study leave

OUTWARDS

MOTION:

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

Moved: B. Weber

Seconded: K. van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM CORRESPONDENCE:

Action: D. Smyth to congratulate Anna on her results for study

Action: N. Donaldson to provide A. Liddington’s letter to the Senior Leadership team

ACTION LIST:

- Completed items to be removed and items requiring further action to remain.

W. Ngatipa joined the meeting at 6.18pm

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report to the Otamatea High School Board of Trustees January 2022 be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL’S REPORT:

J. Hampshire joined the meeting at 6.35pm

FINANCE REPORT:

Draft budget - Non Public Business Agenda

GENERAL BUSINESS:

Item 1: Delegation of Authority

Resolution for Delegations of Authority

Date: 26 January 2022

To the Principal:

The Board of Trustees resolves to delegate to the Principal the following powers and responsibilities:

- a. Employment of:
 - Non teaching staff
 - Teaching staff up to and including the level of Head of Department
 - Staff required for long term relieving and fixed term positions
- b. Performance Management and disciplinary action of non teaching staff in accordance with the relevant employment contract
- c. Initiation of competency procedures in relation to teaching staff in accordance with clause 3.3.2 of the Secondary Teachers' Collective Agreement ("STCA")
- d. Approval of /or require the following in relation to leave:
 - Medical certificate for an absence of sick leave in excess of five days
 - Discretionary leave not exceeding 4 school days
- e. Authorisation of expenditure/payments of Board approved budgeted items.
- f. For un-budgeted or over budget expense over \$5000 (excl gst), approval will be sought from the Board Chairperson or the Chair of the Finance Committee and must be presented to the Board of Trustees at the next appropriate meeting.
- g. Application for funds, sponsorship or other monies
- h. Signing of declarations on behalf of the Board, except where there is a requirement for Board Chair signature, in relation to information required by the Ministry of Education
- i. Mandatory reports to the Education Council

To the Deputy Principal:

The Board directs that, except where the Board, as its discretion otherwise determines, the Deputy Principal (and in the absence of the Deputy Principal, the Assistant Principal) shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal.

To the Student Support Committee:

The power conferred on the Board under section 81 of the Education & Training Act 2020 is delegated to the Discipline Committee of the Board of Trustees, and the quorum for the Committee shall be two trustees

Board of Trustees ratified 30 May 2013
Board of Trustees reviewed, updated and ratified 29 May 2015
Board of Trustees reviewed, updated and ratified 28 January 2016
Board of Trustees reviewed, updated and ratified 26 June 2017
Board of Trustees reviewed, updated and ratified 28 February 2018
Board of Trustees reviewed, updated and ratified 1 July 2019
Board of Trustees reviewed and ratified 29 Jan 2020
Board of Trustees reviewed, updated and ratified 27 January 2021

MOTION:

“That the Delegation of Authority be approved with the agreed amendments (highlighted) ”.

Moved: K. van Harlingen

Seconded: D. Smyth

CARRIED

All in favour

Action: D. Smyth to add rotation of Assistant Principal delegation to Senior Leadership Agenda

Item 2: Financial Delegations

F 2.3 FINANCIAL DELEGATIONS

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(to be reviewed annually)

INTRODUCTION:

This Schedule of Delegations has been approved by the Board of Trustees of Otamatea High School. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Principal, and those responsibilities that the Principal can delegate to specified staff positions.

The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School’s executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board’s expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.

Responsibilities delegated to specific staff are outlined in their Job Description. If they are a budget holder this includes the responsibility of purchasing goods and services up to the amount allocated by the Board to their area of responsibility in the budget.

Note

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations).

Delegations Retained by the Board

- 1) The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:
 - a) Approval of all operating, capital, cash-flow and property maintenance budgets and amendments to these budgets;

- b) ~~The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;~~
- c) The termination of employment of any employee;
- d) Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
- e) Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
- f) Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Board Chairperson;
- g) The initiation of any legal actions and any communications in relation to these actions;
- h) Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

- 1) The Board delegates to the Principal the responsibilities listed below:
 - a) The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
 - b) The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
 - c) Ordering fixed assets (outside the parameters of individual budget holders) for which the capital expenditure has the prior approval of the Board;
 - d) The appointment of permanent staff, fixed-term staff and long-term relieving staff provided such appointment is within the budget **and staffing** allocations for this particular person and provided this delegation is not given to any other staff member;
 - e) Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
 - f) Delegation in writing to specified staff positions of responsibilities according to the format set out below.
 - g) Leave on full pay granted to staff to attend training sessions or courses outside the school for a period no greater than 4 days;
 - h) Approval of all funding applications ie: Pub Charity ensuring a fair distribution of applications are made from all relevant parties. These applications and outcomes are to be reported to the Board on a monthly basis as part of the Principal's Report.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson

SUPPLEMENTARY SCHEDULE OF RESPONSIBILITIES

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks Trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

