

Minutes for the Otamatea High School Board of Trustees June meeting held on  
Wednesday 29 June, 2022

VENUE: Otamatea High School Staffroom  
DATE: Wednesday 29 June, 2022  
TIME 6.11pm  
PRESENT: L. Smart (via Google meets), D. Smyth, R. Bull, K. van Harlingen, B. Weber (chair), W. Ngatipa and J. Hampshire.  
IN ATTENDANCE: N. Donaldson (via Google meets)  
APOLOGIES: G. Jenkins and W. Ngatipa

MOTION:  
"That the apologies be accepted."

Moved: B. Weber

**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.
- Item 2.** Chairman to call for any adjustments to agenda items or placement ie: non-public/public Discussions
- Transfer personnel policies into public business

MINUTES:

MOTION:  
"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 11 May, 2022 be signed as a true and accurate record of the meeting."

Moved: D. Smyth

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

**INWARDS**

19 May Ministry of Education  
20 May Ministry of Education

Proposed ballot dates for 2023  
School enrolment scheme consultation

23 May	MGT Emergency Management	Readiness of community in a disaster
23 May	Education Gazette	Vol 101 No. 6
20 June	Education Gazette	Vol 101 No. 7

## OUTWARDS

### MOTION:

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

Moved: K. van Harlingen

Seconded: J. Hampshire

**CARRIED**

**All in favour**

### MATTERS ARISING FROM CORRESPONDENCE:

**Action: D. Smyth** to work with MGT Emergency Management committee regarding ‘readiness of our community in the event of a disaster’.

### 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 June 2022 be accepted.”

Moved: K. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

### MATTERS ARISING FROM PRINCIPAL’S REPORT: Nil

### FINANCE:

### MOTION:

“That the Finance Report May 2022 be accepted.”

Moved: K. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

### MATTERS ARISING FROM FINANCE REPORT: NIL

### GENERAL BUSINESS:

**Item 1: Charter**

**MOTION:**

“That the 2022 Charter, including annual goals, be accepted.”

Moved: L. Smart

Seconded: D. Smyth

**Against :** 1 member

**CARRIED**

**Item 2: Board Elections**

**MOTION:**

“That the Board set the 7<sup>th</sup> September, 2022 as the date for the parent and staff representative election.”

Moved: L. Smart

Seconded: D. Smyth

**CARRIED**

**All in favour**

**Action: B. Weber** to confirm election dates

**Action: B Weber** to work with N. Donaldson on a paragraph for Board elections

- Next full board meeting to be held Tuesday 2 August, 2022.

**Item 3: Term 2 Policy Review**

**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

**MOTION:**

“That the Board of Trustees accept the Term Two policies, with procedural amendments as identified by the Principal, in the SchoolDocs Term2, 2022 schedule.”

Moved: B. Weber

Seconded: D. Smyth

**CARRIED**

**All in favour**

**a) Cashing Up Annual Leave:**

- D. Smyth declared a conflict of interest

**MOTION:**

"The Otamatea High School board will consider, on a case-by-case basis, any requests to cash-up annual holidays".

Moved: L. Smart  
**CARRIED**  
**All in favour**

Seconded: R. Bull

#### **b) Staff Leave requests**

**Action:** D. Smyth to look further into Criteria for Discretionary Leave and bring back to the board.

#### **Item 4: Annual Report**

MOTION:

"That the 2021 Annual Report be accepted."

Moved: L. Smart  
**CARRIED**  
**All in favour**

Seconded: D. Smyth

#### **Item 5: Mask wearing at Otamatea High School**

- Board discussion concluded with the decision not to introduce a mask mandate for staff or students.

#### **Item 6: Overnight EOTC email motion/s**

MOTION:

"That the email motion 'that the EOTC application IN PRINCIPLE for Duke of Edinburgh Silver Practice tramp to Mt Pirongia June 4 - June 5 (overnight 4 June) be approved' be ratified."

Moved: K. van Harlingen  
**CARRIED**  
**All in favour**

Seconded: R. Bull

MOTION:

"That the email motion 'that the EOTC application IN PRINCIPLE for the Duke of Edinburgh Bronze qualifying tramp to Pinnacles tracks June 18 – June 19 (overnight 18 June) be approved' be ratified."

Moved: J. Hampshire  
**CARRIED**  
**All in favour**

Seconded: R. Bull

MOTION:

"That the email motion 'that the EOTC application IN PRINCIPLE for L2 and L3 Tourism to Rotorua 3<sup>rd</sup> July – 5<sup>th</sup> July (overnight 3, 4 July) be approved', be ratified."

Moved: D. Smyth

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 7: Overnight EOTC applications**

MOTION:

“That the EOTC application IN PRINCIPLE for Otamatea Kapa Haka to Otamatea High School 19<sup>th</sup> August – 21<sup>st</sup> August and 26<sup>th</sup> August – 28<sup>th</sup> August (overnight 19, 20 August and overnight 26, 27 August) be accepted.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Gold Training to the Kawekas 30 September – 6 October (overnight 30 September, 1, 2, 3, 4 and 5 October be accepted.”

Moved: L. Smart

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Gold pre expedition to Mt Taranaki 21 October – 25 October (overnight 21, 22, 23, 24 October be accepted.”

Moved: R. Bull

Seconded: J. Hampshire

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Silver Qualifier to Lake Waikaremoana/Lake Waikareiti 4 November – 7 November (overnight 4, 5 and 6 November) be accepted.”

Moved: L. Smart

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for L1PRIM and 10GRTG to Maungatapere, Kerikeri 11-12 August (overnight 11 August) be accepted.”

Moved: R. Bull

Seconded: D. Smyth

**CARRIED**

**All in favour**

**Item 8: Memorandum of Understanding** Swim Kaipara Charitable Trust and Otamatea High School.

**Action: The property committee,** K. van Harlingen and B. Alison to meet to discuss and analyse the MoU between Swim Kaipara Charitable Trust and Otamatea High School.

**Item 9: Healthy Lunches**

Discussion document

MOTION:

“That the Board of Trustees approve the letter to the Ministry of Education regarding the Internal model for Ka Ora Ka Ako”.

Moved: R. Bull

Seconded: D. Smyth

**Abstain: 1 member**

**CARRIED**

**All in favour**

**Item 10: Board of Trustees housekeeping**

Reminder to board member their responsibility to respond promptly to board communications

*The meeting moved into Non-Public Business. (8.00pm)*

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: B. Weber

**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: B. Weber

**CARRIED**

**All in favour**

*The meeting moved out of Non-public business (8.31pm)*

MOTION:

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

Moved: K. van Harlingen

Seconded: B. Weber

**CARRIED**

**All in favour**

MOTION:

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

Moved: L. Smart

Seconded: B. Weber

**CARRIED**

**All in favour**

Meeting closed: 8.33pm

Chairperson

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Principal

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_