

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **17 Oct 2023** these minutes were **confirmed as presented**.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 12 September 2023
Time:	5:00 pm to 8:04 pm (NZST)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
Board Members:	Chris France, James Maeva, Matthew Jamieson, Verna Ernstzen, Tanya Brook

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

CF declares the meet open at 5:45pm.

1.3 Resignation of Priscilla Singh

CF informs the board PS has formally resigned and stood down from the board due to being unable to commit in full.

1.4 60th Jubilee Celebration

VE explains ideas and plans for the Jubilee.

Date confirmed: Friday 20th October - This is stated as an open day for the school and the school will be open to the public. School performances.

Registration form created by AJ on school website to gauge numbers for attendance.



Budget Proposal - 60th Jubilee

VE to create and put together a budget proposal for board approval for the Jubilee Celebration.

Due Date: 22 Sept 2023

Owner: Verna Ernstzen

1.5 Interests Register

1.6 Confirm Minutes

Board Meeting 1 Aug 2023, the minutes were confirmed as presented.



Confirmation of Minutes

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

Decision Date: 12 Sept 2023
Mover: Chris France
Seconder: Matthew Jamieson
Outcome: Approved

2. Major Decisions and Discussions

2.1 Governance and Management and Code of Conduct

CF gave brief discussion around the Code of Conduct, which now sits in the board's policy folder. with the sad loss of 2 members in Ramona and Priscilla we are again 2 members down and about to also enter the mid term election when we look to pick up 2 more members which suggests we should consider postponing till the election is completed.

2.2 Mid Term Elections - Confirmed as 15 November Voting day!

CF explains and discusses the Mid Term Elections process. CF is one of the 2 positions to fill in this election. 2 vacancies for the Mid Term election and 1 casual vacancy that is not included in the Mid Term Election.

Traditionally used an external returning officer - Bernadine Vester. CF will contact Bernadine to organise again.

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

Due Date	Action Title	Owner
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 1 Aug 2023	James Maeva
15 May 2023	Board Professional Development - Policies Status: Not Started	Matthew Jamieson
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
23 Jun 2023	Updated Quote - Chromebooks Status: Completed on 25 Aug 2023	Grace Gemmell
31 Aug 2023	Board Work Plan Status: In Progress	Chris France
31 Aug 2023	Discussion - Jubilee discussion Status: Completed on 25 Aug 2023	Tanya Brook
31 Aug 2023	Discussion with Staff RE: New board member Status: In Progress	Tanya Brook
31 Aug 2023	Attendance Service: Data analysis role Status: Completed on 24 Aug 2023	Tanya Brook
31 Aug 2023	Pasifika Education Fund Offer Status: Completed on 25 Aug 2023	Chris France
31 Aug 2023	Dates for future 2023 Board Meetings Status: Completed on 25 Aug 2023	Chris France
5 Sept 2023	Policy Review - 1.7 Governance Policy, Principal Performance Appraisal Status: Not Started	Chris France
1 Oct 2023	Board to agenda a Gov/Mgt session and approval of a possibly amended Code of Conduct at before Oct. Status: On Hold	Chris France
1 Oct 2023	Strategic Plan/Goals - Draft Status: Not Started	Tanya Brook

4.2 Board meetings until Xmas - Action List item

Board discusses and agrees on dates set out for future board meetings this year.

Tuesday October 17th 2023

Tuesday November 14th 2023

Tuesday December 12th 2023

4.3 Pacific Education Fund - use of funds - Action List response

Confirmation document.

Cf explained as per attached document that of the \$70,000 received, \$20,000 is used for administration and setup, and \$50,000 for a skilled person to support the unit.

4.4 Pasifika Bilingual Funding Action Plan

TB explains the plan with the board. OIS had a bilingual unit meeting with whanau. A positive turn out. Possibly another meeting next term. There will be three bilingual units - and that one of each (Tongan, Samoan and Maori/Te Reo) - will be included in a syndicate.

SL who is already employed as a teacher at OIS will take the Tongan unit and RT who is also employed as a teacher at OIS will take the Samoan Unit, we don't currently have a Te Reo teacher at the moment.

SL currently takes bilingual course.

4.5 Tautaiolemoana

This initiative is to guide, assist and support TB with professional learning designed to strengthen capability to improve outcomes for Pasifika students

TB talked about whether we can get the board as part of this learning as well.

A question was raised from a privacy angle on the collection and storage of any data.

"NZPPA will collect and store all data from the initiate" -

Principal was comfortable that this will not be an issue but will check on the privacy information, but because the data is likely to be anonymized this should not be an issue.



Tautai O Le Moana Agreement

The board accept and adopts the agreement provided by Tautai O Le Moana to support TB along the Bilingual process.

Decision Date: 12 Sept 2023
Mover: Tanya Brook
Seconder: Verna Ernstzen
Outcome: Approved

5. Management Reports

5.1 Finance Report - June

The board discuss and break down the Finance report for June 2023.

The board discussed the new look financial report with the RTLB, EWIS and Learning Hub financial components removed from the general whole school report, into their own specific reports. Generally agreed this provides much needed clarity on the financial performance of each of those three, plus clarifies the state of the school itself.

Agreed that the board can now see that the schools accounts are in excellent health.



Finance Report June 2023

The board approves and the finance report for June 2023.

Decision Date: 12 Sept 2023
Mover: Matthew Jamieson
Seconder: James Maeva
Outcome: Approved

5.2 TENTATIVE - Invite EdTech to help model gov oversight using new reports.

CF suggests to get Ed Tech in walk the board through to explain the split out. agreed and TB to ask ED Tech.

5.3 RTLB Update Report from Annette MacDonald

The board discuss the RTLB Report presented by AM.

TB updates the board on the Cluster Manager position. Principal has decided to go back to market on finding a new Cluster Manager. TB has also identified a group of local principals to support the process which is more appropriate.

5.4 Principals Reports

TB discusses the school's provisional staffing notice which suggests that we will have a potential significant gap between our actual and funded numbers.

TB speaks on policy 3 in the Principal Report regarding Security Fobs/keys.

Board are notified that the security keys can be cancelled and locked if need be.

TB speaks on quote of \$9500.00 from Manukau Locks and Alarms for keys across the school.

First report for the principal after a month of experience in the school. HAs used a similar format to the last 5 or 6 years but with substantially more information included which the board enjoyed.

A brief discussion on the strategic plan for next year. The principal advised she will have a plan to put in front of the board in Term 4. CF requested that the board get a chance to participate in this document as they are the signatories to the plan, and it is better that board gets some ownership of the strategic goals.



Manukau Locks and Alarms Quote - Master Keys

The board approve Quote for Master Keys by Manuaku Locks and Alarms for \$9500.00.

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Outcome:	Approved

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

CF discusses that legally the Board meeting dates need to be on the school website calendar for the whole school year. Schools are simply required to advertise ahead of meeting so the public can attend if they wish.

6.3 Bilingual Classes

Discussed earlier in the meeting in 4.4.

6.4 Items needing action or discussion by board

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 17 Oct 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: _____