Banking and Cash Handling

Opening mail and receipting the cash and cheques received	Office Manager
Receipting of all student cash received	Office Manager
Verification of canteen and cafe daily takings with till tapes	Office Manager
Preparation of banking	Office Manager
Signature of bank deposit	Office Manager
Transfer of cash and cheques to security firm for transportation to bank	Office Manager
Reconciliation of daily receipts with banking	Executive Officer
Periodic bank reconciliation	Executive Officer
Custody of cash and cheques	Officer Manager/Executive Officer

Account Signatories

BoT Chairperson	Llew Smart
BoT Staff Representative	Wiremu Ngatipa
Principal	Dirk Smyth
Deputy Principal	Paul Chambers
Assistant Principal	Nicky Cotching
Assistant Principal	Huia Coll

Principal to be 1st signatory with one other.

If Principal absent then Deputy Principal to be 1st signatory with one other.

If Principal and Deputy Principal absent then an Assistant Principal with one other.

Investments

Transfer to and from general, at-call and term deposit accounts Executive Officer
Reconciliation of transfers Executive Officer

Purchasing Goods and Services

Approving purchases (within delegated authority) Budget Holders
Raising purchase orders Budget Holders
Placing phone orders Budget Holders
Placing internet orders Budget Holders
Verifying receipt of goods or services Budget Holders

Payroll

Check of fortnightly SUE report Executive Officer
Reconciliation with bank debit with errors followed up Executive Officer
Verification of SUE reconciliation report and bank debit Executive Officer

Income

Preparation of receivables invoices Executive Officer
Reconciliation of receivables ledger Executive Officer
Debt write-off approvals **Board Finance Committee**

Fixed Assets

Fixed asset budget approval Board
Fixed asset purchase order approval Principal/Budget Holder
Fixed asset delivery acceptance check Budget Holder
Fixed asset invoice approval Budget Holder
Fixed asset register update Executive Officer/ Budget Holder

Reviewed, updated and ratified Jan 2015
Reviewed, updated and ratified Jan 2016
Reviewed, amended and ratified Jan 2017
Reviewed, amended and ratified Jan 2018
Reviewed RCS/DCS September 2019
Reviewed, amended and ratified RCS/DCD/BoT 27 January 2021

MOTION:

“That the Financial Delegations policy be approved with the agreed amendments (highlighted).”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

Item 3: Email motion

MOTION:

“That the email motion ‘That the Otamatea High School Board of Trustees allow alcohol to be served, and for staff to bring their own alcohol, to the end of year staff function on Thursday 16th December 2021, subject to the criteria below:

- Food must be available, and in sufficient quantities to last throughout the function.
- A range of alternative drinks, including low alcohol and alcohol-free beverages must be available for the duration of the event.
- Practises that encourage intoxication are not acceptable. This includes drinking games and inducements to drink excessive quantities of alcohol and/or at a faster rate than usual.
- Anyone becoming intoxicated will not be served further alcohol. If someone does become intoxicated, they will be removed from the event and every effort made to protect their safety both at the event and afterwards.
- Staff members and guests who are under the age of 18 years will not be supplied with alcohol.
- Provision must be made to ensure that guests do not drive if they are near, or over, the legal limit’

be ratified.”

Moved: K. van Harlingen

Seconded: R . Bull

CARRIED

All in favour

Action: D. Smyth to talk to D. Cornhill-Davies to set up H. Coll and N. Cotching as signatories for the school

Item 4: School Docs

- 2022 review scheduled policies to be added to the February meeting

Action: D. Smyth to prepare required policies for the February meeting

Item 5: Enrolment Scheme

MOTION:

“That the Board of Trustees request the Ministry of Education to develop a draft enrolment scheme to commence 1 January 2023, and to invite Tanya Petrove and Brent Stephens to the next BOT meeting for further discussion/consultation.”

Moved: D. Smyth

Seconded: J. Hampshire

CARRIED

All in favour

Action: D. Smyth to contact T. Petrove and B. Stephens to attend the next Board of Trustees meeting.

Item 6: Draft Charter

MOTION:

“That the Board of Trustees agree for the principal to table a draft charter including strategic/annual plan to the February Board of Trustees meeting”.

Moved: D. Smyth

Seconded: W. Ngatipa

CARRIED

All in favour

Action: D. Smyth to table a draft charter including strategic/annual plan to the February Board of Trustees meeting

Item 7: Student Behaviour Management Committee

- Add to February agenda

Action: B Weber to investigate rules around quorums for this committee.

The meeting moved into Non-Public Business. (7.40pm)

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

All in favour

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

All in favour

The meeting moved out of non-public business 8.32pm

MOTION:

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

Moved: L. Smart

CARRIED

All in favour

MOTION:

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

Moved: L. Smart

CARRIED

All in favour

Meeting closed: 8.35pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:
