



Board of Trustees October Meeting **MINUTES**

VENUE: Otamatea High School Library
DATE: Wednesday 26 October, 2022
TIME: 6.05pm
PRESENT: L. Smart, D. Smyth, M. Browne, K. van Harlingen, D. Alcock, B. Alison and S. van Harlingen.
IN ATTENDANCE: N. Donaldson

APOLOGIES: R. Bull

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

MINUTES:

MOTION:
"That the minutes of the last general meeting of the Board of Trustees held on Monday 19 September, 2022 be signed as a true and accurate record of the meeting."

Moved: K. van Harlingen

Seconded: D. Smyth

CARRIED

All in favour

MOTION:
"That the minutes of the special meeting of the Board of Trustees held on Wednesday 19 October, 2022 be signed as a true and accurate record of the meeting."

Moved: B. Alison

Seconded: D. Alcock

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES:

- Board members would like it recorded that the 3 against votes regarding the co-option of K. Phillips were concerned with the process of co-option. The Board were in agreement that K. Phillips be co-opted on to the Board.

CORRESPONDENCE:

INWARDS

26 September	Education Gazette	Volume 101 No 12
22 September	Eileen Parsons	Outcome of Student Representative election
17 October	Education Gazette	Volume 101 No 13

OUTWARDS

MOTION:

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

Moved: D. Smyth

Seconded: B. Alison

CARRIED

All in favour

MATTERS ARISING FROM CORRESPONDENCE: Nil

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)

PRINCIPAL’S REPORT:

PROPOSED MOTION:

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

Moved: K. van Harlingen

Seconded: D. Alcock

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL’S REPORT:

MOTION:

“That the Board of Trustees ban cell phones at Otamatea High School for students in years 7, 8, 9 and 10 from the start of 2023. Current restrictions for students in years 11, 12 and 13 will remain

in place.”

Moved: D. Smyth

Seconded: B. Alison

CARRIED

All in favour

MOTION:

“That the Board of Trustees agree on the revised 10 Year Property Plan and are happy to submit it to the Ministry of Education for their approval.”

Moved: K. van Harlingen

Seconded: M. Browne

CARRIED

All in favour

Action: D. Smyth and L. Smyth to agree on a letter to either the Ministry or Kaipara Mayor seeking support to speed up the consent process for the temporary classrooms.

FINANCE:

MOTION:

“That the Finance Report September 2022 be accepted.”

Moved: K. van Harlingen

Seconded: D. Smyth

CARRIED

All in favour

MATTERS ARISING FROM FINANCE REPORT:

GENERAL BUSINESS:

Item 1: Policy Review (3 year review cycle)

Board to review policies prior to December meeting

Term 4 review topics:

Safety On and Off School Grounds

- Health, Safety and Welfare Policy
- Alcohol/Drug and Other Harmful Substances
- Digital Technologies and Cybersafety
- School Bus Transport
- School Swimming Pool / Swimming Off Site*

Board of Trustees to go over policies required using the RED MESSAGE button box to directly.

<https://otamatea.schooldocs.co.nz/>

Username: Otamatea

Password: bickerstaffe

Item 2: Management Reports

MOTION:

“That the Term 3, 2022 Teaching and Learning Report (HC) be accepted.”

Moved: D. Smyth

Seconded: D. Alcock

CARRIED

All in favour

MOTION:

“That the Term 3, 2022 Pastoral Care Report (PC) be accepted.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the Term 3, 2022 Student Achievement Report (NC) be accepted.”

Moved: B. Alison

Seconded: S. van Harlingen

CARRIED

All in favour

Item 3: Annual Goals for 2023

Start of consultation process for next year’s annual goals.

- Recommendation is to roll over strategic goals and to establish annual goals
- Annual goals for 2023 will be presented to the Board of Trustees at the December 2022 meeting.

Item 4: Future Principal’s Reports

- This will be discussed again at the first meeting when board dates and required reports is confirmed
- Reporting on annual goals progress recommended by D. Smyth

Item 5: Overnight EOTC applications

PROPOSED MOTION:

“That the EOTC application IN PRINCIPLE for Year 8 End of Year Camp to Ruakaka Camp Monday 12 December – Wednesday 14 December (overnight 12, 13 December) be accepted.”

Moved: D. Alcock

Seconded: B. Alison

CARRIED

The meeting moved into Non-Public Business. (8.25pm)

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 (8.46pm)

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: 8.48pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____