

Public Business Minutes of the Otamatea High School  
Board of Trustees March meeting held on Wednesday 31 March, 2021

VENUE: Otamatea High School staffroom  
DATE: Wednesday 31 March, 2021  
TIME: 6.55pm  
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

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.** Board hours sheet completion request

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Tuesday 23 February, 2021 be signed as a true and accurate record of the meeting.”

Moved: G. Jenkins

Seconded: R. Bull

**CARRIED**

**All in favour**

MATTERS ARISING FROM PREVIOUS MINUTES: Nil

CORRESPONDENCE:

## INWARDS

1 March	Education Gazette Vol 100 Number 2	
24 March	Education Gazette Vol 100 Number 3	
Jan/Feb	STAnews Issue 305	
26 Feb	Thomaseena Paul	possession of Pouākai
22 March	Ministry of Education	enrolment scheme notifications
15 Feb	Grant and Claudia Moir	Seeking clarity re: Principal's resignation

## OUTWARDS

24 March	Grant and Claudia Moir	Response to 15 February email
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### MOTION:

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

Moved: R. Bull

Seconded: B. Weber

**CARRIED**

**All in favour**

### MATTERS ARISING FROM CORRESPONDENCE:

### MOTION:

"That the Board of Trustees agree to tick option three 'The school no longer needs an enrolment scheme to prevent overcrowding or the likelihood of overcrowding at the school. The Board believes that it will be able to enrol all students who seek enrolment at the school without exceeding the school's current teaching space capacity' on the 2021 Review of Enrolment Scheme review form for the Ministry of Education."

Moved: B. Weber

Seconded: G. Jenkins

**CARRIED**

**All in favour**

### ACTION LIST:

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

### MATTERS ARISING FROM THE ACTION LIST:

### MOTION:

"That Board of Trustees approves a budget of \$17,500.00 excl gst for the painting of the school pool."

Moved: R. Bull

Seconded: G. Jenkins

**CARRIED**

**All in favour**

PRINCIPAL'S REPORT:

MOTION:

"That the Principal's report to the Otamatea High School Board of Trustees March, 2021 be accepted."

Moved: B. Weber

Seconded: M. Ferguson

**CARRIED**

**All in favour**

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

MOTION:

"That the Board of Trustees approve the defects liability retention in the Otamatea High School contract with Astley Construction be reduced from 100% to 50% of the total retention (Re: Contract Clause 7.9 Retentions)."

Moved: L. Smart

Seconded: R. Bull

**CARRIED**

**All in favour**

- The Board of Trustees support the changing of student toilets to a mixture of male/female/unisex

**Action: W. Ngatipa** to ensure the organising team for the Staff Only Day at the marae are given Board acknowledgement for their efforts

FINANCE REPORT:

MOTION:

"That the Finance Report for January/February, 2021 be accepted."

Moved: R. Bull

Seconded: D. Smyth

**CARRIED**

**All in favour**

MOTION:

"That the 2020 draft financial statements for audit be approved."

Moved: K. van Harlingen

Seconded: R. Bull

**CARRIED**

**All in favour**

GENERAL BUSINESS:

**Item 1: Email motion**

**MOTION:**

“That the email motion ‘That in the event of an overnight EOTC trip, previously approved by the Board of Trustees, requiring a date change the Board authorises that for the 2021 academic year the Principal to approve the date change taking into account that the health and safety requirements remain the same and are uncompromised.’ be ratified.”

Moved: K. van Harlingen

Seconded: M. Ferguson

**CARRIED**

**All in favour**

**Item2: B Block Property Update**

Covered earlier in the Principal’s Report discussion.

**Item 3: Policies and Procedures**

- The Board agreed to defer the ratification of the Treaty of Waitangi policy until further notice. School Docs decision will impact all policies and procedures

**Item 4: School Docs**

**MOTION:**

“That the Board of Trustees agree to an annual subscription of \$2000.00 to school docs.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 5: Overnight EOTC**

**MOTION:**

“That the overnight EOTC application ‘in principle’ for L3 Tourism Rotorua Tourism Trip Sunday 23 May – Tuesday 25 May (overnight 23, 24 May, 2021) be approved.”

Moved: B. Weber

Seconded: R. Bull

**CARRIED**

**All in favour**

**MOTION:**

“That the overnight EOTC application ‘in principle’ for L3 Hospitality Trip 5 May – 6 May (overnight

5 May, 2021) be approved.”

Moved: M. Ferguson

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 6: Ka Ora, Ka Ako - Healthy School Lunches**

MOTION:

“That the Board of Trustees approve the signing of the Ka Ora, Ka Ako - Healthy School Lunches Programme Memorandum of Understanding.”

Moved: R. Bull

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

**Item 6: Oxford Grant**

Application for Kapa Haka uniforms and transport

MOTION:

"That the Otamatea High School Board of Trustees support the school's application to the Oxford Sports Trust for a grant of \$12,380.00 for 30 piupiu for the school's Kapa Haka group"

Moved: L. Smart

Seconded: K. van Harlingen

**CARRIED**

**All in favour**

The meeting moved into Non-Public Business. (8.32pm)

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 Board of Trustees agree to appoint David Ellery, Education Group, for the principal appointment process.”

Moved: L. Smart

**CARRIED**

**All in favour**

Seconded: K. van Harlingen

The meeting moved out of non-public business (9.35pm)

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: 9.39pm

Chairperson

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

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

Principal

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

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