

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **12 Mar 2024** these minutes were confirmed as presented.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 13 February 2024
Time:	5:00 pm to 7:30 pm (NZDT)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
Board Members:	Chris France, Hannah Krystyna Coleman, Matthew Jamieson, Tanya Brook, Verna Ernstzen
Attendees:	Shantal Pule'anga
Apologies:	James Maeva

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

CF declares the start of meeting at 5:25pm

Apologies sent in by JM who is unable to make the meeting.

1.3 Election of Presiding Member

TB declares a vote to elect a Presiding Member for 2024, she also welcomes any nominations for this vote.

MJ nominates CF as Presiding Member for 2024.

CF is elected by vote as the Presiding Member for 2024.

1.4 Confirm Minutes

Board Meeting 12 Dec 2023, the minutes were confirmed as presented.



Confirmation of December Minutes

Board adopts and accepts the minutes as a true and accurate record.

Decision Date: 13 Feb 2024
Mover: Matthew Jamieson
Seconder: Verna Ernstzen

Outcome: Approved

November minutes to be confirmed at the March board meeting.

1.5 Interests Register

Code of conduct is discussed.

In effect our Code of Conduct remains the same.



Confirmation of Code of Conduct

The board adopt and accept the code of conduct.

Decision Date: 13 Feb 2024

Mover: Chris France

Seconder: Tanya Brook

Outcome: Approved

2. Major Decisions and Discussions

2.1 Auditors and identified issues 24-10-23

TB advises the board that it is confirmed auditing for years 2019, 2020 and 2021 have been completed.

2.2 FINAL Annual Report for 2021 and Auditors documents for the board

The board discuss the annual report that is presented. The annual report is now published and on the school website.

3. Policies, Processes and Procedures Review

3.1 Planning Policy Review for 2024

3.2 Part 1.7 - Governance Policies – Principal's Performance Appraisal Policy

CF informs the board that Principals are no longer required to be appraised.

TB has a first-time principal's advisor, she is also a part of a PLD Group this year. The group requires more than two people in this group - the group requires this to slow triangulation in conversations and professional learning,

TB will appraise the OIS Associate Principal's.

Therefore the Performance Appraisal Policy is NOT IN CURRENT USE -

Discussed during the Board of Trustees Meeting - 13/02/2024

3.3 DRAFT Reducing student distress and use of physical restraint policy



D8 Reducing student distress and use of physical restraint policy

The board adopt and accept the D8 policy of Reducing Student Distress and Use of Physical Restraint.

Decision Date: 13 Feb 2024

Mover: Chris France
Seconder: Verna Ernstzen
Outcome: Approved



D8 Reducing student distress Policy

TB to make copies of the D8 Reducing student distress policy for all teaching staff including teacher aids.

Due Date: 22 Feb 2024
Owner: Tanya Brook

The board discuss the D8 Physical Restraint Policy.

Last year (2023) teaching staff and learning assistants completed the Physical restraint policy.

CF discusses the policy further and noted that any non-teaching staff that TB and leadership believe should take Physical Restraint approval need to be authorized by the board to be able to use Physical restraint on any students.

The Policy will be printed for all staff with the board authorisation to sign.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
31 Aug 2023	Discussion with Staff RE: New board member Status: In Progress	Tanya Brook
1 Oct 2023	Strategic Plan/Goals - Draft Status: In Progress	Tanya Brook
31 Jan 2024	Physical Restraint Policy Status: In Progress	Chris France

5. Management Reports

5.1 Draft Budget and Finance Report

Draft budget for 2024 by EdTech had been received and presented by TB. This is a deficit budget.

TB discuss the draft budget for 2024 with the board - the base funding for 2024 is less than 2023 due to school roll number being lower. Principal has estimated that if the roll number increases as per previous years then the 1 March Roll return will result in an increased roll and the increased Op Grant etc will offset the draft Budget deficit.

TB discusses the Budget further and requests approval for the Draft Budget of 2024.



Draft Budget 2024 - Approval

The board adopt and accept the Draft Budget for 2024.

Decision Date: 13 Feb 2024
Mover: Chris France
Seconder: Hannah Krystyna Coleman
Outcome: Approved

5.2 RTLB Update

RW created a report to present to the board.

TB updates the board on the start of year for the RTLB's.

RTLB's started back 30th of Feb, RTLB staff had Personal Learning Developments running through their first 2 weeks of school.

5.3 Principals Reports

5.A - TB explains the end of year achievement report for 2023 findings. From the report presented reading is the most accurate results in the report. Maths and Writing data is more skewed.

TB discusses the report in depth with the Board.

5.3e - TB informs the board of the resignation of SB - Teacher Aid.

TB informs the board of the resignation of RR - Teacher.

The board acknowledge the resignations of SB and RR and wish them well in their future endeavors.



Strategic Plan - Draft

TB to upload a copy of the strategic plan to board pro.

Due Date: 23 Feb 2024

Owner: Tanya Brook

The motion to accept and adopt the draft strategic plan has been deferred to the board meeting in March 2024.



Draft Strategic Plan - 2024

The board adopt and accept the Draft Strategic Plan 2024 and have signed a hard copy of this. Which will be uploaded to the website.

Tanya this NOTE contradicts the immediate previous note that this decision is deferred? I cannot remember the actual decision other than we were waiting the 'pretty' graphic version. Can you correct this, or the previous note to avoid the contradiction please?

Decision Date: 13 Feb 2024

Outcome: Approved

Each leadership member (Principal and Associate Principal's (LK, VE, PB) are in charge of one strategic goal as it falls in with their work description and portfolios.

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

6.3 Bilingual Classes

6.4 Items needing action or discussion by board

6.5 Board PD and Board workplan

CF works through a small PD with the Board based on the keyhole diagram 2020 from the Education Act.

CF explains the basis of the Education Act for school boards to the board.

CF and TB will work through the annual work plan for 2024.

Agreed that meetings will take place 2nd Tuesday of each month from 5pm. For confirmation at next meeting after discussion therefore dates will be:

12 March

9 April

14 May

11 June

9 July (Term 2 holidays) Meet or not?

13 Aug

10 Sept

8 Oct (Term 3 holidays) Meet or not?

12 Nov

10 Dec

Next board meeting - To elect the presiding member as required by the Education and Training Act 2020.

6.6 Phones away for the day

TB discusses phone policies at Otahuhu Intermediate.

Students are not allowed to use phones at school. The school has a system in place for students that do bring their cellphones to school. Students hand them in to SL the school Office Manager in the morning, SL names the phone and locks them away in a box and they can be collected at the end of every day.

This new policy is a by-law requires consultation with parents.

TB to create a Digital policy which would cover laptop use, social media and cellphones for all staff and students. SP will assist with typing up the policy.

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

8. Close Meeting

8.1 Close the meeting

Next meeting: Otahuhu Intermediate School Board Meeting - 12 Mar 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: _____