

Minutes for the Otamatea High School Board of Trustees August meeting to be held on
Tuesday 2 August, 2022

VENUE: Otamatea High School Staffroom
DATE: Tuesday 2 August, 2022
TIME: 6.00pm
PRESENT: L. Smart, D. Smyth, G. Jenkins, K. van Harlingen and B. Weber.
IN ATTENDANCE: Kelvin Teixeira and Nikki Donaldson
APOLOGIES: W. Ngatipa

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.

D. Smyth declared a conflict of interest regarding rental properties

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

MINUTES:

MOTION:
"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 29 June, 2022 be signed as a true and accurate record of the meeting. With the adjustment to the minutes of Item 1 Charter should read 1x against instead of 1x abstain."

Moved: D. Smyth

Seconded: B. Weber

CARRIED

All in favour

MOTION:
"That the Special meeting of the Board of Trustees held on Tuesday 26 July, 2022 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: Nil

R. Bull joined the meeting at 6.10pm

CORRESPONDENCE: Nil

ACTION LIST:

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

MATTERS ARISING FROM THE ACTION LIST: Nil

PRINCIPAL'S REPORT:

MOTION:

"That the Principal's Report to the Otamatea High School Board of Trustees August 2022 be accepted."

Moved: G. Jenkins

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

"That the board moves to update the policy so that discretionary leave including study leave of a school term or longer will only be considered if a staff member has been at Otamatea High School for more than 3 years, unless there are extenuating circumstances involved."

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL'S REPORT: Nil

FINANCE:

MOTION:

"That the Finance Report June 2022 be accepted."

Moved: K. van Harlingen

Seconded: D. Smyth

CARRIED

All in favour

MATTERS ARISING FROM FINANCE REPORT:

BDO Audit Completion Report discussion

Action: That the finance committee will discuss and report back to the Board of Trustees regarding payroll auditing procedures and review schedule.

GENERAL BUSINESS:

Item 1: Policy Review (3 year review cycle)

Board to review policies prior to September meeting - Two sets of SchoolDocs Policies are due for review:

- Student Wellbeing and Safety
- Staff Wellbeing and Safety

Board of Trustees to go over policies required using the RED MESSAGE button box to review directly.
<https://otamatea.schooldocs.co.nz/> Username: Otamatea Password: bickerstaffe

Item 2: Senior Leadership Team Reports

MOTION:

“That the Term 2, 2022 Teaching and Learning Report (HC) be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

Action: D. Smyth to request a discussion be held at the next SONG meeting regarding seat belts and standing on buses.

The Board of Trustees agree to SONG investigating the installation of cameras on school buses.

MOTION:

“That the Term 2, 2022 Pastoral Care Report (PC) be accepted.”

Moved: B. Weber

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the Term 2, 2022 Student Achievement Report (NC) be accepted.”

Moved: K. van Harlingen

Seconded: G. Jenkins

CARRIED

All in favour

Item 3: Email motion/s

MOTION:

“That the email motion ‘that the EOTC application IN PRINCIPLE for the Reporoa School Exchange August 14 – August 15 (overnight 14 August) be approved’ be ratified.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the email motion ‘that the Board of Trustees agree for the Board election dates to be as follows: Nominations open – Friday 29th July 12pm, Nominations close – Wednesday 17th August 12pm and Voting closes – Wednesday 21st September, 2022’ be ratified.”

Moved: B. Weber

Seconded: G. Jenkins

CARRIED

All in favour

Item 4: Overnight EOTC applications

MOTION:

“That the EOTC application IN PRINCIPLE for Duke of Edinburgh Gold Training at Kaimais 16th – 18th September, 2022 (overnight 16th, 17th September) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for Duke of Edinburgh Silver practice tramp to Waitakere Ranges 14th – 16th October, 2022 (overnight 14th, 15th October) be accepted.”

Moved: R. Bull

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for Duke of Edinburgh Gold Qualifier 3rd – 10th December, 2022 (overnight 3, 4, 5, 6, 7, 8, 9 December) be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for Alt Ed to Ruapehu 22nd – 25 August, 2022 (overnight 22, 23, 24 August) be accepted.”

Moved: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

Item 5: Memorandum of Understanding

MOTION:

“That the Board of Trustees agree to the terms of the MOU between Swim Kaipara Charitable Trust and Otamatea High School.”

Moved: G. Jenkins

Seconded: K. van Harlingen

CARRIED

All in favour

Item 6: Rent review – differed to next board meeting

Kelvin Texiera left the meeting at 8.33pm

The meeting moved into Non-Public Business. (8.35pm)

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

The meeting moved out of Non-public business 8.45pm

MOTION:

“That the meeting moved 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: 8.45pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:
