

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **12 Sept 2023** these minutes were **confirmed as presented**.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 1 August 2023
Time:	6:00 pm to 8:20 pm (NZST)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
Board Members:	Chris France, Tanya Brook, James Maeva, Matthew Jamieson
Attendees:	Shantal Pule'anga
Apologies:	Ramona Pula, Verna Ernstzen

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

Chris declared the meeting open at 6:34pm.

CF announces to the board that due to family commitments RP has had to step down from the board.

1.3 Whakawhanaunatanga with Tanya

Board introduce themselves to TB.

1.4 60th Jubilee Celebration

Celebration has been parked. The board acknowledges that a discussion between TB and VE needs to occur to discuss and confirm what we will do and what do we want to do for this celebration.



Discussion - Jubilee discussion

TB to discuss with VE - RE: Jubilee celebration plan. What is going to happen?

Due Date: 31 Aug 2023

Owner: Tanya Brook

1.5 Interests Register

CF explains Interest register and asks TB if she has any current Conflicts of Interests that need to be noted on the Register. TB advised none at this time.

1.6 Confirm Minutes

Board Meeting 13 Jun 2023, the minutes were confirmed as presented.



Confirmation of Minutes

Board adopt and approve minutes as a true and accurate record.

Decision Date: 1 Aug 2023
Mover: Matthew Jamieson
Seconded: James Maeva
Outcome: Approved

2. Major Decisions and Discussions

2.1 Governance and Management and Code of Conduct

CF discussed briefly Governance management understanding and that now we have a board AND a new principal on board we will set a time at an upcoming meeting to cover this off as a team. - At the same time we will agree on any additions we may want to discuss to sit alongside but not alter the mandatory Code of Conduct.

A new board member is needed now that RP has resigned.

CF suggests to JM and MJ to discuss if there is any other parent/caregivers that would be interested. TB to discuss with staff members if they know of any parents good for the board.



Discussion with Staff RE: New board member

TB to discuss with staff regarding a potential new parent representatives for the board.

Due Date: 31 Aug 2023
Owner: Tanya Brook

Attendance Service (EWIS Contract): Discussion around a new Attendance Officer role that MOE has requested for us with an analysis component in the role. TB has interviewed applications with some of the attendance service Governance Group, however none were suitable for the role. TB has mentioned that she has emailed MOE to come in and discuss to explain what this role looks like and what it involves. The role will be readvertised at some stage.

A copy of the contract is in the EWIS folder at Otahuhu Intermediate School.

The board has agreed and signed off the original contract employing 6 engagement workers. Follow up required to confirm whether this new role is in the original contract or if there is a variation to the original.



Attendance Service: Data analysis role

TB to check whether there is a variation to the new contract that includes the new role.

Due Date: 31 Aug 2023
Owner: Tanya Brook

CF explains discussions held with LS from the Ministry of Education to the board.

Funding is required before we start bilingual education.



Pasifika Funding -

CF formally moves that the Board of Otahuhu Intermediate accepts the funding offer of 75k excluding gst for the Pasifika Education Fund proposal.

Decision Date: 1 Aug 2023
Mover: Chris France
Outcome: Approved



Pasifika Education Fund Offer

CF to confirm what the Pasifika Education Funding is for and covers.

Due Date: 31 Aug 2023
Owner: Chris France



Board to agenda a Gov/Mgt session and approval of a possibly amended Code of Conduct at before Oct.

Board to complete a team workshop on Gov/Mgt and Code of Conduct

Due Date: 1 Oct 2023
Owner: Chris France

3. Policies, Processes and Procedures Review

3.1 Policy Review?

3.2 Policy review ?

3.3 1.5 Policy review ?

