

Minutes of the Otamatea High School Board of Trustees January meeting held on
Wednesday 27 January, 2021

VENUE: Otamatea High School Library
DATE: Wednesday 27 January, 2021
TIME: 6.04pm
INVITED: L. Smart, R. Clothier-Simmonds, G. Jenkins, R. Bull, K. van Harlingen, B. Weber and M. Ferguson.
IN ATTENDANCE: N. Donaldson and A. Smith
APOLOGIES: R. Bull

"That the apology be accepted."

Moved: L. Smart

CARRIED

All in favour

MATTERS OF DIRECT CONCERN:

Item 1. Election of Officers

Nikki Donaldson to take the chair for the election of Chairperson.

Chairperson: L. Smart

Nominated: K. van Harlingen

Seconded: B. Weber

CARRIED

All in favour

L. Smart accepted this position and was duly elected. L. Smart took the Chair for the remainder of the meeting.

Deputy Chairperson: G. Jenkins

Nominated: B. Weber

Seconded: R. Clothier-Simmonds

CARRIED

All in favour

Deputy Chairperson: B. Weber

Nominated: K. van Harlingen

Seconded: L. Smart

B. Weber declined the nomination to provide the opportunity to G. Jenkins.

G. Jenkins accepted this position and was duly elected.

Secretary: *Defer nominations*

Chairperson Finance: K. van Harlingen

Nominated: L. Smart

Seconded: G. Jenkins

CARRIED

All in favour

K. van Harlingen accepted this position and was duly elected.

Chairperson Property: L. Smart

Nominated: K. van Harlingen

Seconded: G. Jenkins

CARRIED

All in favour

L. Smart accepted this position and was duly elected.

Chairperson Student Support: B. Weber

Nominated: R. Clothier-Simmonds

Seconded: G. Jenkins

CARRIED

All in favour

B. Weber accepted this position and was duly elected.

Chairperson Personnel: *Defer nominations*

Item 2. The Chairman called for any conflict of interest pertaining to any meeting agenda items as posted.

- Nil

Item 3. Chairman to call for any adjustments to agenda items or placement ie: non-public/public Discussions.

- Board Secretary nominations

Item 4. Board hours sheet completion

- N. Donaldson to send email to collect hours from Board members.

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 9 December, 2020 be signed as a true and accurate record of the meeting.”

Moved: M. Ferguson

Seconded: R. Clothier-Simmonds

CARRIED

All in favour

MATTERS ARISING FROM WEDNESDAY 9 DECEMBER, 2020, FULL BOARD MEETING:

- Nil

CORRESPONDENCE:

INWARDS

7 December Education Gazette Vol 99 Number 20
20 January STAnews Issue 304
19 January NZSTA Conference details <https://www.nzstaconference.co.nz/>

OUTWARDS

MOTION:

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

Moved: G. Jenkins

Seconded: B. Weber

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 for January, 2021 be accepted.”

Moved: G. Jenkins

Seconded: K. van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

Charter/Strategic Plan/Annual Plan

R. Clothier-Simmonds provided Charter/Strategic Plan/Annual Plan to members at the meeting.

- R. Clothier-Simmonds suggested/recommended in Strategic Plan to co-opt another moari representative to the Board of Trustees.
- B. Weber believes that the options raised are valid. Option to look at skills of all Board members. Sensible to reassess once Staff Representative is voted.
- K. van Harlingen – would like to see included celebrate and normalise success - achievement not only academic.
- B. Weber suggests creating a goal to cover academic success and goals. May fit into the celebrate success paddle.

Action: R. Clothier-Simmonds to organise for A. Bosch to run the treaty workshop for Board of Trustees.

Action: R. Clothier-Simmonds to add board suggestions to Charter/Strategic Plan/Annual Plan and provide to the Board for comment prior to the staff only day.

Decision:

- To provide draft Charter/Strategic Plan/Annual Plan to staff on the Staff Only Day on Wednesday next week. Request comment/feedback/opinions.
- To send the draft Charter/Strategic Plan/Annual Plan to all school families via email asking for comment/feedback/opinions.
- The draft Charter/Strategic Plan/Annual Plan will be provided to the February board meeting for final approval.

Provisional NCEA results

Action: R. Clothier-Simmonds agreed to publish NCEA provisional results.

- Excellent results worth celebrating.

Action: R. Clothier-Simmonds to request D. Smyth provide further results for ONLY those who are eligible for endorsement.

