

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **14 Nov 2023** these minutes were **confirmed as presented**.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 17 October 2023
Time:	5:00 pm to 8:05 pm (NZDT)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
Board Members:	Chris France, Matthew Jamieson, Verna Ernstzen, Tanya Brook
Attendees:	Shantal Pule'anga
Apologies:	James Maeva
Guests/Notes:	Zena Lee-Tongatama Tina Craig

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

CF declares meeting open at 5:50pm.

The board welcomes ZLT to the meeting. ZLT is a parent interested in joining the board and is joining today's meeting.

Apologies by JM.

1.3 60th Jubilee Celebration

VE discusses and explains the plans and details for the 60th Jubilee with the board. There are 2 days for this celebration. Those attending either day are required to register via the school website.

Day 1 - Friday 20th October, Open day starts at 10:30am with Powhiri.

Day 2 - Saturday 21st October, Connection day - Jubilee starts at 11:0am.

CF thanks VE for her time and organization.

1.4 Edtech

The board welcome TC from EDTech.

TC has been invited to the board meeting to explain the financial details and break down of accounts to the board now that RTLB and EWIS are all under the Otahuhu Intermediate School.

TC discusses and breaks down accounting and financial details with the board. TC informs the board the EdTech have a new report template that has just been finalised. This will be used for our September Finance report. This new template breaks it down into two - Profit and Loss Statement (Statement of Financial Performance) the second report is Statement of Financial Position (Balance Sheet). TC discussed further break down of reports.

TB and TC will meet and discuss further regarding accounts week 4 of term 4 2023.

CF thanks TC on behalf of the board for her time and the information shared.

1.5 Confirm Minutes

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



Confirmation of Minutes

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

Decision Date: 17 Oct 2023
Mover: Chris France
Seconder: Matthew Jamieson
Outcome: Approved

1.6 Interests Register

No board members have any conflict of interest to declare.

2. Major Decisions and Discussions

2.1 Auditors and current issues

CF explains to the board what SAARS (School Annual Accrual Report Certification) Reports are. In essence a report generated by EdPayrol, by staff member, of payments made to each member of staff for a given period/s. Our SAAR reports have been complicated by many small amount payments that the auditors have been questioning.

BW has signed the SAAR reports for the years 2020 and 2021. These reports are expected to be presented to the board. Deloitte's Auditors are requesting the board to sign off these documents for accounts purposes.

The board discuss the reports for 2020 and 2021, the odd figures look like they are mainly RTLB or reliever payments for mileage etc.. however we have no certainty on this. This has been relayed to auditors.



Signed SAAR Report 2020-2021

The board accept and approve CF to sign off the certification for the SAAR Reports for 2020 -2021 on the basis they were recorded by the previous principal and assume they are accurate to date under his signature.

Decision Date: 17 Oct 2023
Mover: Chris France
Outcome: Approved

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

3. Policies, Processes and Procedures Review

3.1 Relationship Between the Board and the Principal Policy

This policy to be transferred to next board meeting.

The board should also review 1.7 Principals Performance Appraisal Policy next month

3.2 Relationship Between the Presiding Member and the Principal Policy

To be transferred to next month's meeting

3.3 1.5 Policy review - Not this month

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
15 May 2023	Board Professional Development - Policies Status: Not Started	Matthew Jamieson
15 May 2023	Board Professional Development - Policies Status: Not Started	Verna Ernstzen
31 Aug 2023	Board Work Plan Status: In Progress	Chris France
31 Aug 2023	Discussion with Staff RE: New board member Status: In Progress	Tanya Brook
5 Sept 2023	Policy Review - 1.7 Governance Policy, Principal Performance Appraisal Status: Not Started	Chris France
22 Sept 2023	Budget Proposal - 60th Jubilee Status: Not Started	Verna Ernstzen
1 Oct 2023	Board to agenda a Gov/Mgt session and approval of a possibly amended Code of Conduct at before Oct. Status: Completed on 6 Nov 2023	Chris France
1 Oct 2023	Strategic Plan/Goals - Draft Status: Not Started	Tanya Brook

5. Management Reports

5.1 Finance Report - July and August

Briefly discussed earlier in the meeting - 1.4 with TC during EdTech discussion.

Board read the reports and also discussed with TC from EdTech. Presiding Member failed to move adoption. To be approved at November meeting.

5.2 RTLB Update

RTLB Report update given to TB by the interim Area Manager RW.

TB discusses the RTLB report and focusses on discuss and explains staffing as it will be dropping next year.

RW mentions in his report some property issues at - Jean Batten, Sir Douglas Bader, regarding rooms that RTLB staff are housed at these schools.

5.3 Principals Reports

TB informs the board regarding issues with Crest Clean - the cleaning company our school is contracted with. TB had not seen the workers for the first 6 weeks within starting at Otahuhu Intermediate School. TB informs the board that the contract is not signed and has been in contact via email with Crest Clean and has not heard back.

TB requests to stop the Crest Clean Contract that is not signed and presents a quote for ATC cleaning company. The board discuss prices regarding cleaning contracts, ATC costs more than Crest Clean however TB is confident that ATC will perform better services for our school.

Some discussion took place and TB asked to present 3 quotes in total for the cleaning contract services for the board to approve a final quote.

The board have discussed the quote presented for the Inter Challenge Course (Play ground) maintenance.



Repairs - Inter Challenge Course

The school principal to proceed with Inter Challenge Course repairs - up to \$50,000,00 + gst.

Decision Date:	17 Oct 2023
Mover:	Chris France
Seconder:	Matthew Jamieson
Outcome:	Approved

Board goes into In Committee PEB meeting. ZLT is thanked for joining the board meeting and is informed of further details for the upcoming board elections. ZLT leaves the meeting at 7:37pm.

The board goes into Incommittee at 7:40pm.

Board go out of In Committee meeting at 7:51pm and return to public meeting discussions.

The board discuss TB Principals report presented. TB discusses a new teacher starting next year as PCT. Board discuss approval.



Funding - FTTE for 2024

The board approve and accept funding for one FTTE for 2024.

Decision Date:	17 Oct 2023
Mover:	Tanya Brook
Seconder:	Verna Ernstzen
Outcome:	Approved

TB presents the board with a draft strategic plan. TB asked board members to get back to her on the draft. The plan is set out for 2 years.

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

6.3 Bilingual Classes

6.4 Items needing action or discussion by board

Previous actions created will need to be deleted individually from each meeting.

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

8. Close Meeting

8.1 Close the meeting

Next meeting: Board Meeting - 14 Nov 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: _____