

Minutes of the Otamatea High School Board of Trustees meeting held on
Wednesday 13 May, 2020

VENUE: Otamatea High School Staffroom
DATE: Wednesday 13 May, 2020
TIME: 6.11pm
PRESENT: L. Smart, R. Clothier-Simmonds, G. Jenkins, R. Bull (via Google Meets), K. van Harlingen, B. Weber, N. Cotching and P. Kenyon (via Google Meets).
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 - completed

MINUTES:

MOTION:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 26 February, 2020 be signed as a true and accurate record of the meeting."

Moved: G. Jenkins

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM WEDNESDAY 19 FEBRUARY, 2020, FULL BOARD MEETING: Nil

MOTION:

"That the minutes of the SPECIAL meeting of the Board of Trustees held on Wednesday 4 March, 2020 be signed as a true and accurate record of the meeting."

Moved: R. Clothier-Simmonds

Seconded: G. Jenkins

CARRIED

All in favour

MATTERS ARISING FROM WEDNESDAY 4 MARCH, 2020, SPECIAL BOARD MEETING: Nil

MOTION:

"That the minutes of the Board of Trustees meeting held on Wednesday 12 February, 2020, to review the communication regarding the International programme cessation be signed as a true and accurate record of the meeting."

Moved: G. Jenkins

Seconded: R. Clothier-Simmonds

CARRIED

All in favour

MATTERS ARISING FROM WEDNESDAY 12 FEBRUARY, 2020, BOARD MEETING: Nil

CORRESPONDENCE:

INWARDS

Jan/Feb	NZSTA	STANews Issue 299
2 March	Ministry of Education	Ed Gazette Vol 99 No 3
16 March	Ministry of Education	Ed Gazette Vol 99 No 4
15 February	Josie Gritten	Shade at swimming sports/summer sports events.

OUTWARDS

MOTION:

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

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM CORRESPONDENCE:

Shade at swimming sports/summer sports events – Management have made the decision, after reviewing the two major events, that the Health and Safety committee will be actively involved in the organisation of the event.

The organisers must take into account how long students are sitting between events not under shade and/or not wearing hat/shirt when waiting to swim (lining up). An idea mentioned was to have a plastic bin at the start for each student to put their hat and shirt in and collect at the end.

Action: R. Clothier-Simmonds to respond to J. Gritten with the outcome of the review and future plans including health and safety committee role in the events.

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)

Action: R. Clothier-Simmonds to correspond with Ruawai Transport Network Group and Matakohē School in response to their correspondence to the Principal re: TEZ

PRINCIPAL’S REPORT:

MOTION:

“That the Principal’s Report for May be accepted.”

Moved: B. Weber

Seconded: G. Jenkins

CARRIED

All in favour

MATTERS ARISING FROM THE PRINCIPAL'S REPORT:

Stakeholder prioritisation matrix – R. Clothier-Simmonds explained this diagram and process.

Board Communication and processes (Moved from Agenda 1)

Board members to have a Chromebook available, if required, at the Board meeting

Questions from Board pack to R. Clothier-Simmonds via board2019@otamatea.school.nz and respond to all board.

Continue with the items to be on projector.

N. Donaldson to email board members when items are added to the month's Board meeting folder. Providing the link is beneficial to trustees.

The meeting moved into Non-Public Business. (7.06pm)

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 (7.37pm)

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

FINANCE REPORT:

MOTION:

“That the Board of Trustees approve an increase to the credit limit on the schools ASB credit card from \$1000 to \$5000.”

Moved: N. Cotching

Seconded: G. Jenkins

CARRIED

All in favour

MOTION:

“That the Board of Trustees accept the April Financial Report.”

Moved: B. Weber

Seconded: R. Clothier-Simmonds

CARRIED

All in favour

MOTION:

“That the Board of Trustees approve the draft 2019 Financial Statement subject to audit.”

Moved: L. Smart

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM THE FINANCE REPORT:

Purchase of chromebooks / trolleys and projectors.

Action: R. Clothier-Simmonds to request further information from D. Smyth regarding option to buy or lease.

What is the reason for the purchase of 60x chromebooks?

What is the number of returned Chromebooks and their condition?

Reason for the purchase of projectors?

Board of Trustees email motion to confirm purchase once Board is happy with commitment.

Covid 19 requirements fund (Health and Safety)

Action: R. Clothier-Simmonds to use her discretionary budget for Covid 19 expenses.

Action: R. Clothier-Simmonds to request information on leased van and report back to the Board of Trustees.

GENERAL BUSINESS:

Item 1: Reports

MOTION:

“That the Term 1 Teaching and Learning Report (DS) be accepted”

Moved: N. Cotching

Seconded: G. Jenkins

CARRIED

All in favour

MOTION:

“That the Term 1 Pastoral Care Report (PC) be accepted”

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

MATTERS ARISING FROM THE TERM 1 PASTORAL CARE REPORT:

Action: R. Clothier-Simmonds to meet with P. Chambers and the Deans individually to discuss/clarify the “question of demands put upon the Deans” as raised in this report.

MOTION:

“That the Property Progress Report (RR) be accepted”

Moved: G. Jenkins

Seconded: B. Weber

CARRIED

All in favour

MOTION:

“That the Learning Support Report (HC) be accepted”

Moved: N. Cotching

Seconded: R. Bull

CARRIED

All in favour

MATTERS ARISING FROM THE LEARNING SUPPORT REPORT:

Action: R. Clothier-Simmonds to provide written response to L. Smart’s questions on this report and provide to the June Meeting Documents Drive.

Item 2: Covid 19 response and planning

R. Clothier-Simmonds outlined school management’s response to Covid 19 levels and preparing the school for staff and students return on Monday.

Item 3: Policy and Procedure (see Google Drive for all OHS Policies and Procedures)
https://drive.google.com/drive/u/0/folders/1OwmXSGR8QqJ4Tj7i6vlz_CpC3G_qEeMf

A3.1 SPECIAL NEEDS- LEARNING SUPPORT

1.0 Otamatea High School will meet the learning needs of students **who have been identified as requiring additional support.** ~~with special needs including Gifted and Talented students.~~

1.1 Otamatea High School will provide appropriate support and opportunities for the inclusion of students with ~~special needs~~ Learning Support needs in all aspects of school life.

Ratified 04/04/2013 (BoT)

Reviewed/amended/ratified 25/03/2015 (BoT)

Reviewed/ratified 07/07/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed, renamed, amended and ratified A3.1 Learning Support Policy.”

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

A3.2 GIFTED AND TALENTED

A3.2 The Gifted and Talented Policy of the school

Purpose

Otamatea High School is committed to identifying our gifted and talented students so that their individual needs may be more appropriately met and to assisting these students to reach their full potential academically, emotionally, physically and socially.

Rationale

Otamatea High School recognises that students with exceptional ability are present in our school population. We acknowledge that gifted and talented students possess, to an outstanding degree, demonstrated ability or potential in one or more of the following areas:

- general intelligence
- specific academic areas
- visual and performing arts
- psychomotor ability
- leadership
- thinking
- interpersonal and intrapersonal skills
- spirituality
- cultural

Gifted and Talented students require supportive teachers and learning environments in order that their potential may be translated into demonstrable ability and talent. Gifted and Talented students can underachieve in relation to their potential and may not be seen as productive or

successful in class. Gifted and Talented students can have learning disabilities with which they may require help and support. A language barrier does not preclude a child from being gifted, or from requiring extension work. Children from other cultures have gifts and talents which are valued and which should be recognised.

Policy statement

The Ministry of Education document *Gifted and Talented Students: Meeting their Needs in New Zealand Schools* (2000 **2012**) will form the basis of our school's procedures to ensure our gifted students are identified and receive specific educational attention.

Prepared May 2017 (DS/EV)

Reviewed/adopted 26/06/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified A3.2 Gifted and Talented Policy.”

Moved: P. Kenyon

Seconded: R. Bull

CARRIED

All in favour

A4 INFORMATION and COMMUNICATION TECHNOLOGY (OLD POLICY)

Rationale

Information and Communication Technologies (ICT) are an essential part of everyday life for all staff and students at Otamatea High School. The provision and ongoing development of ICT is essential in today's and tomorrow's schools. The challenges of rapid technology development require a school policy that promotes flexibility and innovation.

Purposes

The purpose of this policy is to define the requirements and priorities for ICT use at Otamatea High School.

Scope:

This policy applies to:

1. All employees
- and
2. contractors who have delegated responsibility to install, develop, service and maintain ICT,
- and
3. All students

Policy

1. The school will provide and maintain an electronic ICT network of hardware and software.
2. The network will provide for:
 - a. School administration
 - b. Student Education
 - c. Security of school premises
 - d. Communication with and between stakeholders
 - e. Public relations and promotion of the school.
3. The highest priority for ICT use is student learning and achievement.