B Block property report

R. Clothier-Simmonds provided a timeline of works to the meeting.

FINANCE REPORT:

- The Draft Budget will be presented at the February meeting due to roll numbers being finalised.

GENERAL BUSINESS:

Item 1: Annual Review Board Policy and Procedure

Resolution for Delegations of Authority

Date: 30 January 2020

To the Principal:

The Board of Trustees resolves to delegate to the Principal the following powers and responsibilities:

- a. Employment of:
 - Non teaching staff
 - Teaching staff up to and including the level of HELA
 - Staff required for long term relieving and fixed term positions
- b. Performance Management and disciplinary action of non teaching staff in accordance with the relevant employment contract

- c. Initiation of competency procedures in relation to teaching staff in accordance with clause 3.3.2 of the Secondary Teachers' Collective Agreement ("STCA")
- d. Approval of /or require the following in relation to leave:
 - Medical certificate for an absence of sick leave in excess of five days
 - Discretionary leave not exceeding 4 school days
- e. Authorisation of expenditure/payments of Board approved budgeted items.
- f. *For non-budgeted expenses up to the value of \$5000 ~~must be presented to the Board of Trustees at the next appropriate meeting. In cases of urgent health and safety, expenditure approval will be sought from the Board Chairperson or the Chair of the Finance Committee and must be presented to the Board of Trustees at the next appropriate meeting.~~*
- g. Application for funds, sponsorship or other monies
- h. Signing of declarations on behalf of the Board, except where there is a requirement for Board Chair signature, in relation to information required by the Ministry of Education
- i. Mandatory reports to the Education Council

To the Deputy Principal:

The Board directs that, except where the Board, as its discretion otherwise determines, the Deputy Principal (and in the absence of the Deputy Principal, the Assistant Principal) shall, in the absence of the Principal from duty and for the full periods of such absence, perform all the duties and powers of the Principal.

To the Student Support Committee:

The power conferred on the Board under Sections 16 and 17 of the Education Act 1989 is delegated to the Discipline Committee of the Board of Trustees, and the quorum for the Committee shall be two trustees

Board of Trustees ratified 30 May 2013
 Board of Trustees reviewed, updated and ratified 29 May 2015
 Board of Trustees reviewed, updated and ratified 28 January 2016
 Board of Trustees reviewed, updated and ratified 26 June 2017
 Board of Trustees reviewed, updated and ratified 28 February 2018
 Board of Trustees reviewed, updated and ratified 1 July 2019
 Board of Trustees reviewed and ratified 29 Jan 2020

MOTION:

"That the Resolution for Delegation of Authority, with the amendment to now read 'For non-budgeted expenses up to the value of \$5000 approval will be sought from the Board Chairperson or the Chair of the Finance Committee and must be presented to the Board of Trustees at the next appropriate meeting' be ratified."

Moved: B. Weber

Seconded: K. van Harlingen

CARRIED

All in favour

F 2.3 FINANCIAL DELEGATIONS

F2.3 FINANCIAL DELEGATIONS

(to be reviewed annually)

INTRODUCTION:

This Schedule of Delegations has been approved by the Board of Trustees of Otamatea High School. The Schedule sets out those responsibilities that can only be exercised by the Board, the responsibilities delegated to the Principal, and those responsibilities that the Principal can delegate to specified staff positions.

The purpose of the Schedule is to ensure that the effectiveness of the governance and management of the School is maintained, to provide an agreed basis by which the School's executive management can exercise its responsibilities, and to enable the responsibilities delegated to be monitored. It is the Board's expectation that delegations made will be properly exercised and the persons who hold such delegations will be held accountable. If these principles are observed then the Board can be certain its responsibilities in terms of the Education Act 1989, the Crown Entities Act 2004 and the Financial Reporting Act 1993 will have been properly fulfilled.

If persons who exercise responsibilities on behalf of the Board have any doubts or concerns in the execution of a specific action the expectation is that they will check with the person or group who made the delegation in the first place. The intention of this expectation is that should doubt arise in the exercise of a delegated responsibility it is preferable to verify the bona fides of the intended action rather than make an error of judgement and be held accountable for this.

Responsibilities delegated to specific staff are outlined in their Job Description. If they are a budget holder this includes the responsibility of purchasing goods and services up to the amount allocated by the Board to their area of responsibility in the budget.

