

# CONFIRMED MINUTES

## OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting on 20 Aug 2024** these minutes were confirmed with the following changes:

*CF requests for one change from previous minutes: Approved by the BOT to change this.*

*5.2 (Bullet point 4) - Principals Report*

*The board nominated person based off the Principals Report.*

<b>Name:</b>	Otahuhu Intermediate School
<b>Date:</b>	Tuesday, 11 June 2024
<b>Time:</b>	5:00 pm to 7:05 pm (NZST)
<b>Location:</b>	Otahuhu Intermediate School, Staffroom
<b>Board Members:</b>	Chris France, Hannah Krystyna Coleman, James Maeva, Matthew Jamieson, Tanya Brook, Verna Ernstzen
<b>Attendees:</b>	Shantal Pule'anga

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Welcome and Apologies

CF declares the meeting open at 5:20pm.

#### 1.3 Interests Register

No conflicts of interest were presented at this meeting.

#### 1.4 Confirm Minutes

**Otahuhu Intermediate School Board Meeting 14 May 2024**, the minutes were confirmed as presented.



#### Meeting minutes - May 2024 Confirmation

The Board adopt and accept the minutes as a true and accurate record.

<b>Decision Date:</b>	11 Jun 2024
<b>Mover:</b>	Chris France
<b>Seconder:</b>	James Maeva
<b>Outcome:</b>	Approved

## 2. Major Decisions and Discussions

### 2.1 Topic

## 3. Policies, Processes and Procedures Review

### 3.1 1.1 Board review of Governance

The board discuss the Board review of Governance. CF has highlighted the Chromebook section of the document.

HC was asked whether there were any observations to put forward on her introduction to the board with the use of this Board review of Governance.

CF to reword Policy and will bring to the next meeting for final approval.



#### Rewording/ Editing of Policy

CF to edit and reword this policy and then put forward for review in the next meeting.

**Due Date:** 31 Jul 2024  
**Owner:** Chris France

### 3.2 2.1.2 Concerns and Complaints Process

This policy was discussed with the board. The board agree the policy is still applicable and does not require any changes.



#### 2.1.2 Concerns and Complaints Policy

The board adopt and accept the 2.1.2 Concerns and Complaints Policy.

**Decision Date:** 11 Jun 2024  
**Mover:** Hannah Krystyna Coleman  
**Seconder:** James Maeva  
**Outcome:** Approved

### 3.3 3.4 Reporting to the Board Policy

This policy was discussed with the board. The board agree the policy is still applicable and does not require any changes.



#### 3.4 Reporting to the Board Policy

The board approve and accept the 3.4 Reporting to the Board Policy.

**Decision Date:** 11 Jun 2024  
**Mover:** Chris France  
**Seconder:** Tanya Brook  
**Outcome:** Approved

### 3.4 3.13 Legal Responsibility Policy

This policy was discussed with the board. The board agree the policy is still applicable and does not require any changes.



### 3.13 Legal Responsibility Policy

The board adopt and accept the 3.13 Legal Responsibility Policy.

**Decision Date:** 11 Jun 2024  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

## 3.5 3.14 Protection and Sharing Intellectual Property

This policy was discussed with the board. The board agree the policy is still applicable and does not require any changes.



### 3.14 Protection and Sharing Property

The board approve and accept the Protection and Sharing Intellectual Property Policy.

**Decision Date:** 11 Jun 2024  
**Mover:** Matthew Jamieson  
**Seconder:** Chris France  
**Outcome:** Approved

## 3.6 Curriculum Delivery Policy

This was discussed in the previous board meeting in May and was Tabled for this meeting (11/06/2024)

TB presented the final draft of the Curriculum Delivery Policy.



### Curriculum Policy

The board adopt and accept the Curriculum Delivery Policy.

**Decision Date:** 11 Jun 2024  
**Mover:** Tanya Brook  
**Seconder:** Chris France  
**Outcome:** Approved

## 3.7 Draft Work Plan

TB discusses the new draft Board work plan that will be implemented at the start of 2025.

