

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **24 Sept 2024** these minutes were confirmed as presented.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 20 August 2024
Time:	5:00 pm to 7:00 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 5:30pm.

1.3 Interests Register

No conflicts of interest were presented at this meeting.

1.4 Confirm Minutes

Otahuhu Intermediate School Board Meeting 11 Jun 2024, the 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.

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.

This change has now been made before confirming minutes



Confirmation of Board Minutes - June 2024

The Board adopt and accept the minutes of June 2024 as a true and accurate record.

Decision Date: 20 Aug 2024
Mover: Chris France
Seconder: Verna Ernstzen
Outcome: Approved

2. Major Decisions and Discussions

2.1 Issues arising from Iona's Panui

PLD Providers - Principals must sign up for PLD's - At this moment Intermediates are not a priority under this PLD service.

School Closures: TB puts information for any school closure dates in her Principals report as well as Board report in the school Calendar which is kept up to date regularly.

- This issue also coincided with issues arising around the country where schools have had to close early due to lack of relieving teachers. Otahuhu Intermediate is not likely to be in this situation.
- TB advises the board that families are notified early and have been given plenty of notice early.
- Newsletters, Facebook page and newsletter.

There is no asbestos at Otahuhu Intermediate School.

3. Policies, Processes and Procedures Review

3.1 Policy Review

3.2 Policy Review

3.3 Policy Review

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
24 May 2024	Board Work Plan- Draft Template Status: Completed on 12 Jun 2024	Tanya Brook
21 Jun 2024	Response Letter Status: Completed on 20 Jun 2024	Chris France
31 Jul 2024	Rewording/ Editing of Policy Status: Completed on 21 Jun 2024	Chris France
31 Jul 2024	Draft Work Plan - 2025 Status: Not Started	Tanya Brook

5. Management Reports

5.1 Finance Report

The board discuss the Finance Report presented by EdTech for the month of June 2024.



Finance Report - June 2024

The board approve and adopt the Finance Report for the month of June 2024.

Decision Date: 20 Aug 2024
Mover: Chris France
Seconder: James Maeva
Outcome: Approved

The board discuss the Finance Report for July 2024.



Finance Report - July 2024

The board adopt and accept the Finance Report for July 2024.

Decision Date: 20 Aug 2024
Mover: Matthew Jamieson
Seconder: Hannah Krystyna Coleman
Outcome: Approved

5.2 RTLB Cluster Manager Report (Ray Webb)

The board discuss the RTLB Cluster manager report presented by RW.



Learning Support Invoice of \$8713.60

The board approve and accept the payment for the Learning Support Invoice of \$8713.60

Decision Date: 20 Aug 2024
Mover: Tanya Brook
Seconder: Chris France
Outcome: Approved

5.3 Principal Board Report

The board discuss the Enrolment Scheme.

- Enrolment Scheme: Will become affective Term 2, 2025.

- Otahuhu Intermediate it currently keeping the status quo therefore can continue to take out of zone enrolments until Term 2, 2025.

The board discuss the Quote by Classique Landscapers.

TB and TW from Classique Landscapers met and did a walk through the school - TB explains the areas that require landscaping attention.



Expenditure - School Landscaping Quote

The board approve and accept the expenditure of \$145,000 + GST to complete the landscaping of the school driveway, lighting and irrigation.

Decision Date: 20 Aug 2024
Mover: Chris France
Seconded: James Maeva
Outcome: Approved

The draft board work plan was presented. The board will take the draft and look over it and will be discussed further at the next board meeting.

The board discuss the Principal report by TB.

- The strategic plan will be discussed and overviewed at a board meeting before the end of the year.
- Bilingual Units: The official opening of the two classes is on the Friday 1st of November - Term 4
- Stand downs and Suspensions: CF is willing to speak to the school staff about the stand down and suspension period with the school staff if further explanation is needed.
- Overnight Stay Forms are required to be signed off by the board - RAMS for the trip are attached to the forms.
- TB distributes copies of the achievement, attendance, behavioral reports and learning support requests to all board members - this is tabled and will be discussed at the next board meeting.



Review Reports (Achievement, attendance, behavioral, learning support)

TB gave all board members copies of the achievement, attendance, behavioral and learning support reports. The board members will review these documents and these will be discussed at the next board meeting.

Due Date: 24 Sept 2024
Owner: Chris France



Review Reports

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Due Date: 24 Sept 2024
Owner: Hannah Krystyna Coleman



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Due Date: 24 Sept 2024
Owner: Matthew Jamieson



Review Reports

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Due Date: 24 Sept 2024

Owner: Verna Ernstzen

Principals Report Discussion Continued.....

- Mid year reports: Are produced by the Associate Principals along side TB input
- TB presented overview and report on her study tour to Tonga.

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

6.3 10YPP new Consultant and board interest?

CF explains the 10YPP overview and information. CF informs the board that Otahuhu Intermediate School is up for a new 101YPP.

Any decisions regarding the BOT input will be decided after the 10YPP walk through and meeting.

6.4 NZSBA AGM Online

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

7.2 Approve any PEB Minutes from previous meeting if required

8. Close Meeting

8.1 Close the meeting

Next meeting: Otahuhu Intermediate School Board Meeting - 24 Sept 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: _____