

Minutes for the Otamatea High School Board of Trustees May meeting held on
Wednesday 11 May, 2022

VENUE: Otamatea High School Staffroom
DATE: Wednesday 11 May, 2022
TIME 6.00pm
PRESENT: L. Smart, D. Smyth, K. van Harlingen, B. Weber and J. Hampshire.
IN ATTENDANCE: N. Donaldson

APOLOGIES: R. Bull, W. Ngatipa and G. Jenkins

MOTION:
"That the apologies 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

MINUTES:

MOTION:
"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 6 April, 2022 be signed as a true and accurate record of the meeting."

Moved: D. Smyth

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS

11 April	Education Gazette Volume 101 No. 4
2 May	Education Gazette Volume 101 No. 5

OUTWARDS

11 April	Watershed and Ministry of Education	approval of 10YPP projects
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MOTION:

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

Moved: D. Smyth
CARRIED
All in favour

Seconded: K. van Harlingen

MATTERS ARISING FROM CORRESPONDENCE:

ACTION LIST:

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

MATTERS ARISING FROM THE ACTION LIST:

PRINCIPAL’S REPORT:

MOTION:

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

Moved: B. Weber
CARRIED
All in favour

Seconded: K. van Harlingen

MATTERS ARISING FROM PRINCIPAL’S REPORT:

FINANCE:

MOTION:

“That the Finance Report March 2022 be accepted.”

Moved: K. van Harlingen
CARRIED
All in favour

Seconded: D. Smyth

MATTERS ARISING FROM FINANCE REPORT:

GENERAL BUSINESS:

Item 1: Management Reports

MOTION:

“That the Term 1, 2022 Teaching and Learning Report (HC) be accepted.”

Moved: B. Weber
CARRIED
All in favour

Seconded: J. Hampshire

MOTION:

“That the Term 1, 2022 Pastoral Care Report (PC) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

MOTION:

“That the Term 1, 2022 Student Achievement Report (NC) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

MOTION:

“That the Term 1, 2022 Property Progress Report (RR) be accepted.”

Moved: D. Smyth

Seconded: J. Hampshire

CARRIED

All in favour

Action: D. Smyth to talk to RR about gaps in video camera areas

Item 2: Term 2 Policy Review

The following policies are scheduled for review Term 2, 2022. Please follow the instructions below.

HEALTHCARE: (1) Medicines (2) Managing Minor/Moderate Injury (3) Managing Serious Injury and Illness (4) Infectious Diseases (5) Reporting and Recording Accidents and Incidents (board)

BEHAVIOUR MANAGEMENT: (1) Bullying and Online Bullying (2) Surrender and Retention of Property and Searches

1. Visit the website <https://otamatea.schooldocs.co.nz/1893.htm>
2. Enter the username (otamatea) and password (bickerstaffe).
3. Follow the link to the relevant policy as listed.
4. Read the policy.
5. Click the Policy Review button at the top right-hand corner of the page.
6. Select the reviewer type.
7. Enter your name (optional).
8. Submit your ratings and comments.

Item 3: Overnight EOTC

MOTION:

“That the EOTC application IN PRINCIPLE for L1PRIM and 10GRTG to Zeelandia, Clevedon and Hamilton Field days 30th November – 1st December, 2022 (overnight 30th November) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for UNISS at Auckland 28th August – 3rd September, 2022 (overnight 28, 29, 30, 31 August, 1, 2 September) be accepted.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for AIMS Netball tournament in Mt Maunganui 3rd - 9th September, 2022 (overnight 3, 4, 5, 6, 7, 8 September) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

Item 4: Board of Trustee Elections

Discussion / allocation of tasks for promotion to school community and prospective trustees.

Action: B. Weber to work with N. Donaldson to promote to community and invite interested persons to the public board meetings.

MOTION:

“That the Board of Trustees agree to carry out the September Parent member Board elections as paper voting.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

The meeting moved into Non-Public Business. (7.35pm)

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

Meeting closed: 7.55pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____