

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting on 11 Jun 2024** these minutes were confirmed as presented.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 14 May 2024
Time:	5:00 pm to 7:19 pm (NZST)
Location:	Otahuhu Intermediate School, Staffroom
Board Members:	Chris France, Hannah Krystyna Coleman, James Maeva, Matthew Jamieson, Tanya Brook, Verna Ernstzen
Attendees:	Shantal Pule'anga

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

CF declares the meeting open at 5:21pm.

1.3 Interests Register

No conflicts of interest were declared by members at this board meeting.

1.4 Confirm Minutes

Otahuhu Intermediate School Board Meeting 9 Apr 2024, the minutes were confirmed as presented.



Confirmation of April Minutes

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

Decision Date:	14 May 2024
Mover:	James Maeva
Seconded:	Hannah Krystyna Coleman
Outcome:	Approved

2. Major Decisions and Discussions

2.1 ERO Board Assurance letter

CF discusses the ERO Board assurance report querying the correctness of ERO stating we must have policies because Acts or regulations state we must. A search did not clarify three statements and we have asked for clarification.

2.2 Board Workplan in DRAFT

The document discussed in 2.2 is found above earlier in 1.1.

CF discusses and explains the new draft of the board work plan template. Good discussion about what is on the workplan as an Agenda reminder and what is already in the regular principals meeting reports, we need to be efficient and not duplicate. TB will look over the template and will discuss more at the next meeting.



Board Work Plan- Draft Template

TB to look over the Board work plan template.

Due Date: 24 May 2024

Owner: Tanya Brook

3. Policies, Processes and Procedures Review

3.1 3.5 Curriculum Delivery Policy

CF discusses the 3.5 curriculum delivery policy with the board.



Policy Draft/Template

CF to send SP the draft copies of the policies.

Due Date: 17 May 2024

Owner: Chris France

Curriculum Delivery Policy has been tabled for approval at the next meeting after further discussion and input from TB.

3.2 3.7 Appointments Policy



3.7 Appointments Policy

As per the new format - the board accept and adopt the 3.7 Appointments Policy.

Decision Date: 14 May 2024

Mover: Chris France

Seconder: James Maeva

Outcome: Approved

3.3 3.11 Health and Safety Policy



3.11 Health and Safety Policy

As per the new format - the board adopt and accept the 3.11 health and safety policy

Decision Date: 14 May 2024
Mover: Chris France
Seconder: Matthew Jamieson
Outcome: Approved

3.4 3.12 Child Protection Policy



3.12 Child Protection Policy

As per the new format - the board adopt and accept the 3.12 Child Protection policy.

Decision Date: 14 May 2024
Mover: Chris France
Seconder: Hannah Krystyna Coleman
Outcome: Approved

4. Actions from Previous Meetings

4.1 Action List and NZSBA Term 2 Checklist

Due Date	Action Title	Owner
31 Aug 2023	Discussion with Staff RE: New board member Status: Completed on 16 Apr 2024	Tanya Brook
1 Oct 2023	Strategic Plan/Goals - Draft Status: Completed on 16 Apr 2024	Tanya Brook
23 Feb 2024	Strategic Plan - Draft Status: Completed on 16 Apr 2024	Tanya Brook
12 Apr 2024	Future Meeting Dates Status: Completed on 14 May 2024	Shantal Pule'anga

4.2 Election for Deputy Presiding Member to conform to 2.2 _ Delegations

MJ was nominated by a peer board member and with no other nominations was unanimously voted as the Deputy Presiding member.

MJ accepts the role as Deputy Presiding Member.

5. Management Reports

5.1 Finance Report

The board discuss the Financial Report for April, another excellent report.

TB and RW (RTL Cluster Manager) met with EdTech last week regarding some issues we have had re the timeliness of the reports and some feedback around comms.



Finance Report - April 2024

The board approve and accept the Finance Report for April 2024.

Decision Date: 14 May 2024
Mover: Matthew Jamieson
Seconder: Verna Ernstzen
Outcome: Approved

5.2 RTLB Cluster Manager Report (Ray Webb)

The board discuss RW RTLB Cluster Manager Report for April.

The board went into PEB: 6:24pm. to discuss a matter of personnel

The board left PEB (Public Excluded Business) at 6.26pm.



RTLB Cluster Manager Report April 2024

The board accept and approve the RTLB Cluster Manager Report for April 2024.

Decision Date: 14 May 2024
Mover: Chris France
Seconder: Tanya Brook
Outcome: Approved

5.3 Principal Board Report

The board discuss the Principals Report presented by TB.

VE explains the Teaching and Learning section of the Principals report as she had input being the Associate Principal with Curriculum in her profile.

Acknowledgement to RO for her efforts and work in leading Inquiry. RO was offered by TB to attend the Growth Opportunity PLD with the Associate Principals on Friday 10 May.

Otahuhu Intermediate School was approached to be on One News on the first day of term two in relation to the new school phone policy. Otahuhu Intermediate currently has a phone policy in place and this was displayed. TB discusses the processes of how this happened, the great exposure it was for Otahuhu Intermediate and the Otahuhu Community. This was also a great opportunity for students.

TB introduced the Professional Growth Cycle to the teaching staff and teacher aides at last weeks (Week 2 Term 3) staff meeting. Teaching staff will be in discussion with their team leader.

Board had a discussion about the excellent work that individual staff members and teams of staff are doing and talked about how the board can recognize and celebrate the work they do. A process has been identified and will continue into future meetings.

Discussion on a draft proposal to rework the entrance to the school to make it more inviting and attractive.



Principals Report - April 2024

The board approve and accept the Principal Report for April 2024.

Decision Date: 14 May 2024
Mover: Chris France
Seconder: Matthew Jamieson
Outcome: Approved

6. Other Business

6.1 Correspondence

Nothing to discuss at this meeting.

6.2 School Calendar Update

TB updates the board on upcoming events.

Pink Shirt Day - Friday Week 3

Friday 31st of May - Teachers Only Day. There is a Otahuhu Kahui Ako PLD day that the teaching staff and teacher aides will attend.

Kings Birthday Monday.

Board reminded of the upcoming opportunity to participate at governance level in the Ōtāhuhu Kahui Ako.

6.3 NZSBA Conference - tidy up conversation

Four of our board members will travel and attend this Conference which is held in Wellington this year.

The board have decided that CF is going to transfer the delegation for the AGM vote to the Auckland Regional President.

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

7.2 Approve any PEB Minutes from previous meeting if required

There were no PEB minutes taken as there were no documents presented.

8. Close Meeting

8.1 Close the meeting

Next meeting: Otahuhu Intermediate School Board Meeting - 11 Jun 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: _____