

Minutes for the Otamatea High School Board of Trustees February meeting held on

Tuesday 23 February, 2021

VENUE: Otamatea High School Library

DATE: Tuesday 23 February, 2021

TIME 6.00pm

PRESENT: L. Smart, D. Smyth, G. Jenkins, R. Bull, K. van Harlingen, B. Weber, W. Ngatipa and M. Ferguson

IN ATTENDANCE: N. Donaldson

KARAKIA:

He Karakia Timatanga

Whakataka te hau ki te uru,  
Whakataka te hau ki te tonga.  
Kia mākinakina ki uta,  
Kia mātaratara ki tai.  
E hī ake ana te atakura  
he tio, he huka, he hau hu,  
Tihei Mauriora!

Opening Prayer

Get ready for the westerly  
and be prepared for the southerly wind.

It will be icy cold inland,  
and icy cold on the shore.  
May the dawn rise red-tipped on ice, on snow, on  
frost.  
I breathe it is Life!

APOLOGIES: Nil - W. Ngatipa running late

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.

- B. Weber queried Draft Budget being in NP Business – agreed as it stands to stay in NPB as the Draft Budget contains sensitive information.
- B. Weber queried the Draft Charter being in NP Business. **The Draft Charter will be moved to Public Business.**

**Item 3.** Board hours sheet completion

- N. Donaldson will email members for their hours.

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 27 January, 2021 be signed as a true and accurate record of the meeting.”

Moved: B. Weber

Seconded: M. Ferguson

**Abstain:** D. Smyth (was not at the meeting)

**CARRIED**

**All in favour**

MATTERS ARISING FROM WEDNESDAY 27 JANUARY, 2021 FULL BOARD MEETING:

CORRESPONDENCE:

**INWARDS**

7 December Education Gazette Vol 100 Number 20

15 February Grant & Claudia Moir Seeking clarity from agreed statement re: Principal

**OUTWARDS**

15 February Grant & Claudia Moir Response to email

MOTION:

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

Moved: B. Weber

Seconded: R. Bull

**CARRIED**

**All in favour**

MATTERS ARISING FROM CORRESPONDENCE:

**Action: L. Smart** to respond directly to Grant and Claudia Moir.

**Action: The Board** to publish in Te Panui regularly to keep the school community up to date on board activity.

ACTION LIST:

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

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s report to the Otamatea High School Board of Trustees February 2021 be accepted.”

Moved: G. Jenkins

Seconded: M. Ferguson

**CARRIED**

**All in favour**

*W. Ngatipa joined the meeting at 6.36pm*

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

- D. Smyth recommends 'closing the school for instruction' on Friday 19 March – run a staff only at the marae for Treaty of Waitangi professional development. An email motion will be circulated when the date is confirmed.
- Staff / Board bbq on Wednesday 10<sup>th</sup> March at 4pm. All staff and board invited to attend. N. Donaldson to organise catering and invitation.

FINANCE REPORT:

MOTION:

"That the interim Finance Report for December, 2020 be accepted."

Moved: K. van Harlingen

Seconded: B. Weber

**CARRIED**

**All in favour**

GENERAL BUSINESS:

**Item 1: Analysis of Variance**

The Board of Trustees completed the Governance section at this Board meeting

MOTION:

"That the Board of Trustees approve the Analysis of Variance 2021 for 2020, as provided."

Moved: G. Jenkins

Seconded: M. Ferguson

**CARRIED**

**All in favour**

**Item 2: Draft Charter 2021**

MOTION:

"That the Board of Trustees approve the Charter 2021 for providing to the Ministry of Education."

Moved: G. Jenkins

Seconded: B. Weber

**CARRIED**

**All in favour**

**Item 3: Reporting to the Board**

Board discussion

MOTION:

"That the Student Achievement and Progress Summary Report for the 2020 academic year (DS) be accepted."

Moved: G. Jenkins

Seconded: B. Weber

**CARRIED**

**All in favour**

**Item 4: Email motions**

MOTION:

“That the email motion ‘That the EOTC application **IN FULL** for Kapa Haka Noho overnight at Otamatea High School on Friday 26 February, Friday 5 March, Friday 27 March and Friday 9 April be approved’ be ratified.”

Moved: G. Jenkins

Seconded: B. Weber

**CARRIED**

**All in favour**

MOTION:

“That the email motion ‘That the Board of Trustees agree to reinstate the school canteen at a cost of \$8235.21 incl gst’ be ratified.”

Moved: B. Weber

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 5: Free and Healthy Lunches**

Material Costs      8235.21 incl gst

Labour Costs      3672.34  
11907.55

Includes canteen breakdown/start of renovations (completed) and reinstate (not yet worked/completed) canteen

**Item 6: B Block Property Update**

Board Discussion

**Item 7: Policy Review**

**C14 EMERGENCY EVACUATION** – Differ to a later date. Board looking at policy and procedure formulation.

**Item 8: Overnight EOTC**

MOTION:

“That the overnight EOTC application ‘in principle’ for Relay for Life 20 and 21 March, 2021 (overnight 20 March) be approved.”

Moved: B. Weber

Seconded: G. Jenkins

**CARRIED**

**All in favour**

MOTION:

“That the change of date for the overnight EOTC application DOE Silver Qualifier to Tongariro Northern Circuit from 26-28 February, 2021 to 5-7 March 2021 (overnight 5 and 6 March) be approved.”

Moved: M. Ferguson

Seconded: R. Bull

**CARRIED**

**All in favour**

The meeting moved into Non-Public Business. (7.33pm)

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 (8.33pm)

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: 8.33pm

Chairperson

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

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

Principal

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

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