



OTAMATEA HIGH SCHOOL  
*Tē Kura Tuarua o Otamatea*

## Board of Trustees PUBLIC Business Meeting April **MINUTES**

VENUE: Otamatea High School Library  
DATE: Wednesday 5 April, 2023  
TIME: 6.03pm  
INVITED: L. Smart, D. Smyth, M. Browne, R. Bull, K. van Harlingen, D. Alcock and S. van Harlingen.  
IN ATTENDANCE: N. Donaldson  
APOLOGIES: B. Alison

### 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:

### PROPOSED MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 1 March, 2023 be signed as a true and accurate record of the meeting.”

Moved: R. Bull

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

**INWARDS**

13 March	Education Gazette	Volume 102 No 2
14 March	Kim Phillips	Resignation from OHS Board
16 March	PPTA	Strike Action
16 March	MoE	Enrolment Scheme Ballot dates
26 March	PPTA	Strike Action

**OUTWARDS**

MOTION:

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

Moved: K. van Harlingen

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MATTERS ARISING FROM CORRESPONDENCE:

At a special meeting held on Monday 13 March the following motion was passed. Present at this special meeting: L. Smart, K. van Harlingen, D. Smyth, S. van Harlingen and M. Browne.

MOTION:

“That the Board of Trustees agree that Otamatea High School will remain open for supervision during any teacher strikes in 2023.”

Moved: L. Smart

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Action:** L. Smart to respond to the MoE to accept the proposed ballot dates.

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 April 2023 be accepted.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**MATTERS ARISING FROM PRINCIPAL'S REPORT:**

**MOTION:**

"That the Board of Trustees agree to set a 2023 school attendance target of 90% of the year. The Board of Trustees agree to set the NCEA Level 1, 2 and 3 pass rate targets to 100% for each year level."

Moved: K. van Harlingen

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

**FINANCE:**

**MOTION:**

"That the Finance Report February 2023 be accepted."

Moved: D. Alcock

Seconded: D. Smyth

**CARRIED**

**All in favour**

**FINANCE COMMITTEE REPORT:**

**MOTION:**

"That the Finance Committee minutes of 29 March, 2023 be ratified."

Moved: K. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

**MATTERS ARISING FROM THE FINANCE COMMITTEE MINUTES: Nil**

**GENERAL BUSINESS:**

**Item 1: Policy Review (3 year review cycle)**

Term 1 2023 - [SchoolDocs](#) Policies are due for review:

NB: 3 specific policies (highlighted) must be reviewed by the Board of Trustees

- Legislation and Administration Policy (Board Review)
- Student Attendance
- Enrolment
- Privacy (Board Review)
- Official Information Requests (Board Review)
- Uniform / Dress Code

**Item 2: ERO School Improvement Framework Stewardship Discussion**

**Item 3: Maori Representation on the Otamatea High School Board**

Discussion

**Action: L. Smart** to seek advice from NZSTA regarding maori representation on the Board and report back to the Board at the next meeting

**Item 4: Board Assurance Attestation Statement**

**Action: D. Smyth** to review Otamatea High School firearms policy

**Item 5: Bus bay/s**

**Action: L. Smart** to join the meeting with the MoE property advisor on 18 May at 9.30am to discuss bus bay options.

**Item 6: Email motion**

MOTION:

“That the email motion ‘That the EOTC application IN PRINCIPLE (approved at the 7 December, 2022 meeting) for the DoE Silver Training to Waitakere Tracks 31 March to 2 April (overnight 31 March, 1 April, 2023) be changed from Waitakere Ranges to the Kaimai Ranges be approved.’ be ratified.”

Moved: D. Smyth

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the email motion ‘That the Otamatea High School Board of Trustees agree to apply for funding to Pub Charity Limited to the value of \$5,000 excluding gst to help fund the event and travel costs of Zespri AIMS Games in Tauranga in September 2023.’ be ratified.”

Moved: K. van Harlingen

Seconded: M. Browne

**CARRIED**

**All in favour**

**Item 7: Overnight EOTC applications**

MOTION:

“That the EOTC application IN PRINCIPLE for the DoE Gold Training to Mt Ruapehu tracks 29<sup>th</sup> April - 3 May, 2023 (overnight 29, 30 April, 1, 2 May, 2023) be accepted.”

Moved: R. Bull

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the Otamatea Kapa Haka to Te Taitokerau Festival at Peria 4<sup>th</sup> – 6<sup>th</sup> May, 2023 (overnight 4, 5 May, 2023) be accepted.”

Moved: D. Alcock

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for the L2 and L3 Tourism to Rotorua 7<sup>th</sup> – 9<sup>th</sup> May (overnight 7, 8 May, 2023) be accepted.”

Moved: R. Bull

Seconded: D. Smyth

**CARRIED**

**All in favour**

*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 (8.58pm)*

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: 9.04pm

Chairperson

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

Signed: \_\_\_\_\_

Date: \_\_\_\_\_