4. The school recognises the rapid rate of change and development of ICT, and when considering new initiatives, will pursue innovations that are flexible to change, adaptable and cost-effective, and best suited to students' needs.
5. ICT users will be protected from offensive and inappropriate material by appropriate monitoring and filtering systems.
6. ICT users will be protected from cyberbullying by appropriate management procedures, protocols, and interventions.
7. The ICT network must be protected from damage and sabotage caused by malicious cyberspace activities such as viruses and malware.
8. Copyright and intellectual property protection legislation will be strictly observed.
9. ICT Intellectual property developed at the school shall be regarded as the property of the school.
10. The Principal will establish and maintain a set of management procedures containing rules and protocols to support and enact this policy.

Adopted Board of Trustees 26 June 2018

A4 INFORMATION and COMMUNICATION TECHNOLOGY (Proposed New Policy)

Rationale

Otamatea High School is committed to creating a safe online learning environment, and to the development of our students into capable digital citizens. The Board recognises that its obligations under the National Administration Guidelines (NAG 5) extend to use of the internet and related technologies.

Technology provides significant benefits to learning and school operations. The Board considers the benefits and risks associated with technology use when making any decisions related to the purchase or use of technology.

Otamatea High School seeks to foster a culture of successful digital citizenship in our students, staff and our wider community. We encourage everyone to take responsibility for themselves and others in their use of digital technology and online environments.

The Board is aware that preparing and supporting our students to use digital technology and online environments effectively and safely is an important part of their preparation for participating and contributing in our digital society.

In preparing our students to actively participate in the world in which they live, their ability to participate as confident and competent digital citizens is a key skill. An important part of learning the skills, knowledge, and values that are needed, is being given the chance to experience both the opportunities and the challenges presented by technology. Importantly, to do so in a safe, secure and nurturing environment, where clear, effective guidance can be sought.

Policy

Otamatea High School will develop and maintain procedures around the safe and responsible use of the digital technologies, school's network and systems, and the internet. These online safety procedures will recognise the value of the technology and encourage its use in teaching and learning contexts whilst minimising and managing the challenges that may be experienced by students, teachers and the wider school community.

The school will consult with parents and the wider school community, as to how it intends to use digital technologies and online environments, and where possible explain how it benefits the teaching and learning process.

These procedures will aim to not only maintain a safer school environment, but also aim to address the need of students and other members of the school community for opportunities to receive and participate in education and support around the safe and responsible use of digital technologies and online environments.

MOTION:

“That the Board of Trustees have reviewed and ratified A4 Information and Communication Technology Policy.”

Moved: B. Weber

Seconded: N. Cotching

CARRIED

All in favour

A5 EDUCATION OUTSIDE THE CLASSROOM (EOTC) *amendments/additions in italics*

1.0 All EOTC will be planned to provide curriculum-based activities *and extra curricular experiences* to meet the learning needs of every student and fulfil *EOTC ministry guidelines and* legislative requirements.

Ratified 04/04/2013 (BoT)

Reviewed 31/03/2017 (KG)

Reviewed/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed, amended and ratified A5 Education Outside the Classroom Policy.”

Moved: G. Jenkins

Seconded: B. Weber

CARRIED

All in favour

A6 TIMETABLE POLICY

1.0 A school timetable is developed annually

- i. to meet the learning needs of every student,
- ii. to meet the requirements of the New Zealand Curriculum,
- iii. to comply with the Secondary Teachers Collective Agreement
- iv. to allocate resources responsibly

Ratified 04/04/2013 (BoT)

Reviewed/amended/ratified 30/06/2016 (BoT)

Reviewed/amended June 2017 (DS)

Reviewed/ratified 26/06/2017 (BoT)

Reviewed/ratified 10/4/2019 (BOT)

MOTION:

“That the Board of Trustees have reviewed and ratified A6 Timetable Policy.”

Moved: N. Cotching

Seconded: G. Jenkins

CARRIED

All in favour

A7 CAREERS EDUCATION

- 1.0** Otamatea High School will ensure that all students receive appropriate and timely careers education and guidance in line with current legislation and best practice.

Adopted 25/03/2015 (BoT)

Reviewed/amended 26/03/2017(RCS)

Reviewed/ratified 10/04/2017 (BOT)

MOTION:

“That the Board of Trustees have reviewed and ratified A7 Careers Education Policy.”

