Minutes for the Otamatea High School Board of Trustees September meeting held on Tuesday 15 September, 2020

VENUE: Otamatea High School Library

DATE: Tuesday 15 September, 2020

TIME 6.09pm

PRESENT: L. Smart, R. Clothier-Simmonds, G. Jenkins, R. Bull, K. van Harlingen, B. Weber, N. Cotching and P. Kenyon.

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. Nil

Item 2. Chairman to call for any adjustments to agenda items or placement ie: non-public/public discussions Nil

Item 3. Board hours sheet completion

MINUTES:

MOTION:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 5 August, 2020 be signed as a true and accurate record of the meeting."

Moved: B. Weber Seconded: R. Bull

CARRIED

All in favour

MATTERS ARISING FROM WEDNESDAY 5 AUGUST, 2020, FULL BOARD MEETING: Nil

CORRESPONDENCE:

INWARDS

July/August	NZSTA	STAnews Issue 301
3 August	Ministry of Education	Ed Gazette Vol 99 No 12
17 August	Ministry of Education	Ed Gazette Vol 99 No 13
7 September	Ministry of Education	Ed Gazette Vol 99 No 14
2 September	Ministry of Education	Free and Healthy School Lunches Programme
14 September	Eileen Parsons	Notification of new student trustee

OUTWARDS

MOTION:

"That the inwards correspondence be accepted and the outwards correspondence (nil) be approved."

Moved: N. Cotching Seconded: P. Kenyon
CARRIED
All in favour

MATTERS ARISING FROM CORRESPONDENCE:

Free and Healthy School Lunches Programme

- $5 Yr 7 & 8 per student per school day $7 Yr 9-13 per student per school day
- Can apply for money to fund infrastructure to provide programme
- R. Clothier-Simmonds has replied to accept programme
- Will now look further into which option OHS will use to provide the service for this programme
- Important to talk to the students about what they will eat
- Important to talk to parents about what they want their children to eat

New Student Trustee

- October will be the first meeting Michael Ferguson attends. Paige will attend the October meeting as her final meeting.

ACTION LIST:

- Completed items to be removed and items requiring further action to remain.

MATTERS ARISING FROM THE ACTION LIST: Nil

PRINCIPAL'S REPORT: https://drive.google.com/drive/folders/1l1ujDQESpLvxfOjSUAq0A3EEwv3A_9lN

MOTION:

"That the Principal's Report for September, 2020 be accepted."

Moved: G. Jenkins Seconded: P. Kenyon
CARRIED
All in favour

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

MOTION:

"That the Board of Trustees approve Dirk Smyth's sabbatical leave from Monday 26 July to Friday 1 October, 2021."

Moved: G. Jenkins Seconded: B. Weber
CARRIED
All in favour

MOTION:

"That the Board of Trustees approve Anna Liddington's 2021 Secondary Teacher Study Award

leave for 32 school weeks. Dates for this leave to be negotiated with the Senior Leadership Team."

Moved: R. Bull Seconded: R. Clothier-Simmonds
CARRIED
All in favour

MOTION:

"That the proposed new rents as below

	40 Judd Road	62 Gorge Road	14 Bickerstaffe Road	195 Hurndall Street
Previous market appraisal – lower limit	$370	$370	$380	$360
75% reduction	NA	$277.50	$285	$270
New market appraisal	$380 - $390	$380 - $390	$390 - $400	$360 - $370
Proposed 75% of market appraisal	NA	$285 - $292.50	$292.50 - $300	$270 - $277.50
Proposed new rent	$380	$285	$292.50	$270

be approved."

Moved: R. Bull Seconded: B. Weber
CARRIED
All in favour

FINANCE REPORT:

MOTION:

"That the Board of Trustees accept the August, 2020 Financial Report."

Moved: K. van Harlingen Seconded: R. Bull
CARRIED
All in favour

MATTERS ARISING FROM THE FINANCE REPORT:

Action: R. Clothier-Simmonds to request D. Cornhill-Davies include in future reports a total number of students including Alt Ed and STP students.

