

Minutes of the Otamatea High School Board of Trustees for the September Board of Trustees meeting held on  
Wednesday 18 September, 2019

VENUE: Otamatea High School

DATE: Wednesday 18 September, 2019

TIME 6.00pm

VENUE: Administration Meeting Room

INVITED: L. Smart, R. Clothier-Simmonds, G. Jenkins, R. Bull, K. van Harlingen, B. Weber, N. Cotching and H. Linton.

IN ATTENDANCE: D. Smyth and 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.

**Item 2.** Chairman to call for any adjustments to agenda items or placement ie: non-public/public discussions

**Item3.** Board hours sheet completion

MINUTES:

"That the minutes of the last general meeting of the Board of Trustees held on Wednesday 7 August, 2019 be signed as a true and accurate record of the meeting."

Moved: B. Weber

Seconded: G. Jenkins

**All in favour CARRIED**

MATTERS ARISING FROM FULL BOARD MEETING:

CORRESPONDENCE:

**INWARDS**

19 August  
August

Ed Gazette  
STAnews

Volume 98 Number 14  
Issue 295

**OUTWARDS**

MOTION:

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

Moved: G. Jenkins

Seconded: B. Weber

**All in favour CARRIED**

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 September 2019 be approved.”

Moved: G. Jenkins

Seconded: R. Bull

**All in favour CARRIED**

MATTERS ARISING FROM THE PRINCIPAL’S REPORT:

**Action: R. Clothier-Simmonds** The Board of Trustees request an Exiting Report from the Principal outlining the reasons various staff have resigned/adjusted hours.

**Action: D. Smyth** The Board of Trustees agree to the Acting Principal carrying out an investigation into a change of school uniform scarf.

- 2020 Board dates to the next meeting

MOTION:

“That the Board of Trustees agree that from 2020 Year 13 non-prefects will not be required to purchase a Year 13 dress uniform.”

Moved: N. Cotching

Seconded: B. Weber

**All in favour CARRIED**

FINANCE REPORT:

MOTION:

“That the Financial Report for August 2019 be approved.”

Moved: G. Jenkins

Seconded: R. Bull

**All in favour CARRIED**

MATTERS ARISING FROM THE FINANCIAL REPORT: Nil

GENERAL BUSINESS:

**Item 1: Reports**

MOTION:

“That the OHS Grounds and Maintenance Department Report September 2019 (Richard Reed) be accepted.”

Moved: G. Jenkins

Seconded: B. Weber

**All in favour CARRIED**

**Item 2: School Bus Changes 2020**

Letter and corresponding maps are provided in September documents

- SONG are going out to tender for bus services

**Item 3: School Donations**

Information provided in September documents

**Action: D. Smyth** will prepare a recommendation to the Board for the next meeting

**Item 4: Emergency Plan for Otamatea High School**

Discussion of proposal from Harrison Tew – included in documents

**Action: R. Clothier-Simmonds**

- Look at what is actually in place at Otamatea High School currently
- Investigate ‘what Harrison Tew consider an emergency’
- What communication system is used? Is it OHS system or Harrison Tew?
- Request a full fee quote to include audit fee, yearly audits and access.
- The board require assurance that emergency plans are in place, complete and practiced to ensure staff, students and visitors are safe.

**Item 5: Overnight EOTC**

Documents provided in Board of Trustees Google Drive

MOTION:

“That the EOTC application IN FULL for Kaipara Festival to Helensville Thursday 24 to Friday 25 October, 2019 (overnight 24 October) be approved.”

Moved: R. Bull

Seconded: B. Weber

**All in favour CARRIED**

MOTION:

“That the EOTC application IN FULL for International Students to Russell, Mangonui, Paihia and outskirts 5<sup>th</sup> November – 7<sup>th</sup> November, 2019 (overnight 5 and 6 November) be approved.”

Moved: G. Jenkins

Seconded: N. Cotching

**All in favour CARRIED**

MOTION:

“That the email motion ‘That the EOTC application IN FULL for L3 Hospitality trip to MIT 24<sup>th</sup> September – 25 September (overnight 24<sup>th</sup> September) be approved’, be ratified.”

Moved: G. Jenkins

Seconded: R. Bull

**All in favour CARRIED**

MOTION:

“That the email motion ‘That the EOTC application IN FULL for for Alt Ed Horsetrek to Pakiri Holiday Park 23<sup>rd</sup> September – 24<sup>th</sup> September (overnight 23 September) be approved’, be ratified.”

Moved: R. Bull

Seconded: N. Cotching

**All in favour CARRIED**

The meeting moved into Non-Public Business. (8.34pm)

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

**All in favour CARRIED**

MOTION:

“That the Board resolves that pursuant to section 48. (5). & (6). of the Local Government Official Information and Meetings Act 1987 Dirk Smyth (observer prior to taking on Acting Principal Term 4) and Nikki Donaldson (Minutes Secretary) be permitted to remain at this meeting after the public has been excluded.”

Moved: L. Smart

**All in favour CARRIED**

The meeting moved out of non-public business (9.11pm)

MOTION:

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

Moved: L. Smart

**All in favour CARRIED**

MOTION:

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

Moved: L. Smart

**All in favour CARRIED**

Meeting closed: 9.12pm

Chairperson

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

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

Principal

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

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