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
17 Mar 2023	Board Work Plan Status: In Progress	Matthew Jamieson
6 Apr 2023	Annual Plan Document Status: Completed on 25 Aug 2023	Brent Woods
7 Apr 2023	Jubilee Celebration Status: Completed on 25 Aug 2023	James Maeva
7 Apr 2023	Jubilee Celebration Status: Completed on 25 Aug 2023	Matthew Jamieson
7 Apr 2023	Jubilee Celebration Status: Completed on 25 Aug 2023	Priscilla Singh
7 Apr 2023	Jubilee Celebration Status: Completed on 25 Aug 2023	Verna Ernstzen
15 May 2023	Board Professional Development - Policies Status: Completed on 28 Aug 2023	Chris France
15 May 2023	Board Professional Development - Policies Status: Completed on 27 Jun 2023	Grace Gemmell
15 May 2023	Board Professional Development - Policies Status: Completed on 1 Aug 2023	James Maeva
15 May 2023	Board Professional Development - Policies Status: Not Started	Matthew Jamieson

Due Date	Action Title	Owner
15 May 2023	Board Professional Development - Policies Status: Completed on 28 Aug 2023	Priscilla Singh
15 May 2023	Board Professional Development - Policies Status: Not Started	Verna Ernstzen
19 May 2023	RP elected board member announcement Status: Completed on 25 Aug 2023	Chris France
23 May 2023	Book board into NZSTA Conference Status: Completed on 25 Aug 2023	Chris France
20 Jun 2023	Notices for the school Website Status: Completed on 22 Jun 2023	Shantal Pule'anga
22 Jun 2023	RP added to Board pro Status: Completed on 22 Jun 2023	Shantal Pule'anga
23 Jun 2023	Variance Statement - R/M Computers Follow up Status: Completed on 27 Jun 2023	Grace Gemmell
23 Jun 2023	RTLB Cluster Area Manager Status: Completed on 22 Jun 2023	Chris France
23 Jun 2023	Updated Quote - Chromebooks Status: Completed on 25 Aug 2023	Grace Gemmell
30 Jun 2023	Board Member Blurbs - School Website Status: Completed on 30 Jun 2023	Chris France
31 Aug 2023	Board Work Plan Status: In Progress	Chris France
5 Sept 2023	Policy Review - 1.7 Governance Policy, Principal Performance Appraisal Status: Not Started	Chris France

5. Management Reports

5.1 Finance Report - June ?

5.2 RTLB Update Report from Annette MacDonald

Interviews are still being conducted RE: The area manager position. 10 applications have been made for the area manager position.

CF acknowledged AM is doing a great job running the RTLB Cluster 9 at the moment.



Reports Presented

The board accept and adopt the reports presented by AM.

Decision Date: 1 Aug 2023
Mover: Chris France
Seconder: James Maeva
Outcome: Approved

RTLB Update Report - RE Photocopy Lease

Findings suggest this lease quote saves money. CF reminds the board that the RTLB accounts and Otahuhu Intermediate School Accounts will be combined soon.



TB Authority - Decision on Photocopy Lease Quote

The board delegates the principal - TB to have authority on behalf of the board if she is satisfied with the RTLB quote presented.

Decision Date: 1 Aug 2023
Mover: Chris France
Seconder: James Maeva
Outcome: Approved

5.3 Principals Reports

CF discussed with board the new gazetted Planning and Reporting regulations and that the three MoE Auckland director/managers of Integrated services are each perhaps running their own promotion on planning and reporting.

CF presents the new strategic planning guideline.

The board needs to have a new strategic plan in place by January 2024. The plan must comply with or meet and satisfy the four primary objectives (student achievement outcome, physically and emotionally safe place for students and staff, Inclusive and nondiscriminatory, giving effect to Te Tiriti o Waitangi, .

At the Next board meeting the Board would love to meet with some of the staff to discuss and formalize aspirations and create a plan on how we will do our planning at OIS and how we can empower the staff and management whilst maintaining ownership of the strategic plan pages.

Discussion along the lines of these regulations are intensive around engagement and community consultation and will largely take place at times when the board cannot be onsite to participate. We need to work through how we enable this to move forward and figure out review points where the board can reconnect and continue a sense of ownership of the Strategic Plan while TB gets on with the draft of the Strategic Plan for 2024.



Strategic Plan/Goals - Draft

TB to have a draft of the Strategic Plan for 2024 ready in October 2023.

Due Date: 1 Oct 2023
Owner: Tanya Brook



Dates for future 2023 Board Meetings

CF and TB to sit down and discuss then confirm the dates for the future Board Meetings.

Due Date: 31 Aug 2023
Owner: Chris France

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

6.3 Bilingual Classes

6.4 Items needing action or discussion by board

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

7.2 Concurrence for RTLB Lead Principal - TB

Discussion moved to PEB - In committee.

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 12 Sept 2023, 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: _____