

# CONFIRMED MINUTES

## ŌTĀHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **18 Mar 2025** these minutes were confirmed as presented.

<b>Name:</b>	Otahuhu Intermediate School
<b>Date:</b>	Tuesday, 18 February 2025
<b>Time:</b>	5:00 pm to 7:36 pm (NZDT)
<b>Location:</b>	Otahuhu Intermediate School, Staffroom
<b>Board Members:</b>	Chris France, Hannah Krystyna Coleman, James Maeva, Matthew Jamieson, Tanya Brook, Verna Ernstzen
<b>Attendees:</b>	Shantal Pule'anga

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Welcome and Apologies

CF declares the meeting open at 5:41pm.

#### 1.3 Interests Register

There are no conflicts of interest to declare at this meeting.

#### 1.4 Confirm Minutes

**Ōtāhuhu Int. Xmas School Board Meeting 10 Dec 2024**, the minutes were confirmed as presented.



#### Confirmation of December 2024 Minutes

The board confirm the minutes of December 2024 as a true and accurate record.

<b>Decision Date:</b>	18 Feb 2025
<b>Mover:</b>	Chris France
<b>Second:</b>	Hannah Krystyna Coleman
<b>Outcome:</b>	Approved

## 2. Major Decisions and Discussions

### 2.1 Board Workplan



#### Board Workplan - 2025

The board accept and adopt the Board Work Plan for 2025.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

The board work plan has been discussed. This document will sit with CF and TB and will be updated along the way if there is anything necessary to be added.

### 2.2 Selection of a digital Election Platform

## 3. Policies, Processes and Procedures Review

### 3.1 Policy Review

The policies that are discussed in this meeting are standard annual policies that require review on a yearly basis.

### 3.2 Board Code of Conduct annual review

There are no changes or amendments that need to be made to this policy.



#### Board Code of Conduct - Policy

The board adopt and accept the Board Code of Conduct Policy.

**Decision Date:** 18 Feb 2025  
**Mover:** Verna Ernstzen  
**Seconder:** Matthew Jamieson  
**Outcome:** Approved

### 3.3 Conflict of Interest Register



#### Conflict of Interest Register

The board adopt and accept the Conflict of Interest Register.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconder:** Matthew Jamieson  
**Outcome:** Approved

There are no changes that need to be made to the Conflict of Interest Register.

### 3.4 Review Schedule of Delegations

The board sign off 4 motions for the Concurrence application.

1. Associate Principal - Organization & Learning Support
2. Associate Principal - Curriculum



### **Schedule of Delegation for 2025**

The board adopt and accept the Schedule of Delegations for 2025 with the changes made above.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconders:** Hannah Krystyna Coleman  
**Outcome:** Approved

## **3.5 Set the date for the Triennial board election date**



### **Confirmation of Date**

The board confirm the date of the 10th of September for the Triennial Board Election.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconders:** Matthew Jamieson  
**Outcome:** Approved

## **3.6 Board attendance at NZSBA Conference**

The NZSBA Conference is on the 10th-13th July, which is during the school holidays. The conference is held in Christchurch this year.

MJ will discuss this with the board at the March meeting to confirm who will be attending the conference this year and to ensure the purchases of the early bird registration.

## **4. Actions from Previous Meetings**

### **4.1 Action List**

## **5. Management Reports**

### **5.1 Finance Report**

The board discuss the Finance report for December 2024.

The financial spendings and accounts ended on good numbers according and in comparison to the budget 2024.



### **Finance Report - December 2024**

The board adopt and accept the Financial Statement Reports for December 2024.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconders:** Verna Ernstzen  
**Outcome:** Approved

Follow up with SL regarding money. Joining the 2 interests together.

## 5.2 Move DRAFT Budget to FINAL?

The board review the draft budget for 2025 and discuss confirmation.



### School Budget 2025

The board adopt and accept the Draft Budget for 2025 as the Final Budget for 2025.

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

## 5.3 Five Year Property Agreement (5YA) funding

The 5YA Plan was discussed by the board. TB has informed the board that the last of the previous 5YA Plan is about to end with the conclusion of the last construction work being done in block 1. Once this has completed the contract with our current Project Manager will be complete and TB will be assigning a new Project Manager with a new 5YA Project contract renewal.

## 5.4 EWiS -South Auckland A Attendance Cluster

The EWiS Report created by HT.

The board acknowledge and thank HT for an extremely well written report.

TB notifies the board that the government are cutting the Attendance Officer job role funding as of June 2025. Ministry of Education have informed lead schools that the funding from the Attendance Officer role will be put in and towards the Attendance Service funding. Therefore the EWiS Attendance Officer will now be a part of the Attendance Service Budget which ends December 2025 and the job title will be renamed.

## 5.5 RTLB Cluster Manager Report (Ray Webb)

The Cluster Manager Report presented by RW.

