



Board of Trustees PUBLIC Business Meeting March **MINUTES**

VENUE: Otamatea High School Library
DATE: Wednesday 1 March, 2023
TIME: 6.09pm
PRESENT: L. Smart, D. Smyth, M. Browne, R. Bull, K. van Harlingen, B. Alison and S. van Harlingen.
IN ATTENDANCE: Peter Sheppard
APOLOGIES: K. Phillips

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 Wednesday 25 January, 2023 signed as a true and accurate record of the meeting.”

Moved: B. Alison

Seconded: S. van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

16 February
2 February

NZSTA
NZEI

Elections for NZSTA
Paid Union Meeting Notification

OUTWARDS

MOTION:

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

Moved: K. van Harlingen

Seconded: R. Bull

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:

PROPOSED MOTION:

"That the Principal's Report to the Otamatea High School Board of Trustees March 2023 be accepted."

Moved: R. Bull

Seconded: B. Alison

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL'S REPORT:

Action: D. Smyth to look at providing financial support for staff north of Brynderwyns if roads still closed.

6.20pm D. Alcock joined the meeting via Google meets

6.30pm P. Sheppard let the meeting

FINANCE:

MOTION:

"That the Finance Report Interim December 2022 be accepted."

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

FINANCE COMMITTEE REPORT:

Finance Committee minutes of 22 February, 2023

2023 Budget v2

MOTION:

“That the Finance Committee minutes of 22 February, 2023 be ratified.”

Moved: K. van Harlingen

Seconded: D. Smyth

CARRIED

All in favour

MATTERS ARISING FROM THE FINANCE COMMITTEE MINUTES:

MOTION:

“That the Otamatea High School Board of Trustees support the grant application to Blue Sky Community Trust for \$5000.”

Moved: K. van Harlingen

Seconded: M. Browne

CARRIED

All in favour

MOTION:

“That the Otamatea High School Board of Trustees support the grant application to Four Winds Foundation Ltd for Community Trust for \$500.”

Moved: K. van Harlingen

Seconded: M. Browne

CARRIED

All in favour

MOTION:

“The Otamatea High School Board of Trustees accepts the 2023 capital expense budget recommendation of \$100000 ex gst. (As per agenda item 4 Finance committee meeting 22/2/23).”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

MOTION:

“The Otamatea High School Board of Trustees accepts recommendation to approve the 2023 Budget v2 in its entirety.”

Moved: D. Smyth

Seconded: K. van Harlingen

CARRIED

All in favour

GENERAL BUSINESS:

Item 1: Policy Review (3 year review cycle)

Board to review policies prior to APRIL meeting 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: Email motion

MOTION:

“That the email motion ‘that the EOTC application IN PRINCIPLE for the Otamatea Kapa Haka noho at Otamatea High School 10 February to 11 February (overnight Friday 10 February) be approved’ be ratified.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

Item 3: Management Reports

MOTION:

“That the Term 1 Property Progress report (RR) be accepted.”

Moved: D. Smyth

Seconded: s. van Harlingen

CARRIED

All in favour

MOTION:

“That the Student Achievement Report Summary 2022 report (NC) be accepted.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

7.47pm - L. Smart left the meeting.

7.47pm - K. van Harlingen took over the meeting as Board Chair

Item 4: Bus Bay / Parking proposal

Discussion

Item 5: Kāhui Ako Achievement Challenge

Item 6: Analysis of Variance

MOTION:

“That the 2023 for 2022 Annual Goals Analysis of Variance be approved for submission to the Ministry of Education.”

Moved: S. van Harlingen

Seconded: B. Alison

CARRIED

All in favour

Item 7: Overnight EOTC applications

MOTION:

“That the EOTC application IN FULL for the L1PRIM and 10GRTG to Hamilton Fieldays 14 June – 15 June, 2023 (overnight 14 June) be accepted.”

Moved: R. Bull

Seconded: D. Smyth

CARRIED

All in favour

MOTION:

“That the EOTC application IN PRINCIPLE for Relay for Life in Whangarei 1 April – 2 April 2023 (overnight 1 April) be accepted.”

Moved: B. Alison

Seconded: M. Browne

CARRIED

All in favour

MOTION:

“That the EOTC application IN FULL for the Otamatea Kapa Haka nohos Friday 17 March – Sunday 19 March 2023 (overnight 17, 18 March), Friday 31 March – Sunday 2 April 2023 (overnight 31 March and 1 April) , Friday 21 April – Saturday 22 April 2023 (overnight 21 April) , Friday 28 April – Sunday 30 April 2023 (overnight 28, 29 April) be accepted.”

Moved: D. Smyth

Seconded: S. van Harlingen

CARRIED

All in favour

Action: D. Smyth to organise a Board funded morning tea for staff Term 1.

The meeting moved out of non-public business (8.55pm)

MOTION:

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

Moved: K. van Harlingen

Seconded: B. Alison

CARRIED

All in favour

MOTION:

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

Moved: D. Smyth

Seconded: R. Bull

CARRIED

All in favour

Meeting closed: 8.55pm

Chairperson

Signed:

Date:

Principal

Signed:

Date:

March meeting to be held on Wednesday 1 March, 2023

Schedule of Correspondence

INWARDS

7 February	Education Gazette	Volume 102 No 1
16 February	NZSTA	Elections for NZSTA
2 February	NZEI	Paid Union Meeting Notification

OUTWARDS