GENERAL BUSINESS:

Item 1: School Uniform

Student Uniform Survey - Uniform Survey Analysis found in Google Drive September meeting https://drive.google.com/drive/u/0/folders/1_bXbHL-JWw-AsjBC6Kz7NBt3pH0VkdJr

CURRENT POLICY (Current Uniform Poster found in Google Drive)
https://drive.google.com/drive/folders/1z4WuDm9d417ruUj8GxlXJekJfWIZQITw

C3 UNIFORM

1.0 All students must wear the uniform prescribed by the Board of Trustees in the Otamatea High School uniform code.

1.1 Students and staff are required to maintain a high standard of dress and grooming.

Ratified 04/04/2013 (BoT)
Ratified 26/08/2015 (BoT)
Ratified 16/05/2018 (BOT)
Reviewed and ratified 16/5/2018 (BOT)

PROPOSED UNIFORM POLICY (Proposed Uniform Poster found in Google Drive)
https://drive.google.com/drive/folders/1z4WuDm9d417ruUj8GxlXJekJfWIZQITw

C3 UNIFORM

1.0 All students must wear the uniform prescribed in the Otamatea High School uniform regulations.

1.1 Students are required to maintain a high standard of dress and personal presentation.

Ratified 04/04/2013 (BoT)
Ratified 26/08/2015 (BoT)
Ratified 16/05/2018 (BOT)
Reviewed and ratified 16/5/2018 (BOT)

MOTION:

"That Policy C3 Uniform be reviewed, updated and approved.

Moved: N. Cotching Seconded: P. Kenyon
CARRIED
All in favour

- Shoes to be black, black laces, black soles (not necessarily polishable).
- Senior leadership Team to survey the community regarding the small adaptations as well as other proposed changes. To put any changes in place for 2021.

Item 2: **End of Year Camps and Activities** (see Board of Trustees Google Drive)
https://drive.google.com/drive/folders/1RDL6oa2_1ffqcmObCLrtzo0V7MyM999U

MOTION:

"That the additional staffing costs for end of year camps and activities will be covered by existing budgets. This motion supersedes the motion passed at the previous meeting, 5 August, where the Board passed the motion that the additional costs will be passed on to families."

Moved: N. Cotching Seconded: R. Bull
CARRIED
All in favour

Action: R. Clothier-Simmonds to discuss future year's allocation of Donations Scheme with D. Smyth and D. Cornhill-Davies to provide a proposal to the Board. This may include an allocation to staffing costs for camps and activities.

Item 3: **Overnight EOTC** (see Board of Trustees Google Drive)
https://drive.google.com/drive/folders/1EWJ7ZCj_T1NteyVv9mfU6LqAe8p0ML5s

MOTION:

"That the EOTC application IN PRINCIPLE for the Year 8 End of Year camp at Ruakaka Beach Sunday 6 December – 9 December (overnight 6,7,8 December) be approved."

Moved: P. Kenyon Seconded: G. Jenkins
CARRIED
All in favour

MOTION:

"That the EOTC application IN PRINCIPLE for the DoE Silver training at Tangihua Forest Friday 6 November to Sunday 8 November (overnight 6, 7 November) be approved."

Moved: R. Bull Seconded: P. Kenyon
CARRIED
All in favour

MOTION:

"That the EOTC application IN PRINCIPLE for the DoE Bronze Qualifier at Pinnacles Coromandel Forest Park Saturday 28 November to Sunday 29 November (overnight 28 November) be approved."

Moved: G. Jenkins Seconded: N. Cotching
CARRIED
All in favour

MOTION:

"That the EOTC application IN PRINCIPLE for the Year 10 End of Year Camp at Kai Iwi Lakes Sunday 6 December to Wednesday 9 December (overnight 6, 7, 8 December) be approved."

Moved: N. Cotching Seconded: B. Weber
CARRIED
All in favour

Item 4: **Strategic Planning**

- Recognising that while the board are responsible and accountable for strategic planning there should be a collaborative/combine with Senior Leadership Team.

Action: R. Clothier-Simmonds to provide dates for Board of Trustees to meet to start process. Evening

meetings are preferred.

The meeting moved into Non-Public Business. (7.49pm)

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 (8.21pm)

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

Item 5: Bus Transport

Glenmohr Road bus stop

School staff have been receiving reports/complaints that the stop was becoming dangerous due to number of cars dropping/collecting children plus unsafe practices. L. Smart and N. Donaldson and T. Yeasbley (bus contractor) visited stop. Moved the stop in afternoon to Ryan Road (side road slightly further up Glenmohr Road) and notified parents that drop off in the mornings on South side of Glenmohr Road on verge (children to get out of car on verge side not out onto road).

Mangawhai TEZ Year 7 & 8

Half way point for Year 7 & 8 is Kaiwaka. Year 9 – 13 TEZ travels into Mangawhai. Information going out to those new families affected (2021 Year 7 & 8) that the collection/drop off point will Kaiwaka Hall.

Meeting closed at 8.35pm

Chairperson	Signed:	_____
	Date:	_____
Principal	Signed:	_____
	Date:	_____