The board acknowledge the report presented by RW.



### RTLB Budget, Strategic Plan, Annual Work Plan 2025

The board Moved and accepted the:

- RTLB Budget for 2025
- Strategic Plan for 2025
- Annual Work Plan for 2025

Moved : CFrance

Seconded: ??

CARRIED

**Decision Date:** 18 Feb 2025  
**Mover:** Chris France  
**Seconder:** Hannah Krystyna Coleman  
**Outcome:** Approved

## 5.6 Principal Board Report

TB discusses the Annual Plan and Analysis to the board.

- The board acknowledge the strategic plan and that it flows well into the annual plan.
- MJ acknowledges the great attendance Otahuhu Intermediate has had so far this term. TB discusses attendance further - PB is more present in classes this year and acknowledging attendance and applauding students for being at school.
- PJ is the school's Kaumatua. TB discusses that the Kahui Ako wish to connect more to the Mana Whenua.
- Review for the Annual plan begins in in Term 3.

VE Discusses and explains the Achievement report for Curriculum to the board.

- Dirty data means every child's data is included.
- Clean data means we have removed all students who are: ESOL, Learning Support in any way, ORS funded etc, any Y8 who came in later/ after the start of last year; and any Y7 who started after the start date – (in this year's case: AFTER out PAT next week).
- The levels have shifted up.
- Data is based on OTJ's.
- quite wide ranging discussion on disparities in achievement between cultures and year levels. Teacher Experience and tenure, and moderating and a broad range of things contribute to the figures and how disparate they can appear. Achievement data is very complex, but the board is delighted to hear about moderation and other ideas being used to reduce the differences and lift achievement levels. It should look good in the future.

The current annual plan needs to be put up on the website.

The board discuss TB Professional Growth Cycle. This is now completed for 2024.

TB has great support and a awesome First time Principal Advisors. TB has a great connection with local principals.

Principals Board Report:

- 92% attendance on a Friday
- Great attendance so far this year
- During staff week before the start of term TB ran a session regarding the School Values and Vision Statement.
- Staff Week - Day one Dave 'Buttabean' Letele was a guest speaker and came in and spoke about his life story with our staff.
- There is new signage around the school displaying the school strategic plan and school value
- TB informs the board that staff are excited about the various curricular they will be teaching.
- MN ran road patrol training in Week 2 alongside Constable Mo and Teacher Aide PK.
- Property - the stone wall has been completed, the planting down both sides of the driveway is now taking place.
- Room 1,2,3,4 and the Art Room - All these classes have new doors put in on the field side.
- The school hall was painted white in the holidays. The hall now looks brighter and more modern.
- Day one Powhiri - All staff were apart of this including the EWiS team and RTLB teams.
- PB - Pastoral Care section from the Principals Report: PB is currently establishing a Syndicate Spirit Competition to build a strong sense of belonging and engagement among

students. Attendance has been exceptional. We have reached 96% 1 day this term and during week 3 every day was over 93%.

- The school roll is currently 370
- We have hired a Learning Support Co Ordinator RR, a new class teacher SK who will teach literacy and a fulltime CRT LV.
- School lunches had a slow start for the year it was a frustrating first few weeks. We have now started receiving our school lunches a few hours early which means they are now on time and ready for students to eat. Acknowledgment to the teacher aides JP, MT, AS and PK who have been awesome during this time.



#### **Annual Plan Uploaded to Website**

Annual Plan to be uploaded to the Website.

**Due Date:** 7 Mar 2025

**Owner:** Tanya Brook

### **5.7 Staff Acknowledgment by the Board**

## **6. Health & Safety?**

### **6.1 Ongoing board discussion - Explicit governance role in H&S ??**

No discussion on this at this meeting, other than the ongoing desire for the board to find a way to be proactive and alert to the H&S environment in which this school operates. The remains alert to the obligation to H&S it does have.

## **7. Other Business**

### **7.1 Correspondence**

### **7.2 School Calendar Update**

### **7.3 Board Reports to community in our school newsletter**

### **7.4 Confirm Meeting dates and times for 2025**

### **7.5 Appointing Acting Presiding Member for March meeting.**

The board discuss appointment of Acting Presiding Member as CF is absent on leave during the March meeting.



#### **Appointment of Acting Presiding Member for March Meeting**

The board approve to appoint MJ as the Acting Presiding Member for the March 2025 meeting.

**Decision Date:** 18 Feb 2025

**Mover:** Chris France

**Seconder:** Verna Ernstzen

**Outcome:** Approved

## 8. Public Excluded Business (PEB)

### 8.1 Public Excluded Business (PEB) Placeholder

### 8.2 Approve any PEB Minutes from previous meeting if required

### 8.3 Approve Application of Concurrence for Principal for 3 years.

These motions were discussed in Public Excluded Business.

## 9. Close Meeting

### 9.1 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:** \_\_\_\_\_