Note

Delegations should be given only by Board resolution, with the nature and conditions of the delegations to be specified in writing and provided by notice to the delegated person or persons as specified in section 66 of the Education Act 1989 (delegations).

Delegations Retained by the Board

- 1) The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:
 - a) Approval of all operating, capital, cash-flow and property maintenance budgets and amendments to these budgets;
 - b) The appointment of any permanent staff and the salary and terms of conditions on which they are employed which are in excess of positions funded by Ministry of Education salaries grants;
 - c) The termination of employment of any paid employee;
 - d) Signing applications for special grants for additional buildings, agreements to build via the Ministry of Education's local office;
 - e) Formal communication and agreements with the Minister of Education and any other Minister of the Crown or Member of Parliament;
 - f) Responses to the Secretary of Education or any other permanent head of a Government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Board Chairperson;
 - g) The initiation of any legal actions and any communications in relation to these actions;

- h) Signature of any formal or legal agreement which is in the name of the School and must involve the Board.

Note: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board Delegations to the Principal

1) The Board delegates to the Principal the responsibilities listed below:

- a) The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
- b) The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
- c) Ordering fixed assets (outside the parameters of individual budget holders) for which the capital expenditure has the prior approval of the Board;
- d) The appointment of permanent staff, fixed-term staff and long-term relieving staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
- e) Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
- f) Delegation in writing to specified staff positions of responsibilities according to the format set out below.
- g) Leave on full pay granted to staff to attend training sessions or courses outside the school for a period no greater than 4 days;
- h) Approval of all funding applications ie: Pub Charity ensuring a fair distribution of applications are made from all relevant parties. These applications and outcomes are to be reported to the Board on a monthly basis as part of the Principal's Report.

Notes:

These responsibilities complement those responsibilities and achievements specified in the Principal's annual performance agreement with the Board.

During any absence of the Principal from the School for more than 5 days these delegations shall be exercised by the Acting Principal with the separate and prior approval of the Board Chairperson

SUPPLEMENTARY SCHEDULE OF RESPONSIBILITIES

The list below shows financial tasks alongside the person responsible for carrying out each task. This Schedule is supplementary to the School's Schedule of Delegations, and when carrying out these tasks Trustees, staff, contractors and volunteers must not exceed the authority delegated to them via their Memorandum of Delegation.

Banking and Cash Handling

| | |
|--------------------------------------------------------------------------|-----------------------------------|
| Opening mail and receipting the cash and cheques received | Office Manager |
| Receipting of all student cash received | Office Manager |
| Verification of canteen and cafe daily takings with till tapes | Office Manager |
| Preparation of banking | Office Manager |
| Signature of bank deposit | Office Manager |
| Transfer of cash and cheques to security firm for transportation to bank | Office Manager |
| Reconciliation of daily receipts with banking | Executive Officer |
| Periodic bank reconciliation | Executive Officer |
| Custody of cash and cheques | Officer Manager/Executive Officer |

Account Signatories

| | |
|-----------------------------------|---------------------------|
| BoT Chairperson | Llew Smart |
| Deputy BoT Chairperson | Belinda Weber |
| <i>Finance Chairperson</i> | <i>Kyle van Harlingen</i> |
| Principal | Rachel Clothier-Simmonds |
| Deputy Principal | Dirk Smyth |
| Assistant Principal | Paul Chambers |

Principal to be 1st signatory with one other.

If Principal absent then Deputy Principal to be 1st signatory with one other.

If Principal and Deputy Principal absent then an Assistant Principal with one other.

Investments

| | |
|-----------------------------------------------------------------|-------------------|
| Transfer to and from general, at-call and term deposit accounts | Executive Officer |
| Reconciliation of transfers | Executive Officer |

Purchasing Goods and Services

| | |
|--------------------------------------------------|----------------|
| Approving purchases (within delegated authority) | Budget Holders |
| Raising purchase orders | Budget Holders |
| Placing phone orders | Budget Holders |
| Placing internet orders | Budget Holders |
| Verifying receipt of goods or services | Budget Holders |

Payroll

| | |
|---------------------------------|-------------------|
| Check of fortnightly SUE report | Executive Officer |
|---------------------------------|-------------------|

Reconciliation with bank debit with errors followed up
Verification of SUE reconciliation report and bank debit

Executive Officer

Executive Officer

Income

Preparation of receivables invoices
Reconciliation of receivables ledger
Debt write-off approvals

