



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

VENUE: Otamatea High School Library  
DATE: Wednesday 26 July, 2023  
TIME: 6.02pm  
PRESENT: L. Smart, D. Smyth, M. Browne, R. Bull, K. van Harlingen, B. Alison, D. Alcock and S. van Harlingen.  
IN ATTENDANCE: N. Donaldson  
APOLOGIES: Nil

### 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

**Item 3: Strategic Planning Consultation**  
Doreen Bailey joined the meeting at 6.02pm via google meet

*B. Alison joined the meeting at 6.09pm*

*D. Bailey left the meeting at 6.28pm*

### MINUTES:

### MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 21 June, 2023 be signed as a true and accurate record of the meeting.”

Moved: K. van Harlingen

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

### CORRESPONDENCE:

#### INWARDS

26 June

Education Gazette

Volume 102 No 8

17 July

Education Gazette

Volume 102 No 9

**OUTWARDS****MOTION:**

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

Moved: D. Smyth

Seconded: K. van Harlingen

**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 July 2023 be accepted."

Moved: R. Bull

Seconded: B. Alison

**CARRIED**

**All in favour**

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

"The board of Trustees agree to update the Discretionary Leave policy to add - The Board of Trustees will only consider discretionary leave requests of a school term or longer if the staff member has been at Otamatea High School for more than three years, unless there are extenuating circumstances involved. If a staff member has already been awarded discretionary leave of a term or longer, then further requests for such leave will only be considered once the staff member has completed an additional three years of service at the school, unless there are extenuating circumstances involved."

Moved: R. Bull

Seconded: B. Alison

**CARRIED**

**All in favour**

**FINANCE:****MOTION:**

"That the Finance Report June, 2023 be accepted."

Moved: K. van Harlingen

Seconded: D. Smyth

**CARRIED**  
**All in favour**

MATTERS ARISING FROM THE FINANCE REPORT: Nil

FINANCE COMMITTEE REPORT:

MOTION:

“That the Finance Committee minutes of 19 July, 2023 be ratified.”

Moved: D. Smyth

Seconded: K. van Harlingen

**CARRIED**  
**All in favour**

MATTERS ARISING FROM THE FINANCE COMMITTEE MINUTES: Nil

GENERAL BUSINESS:

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

Board to review the following policies prior to the September meeting Term 3 2023: [School Docs](#)  
Policies due for review are:

- Inclusive Education
- Māori Education Success
- Learning support
- Learning support co-ordination
- Identifying learning support
- Gifted learners

**ITEM 2: Management Reports**

MOTION:

“That the Term 2, 2023 Teaching and Learning Report (HC) be accepted.”

Moved: D. Alcock

Seconded: R. Bull

**CARRIED**  
**All in favour**

MOTION:

“That the Term 2, 2023 Pastoral Care Report (AC) be accepted.”

Moved: R. Bull

Seconded: D. Smyth

**CARRIED**  
**All in favour**

MOTION:

“That the Term 2, 2023 Student Achievement Report (NC) be accepted.”

Moved: K. van Harlingen

Seconded: D. Smyth

**CARRIED**

**All in favour**

MOTION:

“That the Term 2, 2023 Property/G&M Report (RR) be accepted.”

Moved: D. Alcock

Seconded: D. Smyth

**CARRIED**

**All in favour**

**Item 3: October Board meeting/s proposed date changes**

MOTION:

“That the Board of Trustees agree to the Finance and Agenda meetings moving from 11 October to 18 October and the Full Board of Trustees meeting move from 18 October to 25 October, 2023”.

Moved: D. Smyth

Seconded: B. Alison

**CARRIED**

**All in favour**

**Item 4: Donation Scheme**

MOTION:

“That the Board of Trustees agree to opt in and accept the conditions of the donation scheme for 2024”.

Moved: R. Bull

Seconded: D. Smyth

**CARRIED**

**All in favour**

**Item 5: Overnight EOTC applications**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Bronze to Pinnacles Tracks 3 -4 November (overnight 3 November 2023) be accepted.”

Moved: R. Bull

Seconded: B. Alison

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Bronze to Tangihua Lodge 13 - 15 October

(overnight 13, 14 October 2023) be accepted.”

Moved: D. Smyth

Seconded: M. Browne

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Gold to Mt Taranaki 20 October – 24 October (overnight 20, 21, 22, 23 October 2023) be accepted.”

Moved: S. van Harlingen

Seconded: L. Smart

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for DoE Silver to Tangihua Hut and tracks 13 October – 15 October (overnight 13 and 14 October 2023) be accepted.”

Moved: S. van Harlingen

Seconded: B. Alison

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for L1PRIM to Kerikeri 10 August – 11 August (overnight 10 August 2023) be accepted.”

Moved: D. Alcock

Seconded: S. van Harlingen

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for Kapa Haka overnight at OHS 11 August – 12 August (overnight 11 August 2023) be accepted.”

Moved: R. Bull

Seconded: L. Smart

**CARRIED**

**All in favour**

MOTION:

“That the EOTC application IN PRINCIPLE for Alt Ed to Whakapapa 21 August – 24 August (overnight 21, 22, 23 August 2023) be accepted.”

Moved: D. Smyth

Seconded: D. Alcock

**CARRIED**

**All in favour**

*The meeting moved into Non-Public Business. (8.40pm )*

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**

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: 8.53pm

Chairperson

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Principal

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_