

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

VENUE: Otamatea High School Staffroom
DATE: Wednesday 27 October, 2021
TIME 6.00pm
PRESENT: L. Smart, D. Smyth, G. Jenkins, R. Bull, K. van Harlingen, W. Ngatipa and M. Ferguson
IN ATTENDANCE: N. Donaldson
KARAKIA:
APOLOGIES: B. Weber

“That the apology be accepted.”

Moved: L. Smart

CARRIED

All in favour

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
N. Donaldson to circulate email for members to provide hours.

MINUTES:

MOTION:

“That the minutes of the last general meeting of the Board of Trustees held on Wednesday 15 September, 2021 be signed as a true and accurate record of the meeting.”

Moved: M. Ferguson

Seconded: K. Van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM PREVIOUS MINUTES:

CORRESPONDENCE:

INWARDS

3 September	Anita Toi	Covid vaccination in NZ schools
27 September	Education Gazette	Volume 100 Number 12
18 October	Education Gazette	Volume 100 Number 13

OUTWARDS

MOTION:

"That the inwards correspondence, with the addition of the Ministry Bulletin dated 27 October (Board of Trustees Triennial Election), be accepted and the outwards (nil) correspondence be approved."

Moved: K. van Harlingen

Seconded: W. Ngatipa

CARRIED

All in favour

MATTERS ARISING FROM CORRESPONDENCE: Nil

R. Bull joined the meeting at 6.14pm

ACTION LIST:

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

MATTERS ARISING FROM THE ACTION LIST:

MOTION:

"That the Board of Trustees agree to the rental for the 4 school houses to be set at \$410.00 per week as per the Grounds and Maintenance report tabled at the September meeting."

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

Action: D. Smyth to ensure R. Reed declares a conflict of interest regarding School Houses in future reports.

PRINCIPAL'S REPORT:

MOTION:

"That the Principal's Report to the Otamatea High School Board of Trustees October 2021 be accepted."

Moved: G. Jenkins

Seconded: K. van Harlingen

CARRIED

All in favour

MATTERS ARISING FROM PRINCIPAL'S REPORT:

Action: G. Jenkins to send letters of congratulations to Nicky Cotching and Huia Coll.

FINANCE REPORT:

MOTION:

"That the Finance Report for July – September 2021 be accepted."

Moved: D. Smyth

Seconded: W. Ngatipa

CARRIED

All in favour

MOTION:

“That the the 2021 budgeted Statement of Financial Position be approved.”

Moved: G. Jenkins

Seconded: D. Smyth

CARRIED

All in favour

MOTION:

“That the the 2021 Cashflow budget be approved.”

Moved: D. Smyth

Seconded: G. Jenkins

CARRIED

All in favour

MATTERS ARISING FROM FINANCE REPORT: NIL

GENERAL BUSINESS:

Item 1: Email motions EOTC

MOTION:

“That the email motion ‘That the EOTC application IN PRINCIPLE for the Year 8 End of Year Camp Monday 13th – Wednesday 15th December, 2021 (overnight 13, 14 December, 2021) be approved’ be ratified.”

Moved: W. Ngatipa

Seconded: G. Jenkins

CARRIED

All in favour

MOTION:

“That the email motion ‘That the EOTC application IN PRINCIPLE for the Year 10 End of Year Camp Sunday 12th – Wednesday 15th December, 2021 (overnight 12, 13, 14 December, 2021) be approved’ be ratified.”

Moved: G. Jenkins

Seconded: M. Ferguson

CARRIED

All in favour

MOTION:

“That the email motion ‘That the EOTC application IN FULL for the DoE Silver Group Pre Expedition to Te Araroa Trail in Northland 22nd October – 26th October, 2021 (overnight 22, 23, 24, 25 October, 2021) be approved’ be ratified.”

Moved: G. Jenkins

CARRIED

All in favour

Seconded: R. Bull

Item 2: Email motion Assistant Principal interview committee

MOTION:

“That the email motion ‘That Paul Chambers, Dirk Smyth and Llew Smart are delegated by the Otamatea Board of Trustees to interview applicants and appoint to the 2 assistant principal positions on the Otamatea Senior Leadership team’ be ratified.”

Moved: K. van Harlingen

CARRIED

All in favour

Seconded: R. Bull

Item 3: Senior Leadership Reports

MOTION:

“That the Term 3 Progress Report – 2021 Teaching and Learning Report be approved.”

Moved: G. Jenkins

CARRIED

All in favour

Seconded: M. Ferguson

- B. Dale’s chromebook damage and return report was read to Board members

MOTION:

“That the Term 3 Pastoral Report 2021 be approved.”

Moved: G. Jenkins

CARRIED

All in favour

Seconded: W. Ngatipa

- Acknowledgement to B. Alison on the excellent job he did stepping into the role of Pastoral Care SLT member for Term 3, 2021.
- Acknowledgement to T. Phillips and L. Smart for their work providing support and food packs to whanau during lockdown.

Action: G. Jenkins to provide letters to N. Cotching and B. Alison thanking them for stepping into SLT role for Term 3, 2021. Also to H. Coll for stepping into Senior Leadership Role.

Item 4: Board of Trustees Dates for 2022

MOTION:

“That the Report/Meeting and deadline dates OHS Board of Trustees 2022 as provided be approved.”

Moved: K. van Harlingen

Seconded: R. Bull

CARRIED

All in favour

Item 5: Board Election

Board election date moved out to September 2022. See late correspondence from Ministry of Education Bulletin dated 27 October, 2021.

Item 6: Police Vetting for Public and Volunteers

- Agreed that a policy be formulated for volunteers, users of school facilities including Otamatea Fitness Centre must be police vetted.

Action: D. Smyth and L. Smart to formulate a policy for police vetting of users of school facilities and Otamatea Fitness Centre.

Item 7: Fitness Centre members vaccinations

Action: D. Smyth and L. Smart to look further into Fitness Centre member vaccinations once further information and direction is given.

Item 8: School Docs

D. Smyth updated the Board on implementation so far and next steps including Board to login and check over progress and policies in areas on responsibility.

Item 9: Overnight EOTC

MOTION:

“That the EOTC application IN PRINCIPLE for the DoE Silver training at Tangihua Forest 26 – 28 November, 2021 (overnight 26, 27 November, 2021) be approved.”

Moved: W. Ngatipa

Seconded: K. van Harlingen

CARRIED

All in favour

The meeting moved into Non-Public Business. (7.23pm)

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 (8.15pm)

MOTION:

“That the meeting move out of non-public business.”

Moved: L. Smart

Seconded:

CARRIED

All in favour

MOTION:

“That the decisions made in non-public business be confirmed.”

Moved: L. Smart

Seconded:

CARRIED

All in favour

Meeting closed: 8.15pm

Chairperson

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____