Moved: N. Cotching

Seconded: G. Jenkins

CARRIED

All in favour

B3 PERFORMANCE REVIEW (Current Policy)

- 1.0** The Board of Trustees requires that all staff at Otamatea High School will participate in an annual performance review programme.
- 1.1** The process will:
- a) provide staff with opportunities for professional and personal growth to meet the learning needs of every student and
 - b) ensure that the all teaching staff are meeting or working towards the practicing Teacher Criteria for continued registration and full certification as set by the New Zealand Education Council.
- 1.2** The results of all performance reviews are confidential to the staff member, his or her HELA or Appraiser and the Senior Leadership Team.
- 1.3** The Board of Trustees will ensure that sufficient funds are made available for an effective annual performance review process, and for appropriate professional learning and development identified by this process.
- 2.0** Principal's Performance Review
- 2.1** The Principal will have a Performance Review on an annual basis to ensure;
- a) accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
 - b) the ongoing personal and professional growth and development of the Principal.
- 2.2** At least once every three years, the Principal's appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

Ratified 30/05/2013 (BoT)

Reviewed/ratified 04/06/2015 (BoT)

Reviewed 31/03/2017 (KG)

Reviewed/ratified 10/04/2017 (BoT)

B3 PERFORMANCE REVIEW (PROPOSED NEW POLICY)

1.0 In 2019 the [Accord](#) between the Ministry of Education, NZEI Te Riu Roa and PPTA Te Wehengarua Purpose was entered into. The purpose of this Accord is to give effect to building a high trust environment where the teaching profession is highly regarded, sustainable, and is fit for now and the future of learning. All schools throughout New Zealand must give effect to the Accord.

In 2020 one of the school's annual goals is 'the school reviews and develops a new high trust performance review system in line with the PPTA/NZEI/MOE accord'. The Board of Trustees supports this initiative and will ensure that processes are put in place which enable this to be prioritised such as:

- a) providing staff with opportunities for professional and personal growth to meet the learning needs of every student
- b) ensuring that the all teaching staff are meeting or working towards the continued registration and full certification as set by the Teaching Council in the [Our Code, Our Standards](#) document.
- c) Ensuring that sufficient funds are made available for an effective high trust annual performance review process, and for appropriate professional learning and development identified by this process.

The results of all performance reviews are confidential to the staff member, his or her HELA or Appraiser and the Senior Leadership Team.

2.0 Principal's Performance Review

- 2.1 The Principal will have a Performance Review on an annual basis to ensure;
- a) accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
 - b) the ongoing personal and professional growth and development of the Principal.

2.2 At least once every three years, the Principal's appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

Ratified 30/05/2013 (BoT)
Reviewed/ratified 04/06/2015 (BoT)
Reviewed 31/03/2017 (KG)
Reviewed/ratified 10/04/2017 (BoT)
Reviewed and amended (RCS) May 2020

MOTION:

"That the Board of Trustees have reviewed, updated and ratified B3 Performance Review Policy."

Moved: B. Weber

Seconded: L. Smart

CARRIED

All in favour

C6 STUDENT SUBSTANCE ABUSE, ~~AND~~ SMOKING AND VAPING

A Controlled Drugs

1.0 No student shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply; ~~or~~
- e) purchase ~~of~~ or receive

any controlled drug as the term defined in section 2 of the Misuse of Drugs Act 1975 or any amendment ~~thereto~~ **there to**, or conspire to do any of (a) or (e) as listed above.

B Other substances

2.0 No student shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use

otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any other way has the effect or is capable of having the effect of modifying the taker's behaviour or to conspire to do any of (a) or (c) above.

C Alcohol

3.0 v. No student (including those students aged 18 years and over) shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply; or
- e) purchase or receive or conspire

D Tobacco/**Vaping**

4.0 The grounds and buildings of Otamatea High School are smoke-free in accordance with the Smoke-Free Environments Act 2003 or any thereto.

4.1 No student shall while under the jurisdiction **amendments** of the school:

- a) have in their possession;
- b) use

or conspire to do either (a) or (b) above.

For the purposes of this policy, the things that a person has in their possession includes anything subject to their control which is in the custody of another.

Ratified 25/06/2014 (BoT)
Reviewed/ratified 07/07/2017 (BoT)
Reviewed/updated April 2020 (PC)

MOTION:

“That the Board of Trustees have reviewed, updated and ratified C6 Student Substance Abuse, Smoking and Vaping Policy.”

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

E1 COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT

1.0 The Board of Trustees acknowledges that the school is a community facility and may therefore hire school facilities and equipment to approved organisations/groups.

Ratified 04/04/2013 (BoT)
Ratified 26/08/2015 (BoT)
Reviewed March 2017 (RCS)
Reviewed/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified E1 Community Use of School Facilities and Equipment Policy.”

