

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **14 May 2024** these minutes were confirmed as presented.

Name:	Otahuhu Intermediate School
Date:	Tuesday, 9 April 2024
Time:	5:00 pm to 6:43 pm (NZST)
Location:	Otahuhu Intermediate School Staffroom, 22-24 Luke Street, Otahuhu, Auckland 1062
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 5:14pm.

1.3 Interests Register

No conflicts of interest were declared by members at this board meeting.

1.4 Confirm Minutes

Otahuhu Intermediate School Board Meeting 12 Mar 2024, the minutes were confirmed as presented.



Future Meeting Dates

Send out board dates.

Due Date: 12 Apr 2024
Owner: Shantal Pule'anga



Confirmation of March 2024 Minutes

The Board adopt and accept the minutes as a true and accurate records.

Decision Date: 9 Apr 2024
Mover: Matthew Jamieson
Seconder: Tanya Brook

Outcome: Approved

2. Major Decisions and Discussions

2.1 Governance and Management and Code of Conduct

Code of Conduct accepted and approved by the board.

3. Policies, Processes and Procedures Review

3.1 2.2 - Governance Processes and Procedures - Delegation Lists.docx

Board discuss changes to the policy.

Changes have been made to this policy by SP as per discussed in the board meeting by the board members.



2.2 Governance Processes and Delegation List Policy

The board accept and approve the 2.2 Governance Processes and Delegation List Policy. This will be reviewed again in 2027.

Decision Date: 9 Apr 2024
Mover: Chris France
Seconder: James Maeva
Outcome: Approved

3.2 1.4 - Governance Policies - Presiding Member's Role Policy.docx



1.4 Governance Policy

The board approve and accept the policy of 1.4. This will be reviewed again in 2026.

Decision Date: 9 Apr 2024
Mover: James Maeva
Seconder: Matthew Jamieson
Outcome: Approved

3.3 3.10 - Operational Policies - Asset Protection Policy.docx



3.1 - Operational Policy

The board accept and approve this policy. This policy will be reviewed again in 2027.

Decision Date: 9 Apr 2024
Mover: Chris France
Seconder: Verna Ernstzen
Outcome: Approved

3.4 What does staff Appraisal look like? bot to discuss what policy?

Appraisal policy was discussed in previous meetings therefore was not discussed further in this meeting.

CF to work through policy list and ensure all the outstanding policies are identified.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
31 Aug 2023	Discussion with Staff RE: New board member Status: Completed on 16 Apr 2024	Tanya Brook
1 Oct 2023	Strategic Plan/Goals - Draft Status: Completed on 16 Apr 2024	Tanya Brook
31 Jan 2024	Physical Restraint Policy Status: Completed on 12 Mar 2024	Chris France
22 Feb 2024	D8 Reducing student distress Policy Status: Completed on 12 Mar 2024	Tanya Brook
23 Feb 2024	Strategic Plan - Draft Status: Completed on 16 Apr 2024	Tanya Brook

CF and SP will work through the action list.

4.2 Meeting Dates for remainder of 2024 to be confirmed

Dates for future meetings have been uploaded to board pro.

5. Management Reports

5.1 Finance Report - March

TB discusses the finance report that was created by TC from EdTech.

TB informs the board that Otahuhu Intermediate has received extra staff funding due going above the proposed roll number. As TB had worked on during the budget process, the increase in roll at March 30 has meant the budget deficit will be considerably reduced. The board was delighted!

A discussion was also had on the potential funding available for special projects. Edtech believes there is less there than we considered at the beginning of the year.



Finance Report - March

The board approve and accept the Finance Report for March 2024.

Decision Date: 9 Apr 2024
Mover: Chris France
Second: Matthew Jamieson
Outcome: Approved

5.2 RTL Cluster Manager Report (Ray Webb)

TB discusses the RTL Cluster Manager Report that was created by RW to the board.

In the report presented RW requests board approval for the total cost of \$28,000.00 for the refurbishment and fixing of room 17.

RW also requests the total of \$9,100.33 for approval to House Mechannix as deposit for the refurbishment.

The board sending appreciation to RW for providing the board with a RTL Cluster Report every month.



RTL B Cluster Manager Report - March

The board accept and approve the RTL B Cluster Manager report for March 2024.

Decision Date: 9 Apr 2024
Mover: Chris France
Seconder: Matthew Jamieson
Outcome: Approved

The budgets requests for board approval by RW were approved in earlier board meetings this year.

5.3 RTL B Requests for the December Report - Actions from March Minutes?

5.4 Principal Board Report

TB has created a new layout, report structure for her Principal Reports and discusses her report further with the board.

VE explains and gives further insight on RT3T with the board for better understanding of what this looks like for the teaching staff and students.

TB informs the board that Auditing for 2023 has begun and De Loittes were in on Tuesday the 9th of April 2024.

6. Other Business

6.1 Correspondence

6.2 School Calendar Update

6.3 Bilingual Classes

Discussed above with the Principal Report.

- Fanau Evening was held on Wednesday 27th March for the whanau of the two enrichment classes
- We still see Term 4 as being the time these enrichment classes officially become Bilingual classes
- Reo Moana - Bilingual PLD for LK and TB and teachers leading our Samoan Vasega and Tongan Kalese enrichment classes. Reo Moana facilitators are continuing to work with the enrichment teachers on their bilingual pedagogy etc. SL and RT are doing a tremendous job with their classes.

6.4 NZSBA Conference - tidy up conversation

The board will be attending the NZSTA Conference 2024 held in Wellington.

SP will organise the booking and registration for this.

7. Public Excluded Business (PEB)

7.1 Public Excluded Business (PEB) Placeholder

No PEB items discussed in this meeting.

7.2 Approve PEB Minutes for Dec 2023 not approved in Feb 24 meeting

This item to be deleted from next meeting as there were no PEB minutes in the Dec 2023 meeting to approve.

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: _____