

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **9 Apr 2024** these minutes were confirmed as presented.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 12 March 2024
Time:	5:00 pm to 6:37 pm (NZDT)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
Board Members:	Hannah Krystyna Coleman, Matthew Jamieson, Tanya Brook, Verna Ernstzen
Attendees:	Office Manager, Shantal Pule'anga
Apologies:	Chris France, James Maeva

1. Opening Meeting

1.1 Karakia

5:12pm

1.2 Welcome and Apologies

MJ declares the board meeting open at 5:12pm.

Apologies from CF. CF is currently on leave.

1.3 Interests Register

Nothing to declare this meeting.

1.4 Confirm Minutes

Board Meeting 14 Nov 2023, the minutes were confirmed as presented.

Otahuhu Intermediate School Board Meeting 13 Feb 2024, the minutes were confirmed as presented.



Confirmation of Board Minutes - Feb 14th 2024

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

Decision Date: 12 Mar 2024
Mover: Hannah Krystyna Coleman
Second: Verna Ernstzen

Outcome: Approved

1.5 Confirm November 2023 Minutes



Confirmation of November 2023 Minutes.

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

Decision Date: 12 Mar 2024
Mover: Verna Ernstzen
Seconder: Matthew Jamieson
Outcome: Approved

2. Major Decisions and Discussions

2.1 Governance and Management and Code of Conduct

The board read and went through the new Board of Conduct.

3. Policies, Processes and Procedures Review

3.1 Policy Review?

3.2 Policy review ?

TB informs the board that she at VE will sit down and discuss what appraisal looks like for the teaching staff this year.

The board will have a discussion around what the appraisal policy will look like.

3.3 1.5 Policy review ?

Tabled for the next board meeting.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
17 Mar 2023	Board Work Plan Status: Completed on 14 Feb 2024	Matthew Jamieson
15 May 2023	Board Professional Development - Policies Status: Completed on 14 Feb 2024	Matthew Jamieson
15 May 2023	Board Professional Development - Policies Status: Completed on 14 Feb 2024	Verna Ernstzen
31 Aug 2023	Board Work Plan Status: Completed on 14 Feb 2024	Chris France
31 Aug 2023	Discussion with Staff RE: New board member Status: In Progress	Tanya Brook
22 Sept 2023	Budget Proposal - 60th Jubilee Status: Completed on 14 Feb 2024	Verna Ernstzen
1 Oct 2023	Strategic Plan/Goals - Draft Status: In Progress	Tanya Brook

Due Date	Action Title	Owner
24 Nov 2023	Confirmation of signed April Minutes Status: Completed on 14 Feb 2024	Shantal Pule'anga
12 Dec 2023	Load new board members Status: Completed on 19 Feb 2024	Shantal Pule'anga
31 Jan 2024	Physical Restraint Policy Status: Completed on 12 Mar 2024	Chris France
22 Feb 2024	D8 Reducing student distress Policy Status: Completed on 12 Mar 2024	Tanya Brook
23 Feb 2024	Strategic Plan - Draft Status: In Progress	Tanya Brook

TB to upload the finalised strategic plan to board bro and upload to the website.

5. Management Reports

5.1 Finance Report - February

TB presents the finance report created by TC from EDTech.

The board discuss the February 2024 finance report.



Finance Report - February 2023

The board accept the finance report for February 2024 presented.

Decision Date: 12 Mar 2024
Mover: Tanya Brook
Seconder: Hannah Krystyna Coleman
Outcome: Approved

5.2 Review limit on Principal's financial delegation

This was dicussed at the last board meeting.

TB confirms she is comfortable to keep the board approval budget as \$5000.00



Principals Financials Delegation

The board approve to keep the Principals Financial Delegation budget as \$5000.00

Decision Date: 12 Mar 2024
Mover: Matthew Jamieson
Seconder: Verna Ernstzen
Outcome: Approved

Principals Financial Delegation limit is currently \$5000.00.

Anything over \$5000.00 requires board authority.

5.3 RTLB Cluster Manager Report (Ray Webb)

TB presents the RTLB report created by Cluster Manager RW.

TB informs the board she has a good oversight of RW's understanding of the RTLBS and their processes.



RTLB Cluster Report - March

The board accept the RTLB report presented by RW.

Decision Date: 12 Mar 2024
Mover: Matthew Jamieson
Seconders: Hannah Krystyna Coleman
Outcome: Approved

Requests from the Report:

- A) This was presented and approved in December 2023 board meeting.
- B) TB is comfortable with this request.
- C) TB is comfortable with this request.

Note: No requests were approved due to CF the Chairperson of the board currently on leave.

5.4 Principal Board Report

TB discusses her principals report.

TB discusses her Tautai Moana PLD held in Paihia she attended.

School roll is currently 349. Each class is currently at 32 each.

TB requests to calendar the future board meeting dates for the rest of the year.

The board discuss and confirmed the dates of future board meetings.

Dates will be uploaded onto the school website.

TB informs the board that our school roll is currently 349. Each class is currently at 32 each.

PB has over seen attendance this year. Our school has on a regular made 90% attendance. Difference this year is to ensure teachers are following up with students.

TB discussed ERO visit with RL. RL was positive with his visit.

TB acknowledges SP with preparation for the visit.

Main feedback received Compliance - we have policies that are missing and policies that haven't been reviewed.

There will be a report created by RL following his visit with suggestions in where we need to improve.

MOVE - VE

SECOND - HC



Principal Report - March

The board accept the Principal Report presented by TB.

Decision Date: 12 Mar 2024
Mover: Verna Ernstzen
Seconders: Hannah Krystyna Coleman

6. Other Business

6.1 Correspondence

No correspondence to discuss in this meeting.

6.2 School Calendar Update

TB has uploaded the school calendar.

6.3 Bilingual Classes

TB informs the board that the Bilingual Classes have started very well this year and classes are going great.

RT and SL held the staff meeting today and gave insight into their culture and back round with staff member.

6.4 Items needing action or discussion by board

1.TB will submit the annual report by the end of March. The charter, strategic plan has already been uploaded.

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

7.2 Approve PEB Minutes for Dec 2023 not approved in Feb 24 meeting

There were no PEB minutes presented in the December 2023 meeting.

8. Close Meeting

8.1 Close the meeting

Next meeting: No date for the next meeting has been set.

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: _____