

# CONFIRMED MINUTES

## BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **13 Feb 2024** these minutes were confirmed as presented.

<b>Name:</b>	Otahuhu Intermediate School
<b>Date:</b>	Tuesday, 12 December 2023
<b>Time:</b>	5:00 pm to 6:55 pm (NZDT)
<b>Location:</b>	Ōtāhuhu Intermediate School , Luke Street, Ōtāhuhu
<b>Board Members:</b>	Chris France, James Maeva, Matthew Jamieson, Tanya Brook, Verna Ernstzen, Hannah Krystyna Coleman
<b>Attendees:</b>	Shantal Pule'anga
<b>Guests/Notes:</b>	Anika Kerehoma Duke Brown Ralen Bha

### 1. Opening Meeting

#### 1.1 Karakia

CF declares the start of the meeting at 5:21pm.

#### 1.2 Welcome and Apologies

CF welcomes HKC our new board meeting to the board meeting.

TB welcomes AK and DB to our board meeting. AK and DB are members of the EWiS team.

EWiS Update: AK discusses EWiS stats to the board 1436 referrals this year.

DB discusses the Otahuhu area stats with the board.

EWiS new role will be readvertised in term 1 2024.

AK and DB leave the board meeting at 5:43pm

The board introduce themselves to AKC and RB.

### 1.3 Confirm Minutes

Minutes from November are tabled til the next meeting. SP and TB to discuss and go over the minutes before being confirmed.

### 1.4 Interests Register

CF explains the Interests register to ACK.

Board has not declared and identified any issues in the interest register.

## 2. Major Decisions and Discussions

### 2.1 Auditors and identified issues 24-10-23

## 3. Policies, Processes and Procedures Review

### 3.1 Planning Policy Review for 2024



#### Physical Restraint Policy

The board to discuss and read the physical restraint policy in the board discussion work plan for 2024.

**Due Date:** 31 Jan 2024

**Owner:** Chris France

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
17 Mar 2023	Board Work Plan <b>Status:</b> Completed on 14 Feb 2024	Matthew Jamieson
15 May 2023	Board Professional Development - Policies <b>Status:</b> Completed on 14 Feb 2024	Matthew Jamieson
15 May 2023	Board Professional Development - Policies <b>Status:</b> Completed on 14 Feb 2024	Verna Ernstzen
31 Aug 2023	Board Work Plan <b>Status:</b> Completed on 14 Feb 2024	Chris France
31 Aug 2023	Discussion with Staff RE: New board member <b>Status:</b> In Progress	Tanya Brook
5 Sept 2023	Policy Review - 1.7 Governance Policy, Principal Performance Appraisal <b>Status:</b> Completed on 24 Jan 2024	Chris France
22 Sept 2023	Budget Proposal - 60th Jubilee <b>Status:</b> Completed on 14 Feb 2024	Verna Ernstzen
1 Oct 2023	Strategic Plan/Goals - Draft <b>Status:</b> In Progress	Tanya Brook
24 Nov 2023	Confirmation of signed April Minutes <b>Status:</b> Completed on 14 Feb 2024	Shantal Pule'anga
12 Dec 2023	Load new board members <b>Status:</b> Not Started	Shantal Pule'anga

## 5. Management Reports

### 5.1 Finance Report - November



#### November 2023 - Finance Report

The board adopt and accept the finance report for November 2023.

**Decision Date:** 12 Dec 2023  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

### 5.2 RTLB Update



#### RTLB Draft Annual Plan 2024

The board adopt and accept the Draft Annual Plan 2024.

**Decision Date:** 12 Dec 2023  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved



#### RTLB: Draft Budget 2024

The board adopt and accept the Draft RTLB Budget 2024.

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

### 5.3 Principals Reports



#### Chemwash Quote

TB requests the approval and to adopt the Chem Wash Quote for \$6618.25 for building maintenance/cleaning.

**Decision Date:** 12 Dec 2023  
**Mover:** Tanya Brook  
**Seconder:** Chris France  
**Outcome:** Approved

TB presents three quotes to the board for cleaning of the school buildings. TB notifies the board that the buildings have not been washed for a few years.

The board discuss the Principals Report presented by TB.

PRINCIPALS REPORT:

Professional Development 2024: TB

Request to use funds negotiated by NZEI and PPCB for \$6000.00 in 2023 and \$6000.00 in 2024 for principal and wellbeing. To visit Tongan apart of the Kahui Ako Principal.

## 6. Other Business

### 6.1 Correspondence

### 6.2 School Calendar Update

### 6.3 Bilingual Classes

TB discusses Bilingual classes

Tongan and Samoan classes to start in term 1 in 2024. Sutton Park have been supporting SL and RT with the bilingual process.

TB reminds the board that Bilingual Units is requested by MOE.

### 6.4 Items needing action or discussion by board



#### Past Actions

Remove past actions that no longer need to be on our action list.

**Due Date:** 31 Jan 2024

**Owner:** Chris France

## 7. Public Excluded Business (PEB)

### 7.1 Public Excluded Business (PEB) Placeholder

NO PEB Discussions this meeting.

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

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:** \_\_\_\_\_