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

E2 CONSULTATION WITH THE MAORI COMMUNITY

1.0 The Board will consult regularly with the school’s Maori community to develop and maintain effective two way communication.

Ratified 04/04/2013 (BoT)
Reviewed March 2017 (RCS)
Reviewed/amended/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified E2 Consultation with the Maori Community Policy.”

Moved: G. Jenkins

Seconded: B. Weber

CARRIED

All in favour

E3 COMMUNICATION WITH THE COMMUNITY

1.0 The Board will ensure that the community is kept well informed and maintain effective two way communication.

Ratified 04/04/2013 (BoT)
Reviewed March 2017 (RCS)
Reviewed/amended/ratified 10/4/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified E3 Communication with the Community Policy.”

Moved: G. Jenkins

Seconded: N. Cotching

CARRIED

All in favour

F1 REPORTING TO THE BOARD

1.0 The Board will be well informed and able to make good decisions in policy formation and governance issues by ensuring communication between school leadership and the Board is open, regular and specific.

Ratified 25/06/2014 (BoT)
Ratified 30/09/2015 (BoT)
Reviewed/updated 31/03/2017 (DCD)
Reviewed/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified F1 Reporting to the Board Policy.”

Moved: B. Weber

Seconded: R. Bull

CARRIED

All in favour

D1 STAFF APPOINTMENTS

- 1.0** The Board is committed to employing the best person suited to the position according to their skills, qualifications, abilities and aptitudes.
- 1.1** The Board will abide by “good employment principles” when making an appointment according to:
- State Sector Amendment Act 1989 s77A (c) - 2 (h)
 - Human Rights Act 1993
 - Privacy Act 1993
 - The school’s EEO Policy
 - Employment Relations Act 2000
 - The current collective agreements covering staff at the school
 - The vulnerable children act
- 1.2** All positions will be appropriately advertised.
- 1.3** The Board delegates its authority to appoint positions below Heads of Essential Learning Areas as well as Support Staff to the Principal.
- 1.4** The Board delegates its authority to appoint Senior Leadership positions to the Principal in consultation with the Personnel Committee, which must include the Principal, of the Board.
- 1.5** The whole Board will be involved in the process of appointing the Principal. Consideration should be given to using an external advisor to assist.

Ratified 30/05/2013 (BoT)

Reviewed/updated/ratified 29/07/2015 (BoT)

Reviewed March 2017 (DS)

Reviewed/amended/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed, amended and ratified D1 Staff Appointments Policy.”

Moved: L. Smart

Seconded: R. Bull

CARRIED

All in favour

D3 ALLOCATION OF UNITS, MIDDLE MANAGEMENT ALLOWANCES AND SENIOR MANAGEMENT ALLOWANCES

- 1.0** The Board will ensure a fair, equitable and transparent allocation of Permanent Management Units and Fixed Term Units in accordance with the provisions of the relevant collective agreement.
- 1.1** Fixed Term Units will be allocated for the purpose of Reward and Responsibility for priorities as identified in the School Charter and Strategic and Annual Plans.
- 1.2** All allocated Senior and Middle Management Allowances will be awarded in an open and equitable manner, in adherence to the criteria as outlined in the SCTA.

Ratified 30/07/2014 (BoT)

Reviewed March 2017 (RCS)

Reviewed/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D3 Allocation of Units, Middle Management Allowances and Senior Management Allowances Policy.”

Moved: B. Weber

Seconded: P. Kenyon

CARRIED

All in favour

D4 PERSONNEL FILES

Confidential personnel files are kept of all staff members in accordance with legal obligations. These are stored centrally in a secure location; staff can access their files upon request to the Principal.

Developed March 2017 (RCS)

Adopted/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D4 Personnel Files Policy.”

Moved: N. Cotching

Seconded: R. Bull

CARRIED

All in favour

D5 EMPLOYMENT CONTRACTS

Policy: Employment contracts will be in place for all employees before the commencement of work and will reflect the conditions as outlined in the relevant collective agreement.

Developed March 2017 (RCS)

Adopted/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D5 Employment Contracts Policy.”

Moved: G. Jenkins

Seconded: N. Cotching

CARRIED

All in favour

D6 INDUCTION PROGRAMME FOR NEW STAFF

Rationale:

The Otamatea High School Board of Trustees is committed to inducting all new staff into the school, in order to ensure that they have a smooth integration into their role and become competent, active members of the school community. As a good employer the Board of Trustees wishes to promote high levels of staff performance to ensure all new employees become familiar with school systems and processes, and ensure that the students receive a continuity of learning, school values, vision and objectives in accordance with our school Charter.

