



Board of Trustees December Meeting Minutes

VENUE: Otamatea High School Library
DATE: Wednesday 7 December, 2022
TIME: 6.02pm
PRESENT: L. Smart, D. Smyth, M. Browne, K. van Harlingen, D. Alcock and B. Alison.
IN ATTENDANCE: N. Donaldson
APOLOGIES: R. Bull and S. van Harlingen not attending, K. van Harlingen will be late

MOTION:
"That the apology/ies 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 26 October, 2022 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:

CORRESPONDENCE:

INWARDS

7 November	Education Gazette	Volume 101 No 14
2 December	Education Gazette	Volume 101 No 15
22 November	RESIST Gender Education	Open Letter to NZ School Board of Trustees

OUTWARDS

25 November	Ministry of Education	Signed 5 Year Agreement
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MOTION:

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

Moved: M. Browne

Seconded: B. Alcock

CARRIED

All in favour

MATTERS ARISING FROM CORRESPONDENCE:

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:

MOTION:

“That the Principal’s Report to the Otamatea High School Board of Trustees December 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 approve the expenditure of up to at \$10,000 for additional storage subject to the approval of finance and property committees.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

MOTION:

“That the Board of Trustees agree to the employment of two new syndicate teacher aides, term time only

from the start of 2023.”

Moved: D. Smyth

Seconded: D. Alcock

CARRIED

All in favour

MOTION:

“That the board of trustees agrees to delegate to the principal, previously approved overnight EOTC trip date changes on condition that there are no significant changes to the EOTC overnight trip.”

Moved: B. Alison

Seconded: K. van Harlingen

CARRIED

All in favour

FINANCE:

MOTION:

“That the Finance Report October 2022 be accepted.”

Moved: K. van Harlingen

Seconded: B. Alison

CARRIED

All in favour

GENERAL BUSINESS:

Item 1: Policy Review (3 year review cycle)

MOTION:

“That the Board of Trustee approve the reviewed/updated policies:

- Student Wellbeing and Safety
- Staff Wellbeing and Safety
- Health, Safety and Welfare Policy
- Alcohol/Drug and Other Harmful Substances
- Digital Technologies and Cybersafety
- School Bus Transport
- School Swimming Pool / Swimming Off Site.”

Moved: D. Smyth

Seconded: D. Alcock

CARRIED

All in favour

Item 2: Management Reports

MOTION:

“That the Grounds and Maintenance Department Report November, 2022 (RR) be accepted.”

Moved: D. Alcock

Seconded: K. van Harlingen

CARRIED
All in favour

Action: D. Smyth to investigate whether the Board have approved reinvesting the rental property revenues back into the maintenance and upgrade programmes.

Item 3: Draft Strategic Plan 2023/2024

MOTION:

“That the Board of Trustees agree to the Draft Strategic Plan going out for consultation to the community.”

Moved: K. van Harlingen

Seconded: B. Alison

CARRIED
All in favour

Item 4: Email motion/s

MOTION:

“That the email motion ‘That the EOTC application IN PRINCIPAL for the Kapa Haka group noho at Otamatea High School on Friday 25 November (overnight 25 November) be approved,’ be ratified”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED
All in favour

MOTION:

“That the email motion ‘That the EOTC application IN PRINCIPAL for the [Year 10 camp at Kai Iwi Lakes](#) Sunday 11 - Wednesday 14 December, 2022 (overnight 11, 12, 13 December) be approved,’ be ratified”

Moved: K. van Harlingen

Seconded: D. Alcock

CARRIED
All in favour

MOTION:

“That the email motion ‘The Otamatea High School Board of Trustees agree to apply for funding from Grassroots Trust Limited to the value of \$10,000 excluding gst to cover the cost of 90 x FX9860 graphic calculators for our Maths department.’ be ratified.”

Moved: D. Smyth

Seconded: B. Alison

CARRIED
All in favour

MOTION:

“That the email motion ‘That the Otamatea High School Board of Trustees agree to apply for funding to BlueSky Community Trust Limited to the value of \$10,000 excluding gst to help fund the cost of 30 x 11.6” school chromebooks.’ be ratified.”

Moved: K. van Harlingen

Seconded: M. Browne

CARRIED

All in favour

Item 5: Overnight EOTC applications

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Gold Qualifier to Abel Tasman National Park Saturday 18 March – Wednesday 22 March, 2023 (overnight 18, 19, 20, 21 March, 2023) be accepted.”

Moved: D. Alcock

Seconded: D. Smyth

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Silver Training to Waitakere Tracks Friday 31 March – Sunday 2 April, 2023 (overnight 31 March, 1 April, 2023) be accepted.”

Moved: K. van Harlingen

Seconded: B. Alison

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for Year 7 Camp at Otamatea Marae Thursday 9 February, 2023 – Friday 10 February, 2023 (overnight 9 February, 2023) be accepted.”

Moved: B. Alison

Seconded: D. Alcock

CARRIED

All in favour

Item 6 : 2023 Board Dates

MOTION:

“That the Report/Meeting and Deadline Dates OHS Board of Trustees 2023 be approved.”

Moved: D. Smyth

Seconded: M. Browne

CARRIED

All in favour

Item 7: Delegations of Authority

Action: D. Smyth to provide to the January reworded delegation to the Deputy Principal under the Board delegation of authority.

- Any reference to the Discipline committee be changed to Student Support Committee

- Change Student Support delegation to state 'for discipline hearings'

Item 8 : Financial Delegations

- All referrals to the Education Training Act 1989 to be changed to the Educational Training Act 2020
- H - report to the Finance committee as per the Board of Trustees meeting schedule
- References to Executive Manager be changed to Business Manager
- Update the Account Signatories

Action: D. Smyth to provide to the January meeting a reworded Financial delegations

The meeting moved into Non-Public Business. (8.27pm)

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 (9.05pm)

MOTION:

"That the meeting move out of non-public business."

Moved: L. Smart

CARRIED

All in favour

PROPOSED MOTION:

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

Moved: L. Smart

CARRIED

All in favour

Meeting closed: 9.07pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____