TB will share the draft work plan with the board. Further discussion will occur at the next meeting.



### Draft Work Plan - 2025

TB to send out the draft work plan to the board members.

**Due Date:** 31 Jul 2024  
**Owner:** Tanya Brook

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
12 Apr 2024	Future Meeting Dates <b>Status:</b> Completed on 14 May 2024	Shantal Pule'anga

Due Date	Action Title	Owner
17 May 2024	Policy Draft/Template <b>Status:</b> Completed on 17 May 2024	Chris France
24 May 2024	Board Work Plan- Draft Template <b>Status:</b> Completed on 12 Jun 2024	Tanya Brook

## 5. Management Reports

### 5.1 Finance Report

The board discuss the finance report presented and created by EdTech for May 2024.

TB discusses any new findings and updates the board on any new findings changes from last months report.



#### Finance Report - May

The board approve and adopt the Finance Report for May.

**Decision Date:** 11 Jun 2024  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

### 5.2 RTLB Cluster Manager Report (Ray Webb)

The board discuss the RTLB Cluster Manager Report provided by RW.

### 5.3 Deloitte Auditing Report

The report provided by Deloitte post audit for 2023.

TB informs the board that herself and SL have acted on the comments made by Deloitte in the report and are making changes to procedures.

SL to provide Bank Statement - Reconciliations for the Visa Card.

TB and the board discussed the changes in the SUE report procedure. This started late last year - LK one of the AP's now signs off the fortnightly SUE report as she does not hold EdPay access.

The board would like to thank TB and the management staff and accounting staff for the work that has gone into the auditing process.

The board also discussed and went through the Annual report and then discussed the 2024 Statement of Financial Position and the 2024 Projected Position of Cash Flow.



#### Statement of Financial Position & Projected Position of Cash Flow

The Board approve and adopt the Statement of Financial Position and the Projected Position of Cash Flow.

**Decision Date:** 11 Jun 2024  
**Mover:** Chris France  
**Seconder:** Hannah Krystyna Coleman  
**Outcome:** Approved

## 5.4 Principal Board Report

TB presented the Principal Report for May to the board.

- The board discuss the Profession Learning Section of the report and raised a question on how the board can help.
- TB discussed the Kahui Ako PLD day held at Holiday Inn Hotel on Friday 31st of May - The PLD was positive and was a successful day of connection and learning for our teaching staff and others in our Otahuhu community.
- TB and VE have planned visits to visit other schools in the South Auckland area and TB will come back to the board with a idea of IEL type of learning for the school.
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- Staff acknowledgement from the board: Every month the board have decided they would like Nominate a persons of the month based off the Principals report. This month TB has suggested and requested to give this acknowledgement to JT, SL and SP for their support with the auditors.

The board acknowledge TB for her Principals Report.

## 6. Other Business

### 6.1 Correspondence

### 6.2 School Calendar Update

### 6.3 NZSBA Conference - tidy up conversation

## 7. Public Excluded Business (PEB)

### 7.1 Public Excluded Business (PEB) Placeholder

### 7.2 Approve any PEB Minutes from previous meeting if required

This was approved in the PEB In Committee discussion above in 7.1.

### 7.3 Written Application to join the board received

The board discuss this expression of interested.

CF will write back a letter in reply politely declining the request to join at this point in time.



#### Response Letter

CF to write back a letter in reply, politely declining the request to join the Board at this point in time.

**Due Date:** 21 Jun 2024  
**Owner:** Chris France

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Otahuhu Intermediate School Board Meeting - 20 Aug 2024, 5:00 pm  
Karakia

Kia tau ki a tātou katoa

Te atawhai o tō tātou Ariki

A ihu Karaiti

Me te aroha o te Atua

Me te whiwhingatahitanga

Ki te wairua tapu

Ake, Ake, Ake,

Āmine

**Signature:** \_\_\_\_\_

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