Induction programs which are well planned, conducted and evaluated will enable new staff to learn about the organisation, its culture and the requirements of their role.

Purpose:

The purpose of this document is to ensure that all new staff, including teaching and support staff, have a smooth transition into the organisation and their roles. The induction programme for new staff will include those staff members returning from a leave of absence in excess of one academic year.

Policy:

All employees (excluding contractors, casuals, volunteers, relief teachers and temporary staff undertaking less than one term of employment) will be inducted into Otamatea High School in a manner as described in the procedures which accompany this policy document.

Developed April 2017 (RCS)
Adopted/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D6 Induction Programme for New Staff Policy.”

Moved: G. Jenkins

Seconded: P. Kenyon

CARRIED

All in favour

D7 INDUCTION AND MENTORING FOR TEACHERS SEEKING FULL CERTIFICATION

Rationale

Provisionally certificated teachers (PCTs) are usually newly qualified teachers who don't yet have enough teaching experience to meet all of the Standards for the Teaching profession. They need to complete a broad-based programme of induction and mentoring over two years to gain full certification. Otamatea High School is committed to providing strong and effective induction, and mentoring programmes that meet the needs of all provisionally certified teachers.

Purpose

The purpose of this document is to ensure that all provisionally certified teachers, including overseas trained teachers, and teachers newly returned to the profession, are supported at Otamatea High School, and gain the benefits of high quality induction and mentoring programmes. This should be undertaken in such a manner as to support these teachers to move towards full certification.

Policy

All teachers employed by the Otamatea High School Board of Trustees, who have not been granted current and full teacher certification by the Teaching Council, will complete broad-based programmes of induction and mentoring that meet their individual needs.

- vi. to allocate resources responsibly

Developed April 2017 (RCS)
Adopted/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D7 Induction and Mentoring for Teachers Seeking Full Certification Policy.”

Moved: R. Clothier-Simmonds

Seconded: B. Weber

CARRIED

All in favour

D8 LENGTH OF SCHOOL DAY

Otamatea High School will comply with the relevant current legislation as outlined in the Education Act 1989 and Education Legislation Act 2016 regarding the length of the school day.

Developed March 2017 (RCS)
Adopted/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D8 Length of School Day Policy.”

Moved: N. Cotching

Seconded: B. Weber

CARRIED

All in favour

D9 RELIEVERS

When a teacher is absent a registered and certified teacher is employed in their stead. In an emergency a non-teaching member of staff may be used until a teacher is available.

Developed May 2017 (RCS)
Adopted 26/06/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D9 Relievers Policy.”

Moved: N. Cotching

Seconded: L. Smart

CARRIED

All in favour

D10 TERMS AND HOLIDAYS

Otamatea High School will comply with the Education Act 1989, and amendments in relation to term dates and holidays.

Developed March 2017 (RCS)
Adopted/amended/ratified 10/04/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed and ratified D10 Terms and Holidays Policy.”

Moved: G. Jenkins

Seconded: B. Weber

CARRIED

D11 (PROCEDURE ONLY REQUIRED)

D12 (PROCEDURE ONLY REQUIRED)

D13 PRIZEGIVING

A junior and a senior annual ceremony will be held to celebrate the successes of the students. **Parents, caregivers and community members will be encouraged to attend these celebrations.**

Developed May 2017 (RCS)
Adopted 26/06/2017 (BoT)

MOTION:

“That the Board of Trustees have reviewed, amended and ratified D13 Prizegiving Policy.”

Moved: N. Cotching

Seconded: G. Jenkins

CARRIED

All in favour

Item 4: **NZSTA voting** (see Board of Trustees Google Drive)
<https://drive.google.com/drive/u/0/folders/1HL-ZDsHp4lGJi3FgalRQtvKsD0n46nKs>

Voting forms completed for return to NZSTA

Item 5: **Overnight EOTC** (see Board of Trustees Google Drive)
<https://drive.google.com/drive/u/0/folders/1NOSeNu0pdrvXJ8xqrPmRg6GG2eaLRNbl>

MOTION: “That the EOTC application IN PRINCIPLE for the L2 SPLD, L2 PE and Prefects to OPC Tongariro National Park be approved.

Moved: L. Smart

Seconded: R. Bull

CARRIED

All in favour

Meeting closed: 9.09pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____