Executive Officer

Executive Officer

Principal

Fixed Assets

Fixed asset budget approval
Fixed asset purchase order approval
Fixed asset delivery acceptance check
Fixed asset invoice approval
Fixed asset register update

Board

Principal/Budget Holder

Budget Holder

Budget Holder

Executive Officer/ Budget Holder

Reviewed, updated and ratified Jan 2015
Reviewed, updated and ratified Jan 2016
Reviewed, amended and ratified Jan 2017
Reviewed, amended and ratified Jan 2018
Reviewed RCS/DCS September 2019
Ratified January 2020 (BoT)

MOTION:

“That Policy F 2.3 FINANCIAL DELEGATIONS with the ammendment to remove from signatories Deputy Board Chair and replaced with Chairman Finance be ratified.

Moved: B. Weber

Seconded: G. Jenkins

CARRIED

All in favour

Item 2: Policy and Procedure Review (carry over to February meeting)

Conflict of Interest - Policy and Procedure
Equal Employment Opportunity - Policy and Procedure
Board of Trustees Code of Conduct

Staff Exit procedure

Staff Exit Procedures

Upon resignation a pre meeting will be had with the staff member and the Principal. At this meeting specific tasks/responsibilities will be scheduled and deadlines set. A date for the Final Exit Interview will be set at this meeting.

| | | | | |
|---------------------------------------------------------|-------------------|-------------------|-------------------|-------------|
| Name of Staff Member Leaving: | | HELA/Supervisor: | | |
| Pre Exit Interview – after resignation presented | | | | |
| Specific Tasks & Responsibilities | Date Req/d | Provide to | Checked by | Date |
| Exit interview scheduled for : | | | | |

| Procedure | Date Req/d | Provide to | Checked by | Date |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------|------------|------|
| Markbooks | | <i>Dirk</i> | | |
| Moderation | | <i>Dirk</i> | | |
| <i>For all staff with teaching responsibilities:</i> All schemes of work, teaching materials & class resources have been left in the appropriate resource area i.e. this includes electronic files | | <i>HELA/DP</i> | | |
| <i>For Senior Managers only:</i> All administration materials, resources have been left in the appropriate resource area i.e. this includes electronic files | | <i>Principal</i> | | |
| <i>For HELAs and Teachers in Charge of Subjects only:</i> A current list of department assets e.g. filing cabinets and their location | | <i>Dirk</i> | | |
| Performance Review documents (Appraiser / Appraisee) | | <i>Nicky C</i> | | |
| All OHS personal files removed from school computer network | | <i>Alison</i> | | |
| Laptop Computer (if applicable) | | <i>Alison/Brenda</i> | | |
| All OHS Library books and AV equipment returned | | <i>Catherine/ Vicky</i> | | |
| Personal property removed from staff workroom/toilets | | <i>HELA/DP</i> | | |
| Classroom tidied and personal property removed | | <i>HELA/DP</i> | | |
| Procedure | Date Req/d | Provide to | Checked by | Date |
| Forwarding address and phone number left at school office | | Nikki | | |
| School keys handed in. (file cabinets & storerooms) | | Nikki | | |
| KAMAR - enter leaving date | | Nikki | | |
| Google – suspend account/put into left | | Nikki | | |
| Exit Interview with Principal (please take this completed sheet with you) | | | | |
| Signature | | | | Date |
| | Principal/or delegate | | | |
| | Staff Member | | | |

Thank you for completing these procedures. We wish you every success in your future endeavours and we thank you for your work at OHS.

Decision:

- **Action: R. Clothier-Simmonds** to add 'reason for leaving' in Exit interview and record.
- **Action: R. Clothier-Simmonds** to add an opportunity for an Exit Interview with the Board Personnel Chair. It must be made clear there is a separate process for concerns and complaints.

Item 3: Property – use of funds (MoE concern)

Decision:

Action: L. Smart to formulate a letter to the MoE regarding this.

A. Smith left the meeting at 7.49pm

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 (9.00pm)

MOTION:

“That the meeting moved 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

R. Clothier-Simmonds to be excluded from the meeting due to Conflict of Interest.

N. Donaldson left the meeting.

The meeting moved into Non-Public Business. (9.01pm)

Present: L. Smart, G. Jenkins, K. van Harlingen, B. Weber, and M. Ferguson.

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

M. Ferguson left meeting due to prior commitment (9.20pm)

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

The meeting moved out of non-public business (9.54pm)

Meeting closed: 9.54pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____