

# CONFIRMED MINUTES

## OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting - July 2025** on **29 Jul 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Otahuhu Intermediate School
<b>Date:</b>	Tuesday, 17 June 2025
<b>Time:</b>	5:00 pm to 7:10 pm (NZST)
<b>Location:</b>	Otahuhu Intermediate School, Staffroom
<b>Board Members:</b>	Chris France, Hannah Krystyna Coleman, James Maeva, Tanya Brook, Verna Ernstzen
<b>Attendees:</b>	Shantal Pule'anga
<b>Apologies:</b>	Matthew Jamieson

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Welcome and Apologies

CF declares meeting open at 5:28pm.

MJ sends apologies and is not present at this meeting. HC is running late and will be here shortly. The board at current still have a quorum with TB, CF, VE and JM present.

#### 1.3 Interests Register

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

#### 1.4 Confirm Minutes

**Otahuhu Intermediate School Board Meeting 20 May 2025**, the minutes were confirmed as presented.



#### Board minutes - May 2025 Meeting

The board declare the minutes of May as a true and accurate record.

<b>Decision Date:</b>	17 Jun 2025
<b>Mover:</b>	Tanya Brook
<b>Seconder:</b>	James Maeva
<b>Outcome:</b>	Approved

## 2. Major Decisions and Discussions

### 2.1 Strategic Planning

The school had a large very successful Maori Hui in week 7 with the Maori whanau. Strat planning was done with the Maori family.

At the moment - Student Led Conferences are on Tuesday 17th June 2025 , the hall is open for the families to go and answer some questions.

Week 9 - Talanoa for the bilingual unit classes, the same questions will be available for these families to answer.

### 2.2 Board Election Planning for the Board + Common Date 10/9



#### Myschoolelections - Principal Email Update

CF to update my school elections that the principals email has been updated.

**Due Date:** 24 Jun 2025

**Owner:** Chris France

The trustee register has been updated and edited. There was an error on the list - CF and HC are staggered members.

Correction to be made to TB - start date on the trustee register.



#### Edit Trustee Register

SP to edit register and change the start date for TB as it is incorrect.

**Due Date:** 27 Jun 2025

**Owner:** Shantal Pule'anga

CF discusses the election procedure. There are currently 3 parent representative seats available.

There is discussion regarding HC working to promote and help organise the school elections.

## 3. Policies, Processes and Procedures Review

### 3.1 Policy Review - C.41 - Board Complaints Checklist

The board have discussed this policy. The email addresses will be updated and edited as the template provided is currently the old email address.



#### C.41 Board Complaints Policy

The board approve and adopt the board and complaints policy with the changes mentioned above made.

**Decision Date:** 17 Jun 2025

**Mover:** Chris France

**Seconder:** Verna Ernstzen

**Outcome:** Approved

### 3.2 Policy Review - 1.4 Governance Policies - Presiding Member's Role Policy

The board discuss this policy. This is a straight forward policy and has not had any legal changes towards it.



## Presiding Members Policy

The board adopt and accept the Presiding Members Policy.

**Decision Date:** 17 Jun 2025  
**Mover:** James Maeva  
**Seconder:** Tanya Brook  
**Outcome:** Approved

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner(s)
21 May 2025	Email Nimisha <b>Status:</b> Completed on 21 May 2025	Shantal Pule'anga

## 5. Management Reports

### 5.1 Finance Report

The board discuss the Finance report provided by EdTech.

- Nothing has come up as a cause for concern in this finance report. The finances are currently sitting in a sensible position.
- Budgets: There are no revised budgets throughout the year , only information being noted down for the budgets for the new year.



### Finance Report - May 2025

The board adopt and accept the Finance Report provided by EdTech.

**Decision Date:** 17 Jun 2025  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved

### 5.2 EWiS -South Auckland A Attendance Cluster

The board discuss the EWiS report provided by HT.

- There has been an increase in referrals due to sickness and weather getting colder.
- The EWiS team held and ran an attendance PLD with the South Auckland Schools in the South Auckland Cluster.
- The board acknowledged and thank HT for her board report for May 2025.



### EWiS Report - May 2025

The board adopt and accept the EWiS Report for May 2025. Provided by HT.

**Decision Date:** 17 Jun 2025  
**Outcome:** Approved

### 5.3 RTLB Cluster Manager Report (Ray Webb)

The board discuss the RTLB Manager Report provided by RW for May 2025.

The board acknowledge and note the RTLB Report for May 2025.

The board acknowledge and note the cluster log of celebration and risks that was provided by RTLB Manager.

The board has signed the RTLB Report Declaration.

## 5.4 Principal Board Report

The board discuss the auditing process for 2024. The audit is finally completed now and we have received the report from Deloitte. This report was positive and clean with nothing to report. No acknowledgement of the concerns raised by the Principal, or the letter sent by the board.



### Audit Report 2024.

The board adopt and accept the Audit Report for 2024 from Deloitte.

**Decision Date:** 17 Jun 2025

**Outcome:** Approved



### Board Members - Annual Report/ School Website

Members to look at the annual report uploaded onto the school website.

**Due Date:** 27 Jun 2025

**Owners:** Chris France, Hannah Krystyna Coleman, James Maeva, Matthew Jamieson, Shantal Pule'anga, Tanya Brook, Verna Ernstzen

The board discuss the Principals Board Report for May 2025.

- School reports have been written by teachers and these will be given out to parents during the student led conference on Tuesday 17th June.
- There was an Oke Charity Garden working bee. Positive volunteer turn out with students, parents and staff. We have received raised garden beds, a compost bin, a glass house and storage shed donated by the Oke Charity.
- The 5YA project agreements are near completion. We are currently getting under way with the last project within the 5YA therefore we will be able to close out this period of the property development. We are still awaiting confirmation regarding the finalisation of our new 10YPP, there is a process involved and we are eager to get this confirmed so we can begin planning any future property needs.
- We now have our new electronic notice board up and actively working. TB, PB and SP will have access to edit and update the notifications on this board.
- Principals Professional Growth Cycle: TB has met with her FTP advisor earlier in term 2. TB attended a property conference ran by Schooled - it was highly informative and would recommend this to any principal. TB also attended the APPA Annual Conference in Taupo.



### Principals Board Report - May 2025

The board accept and adopt the Principals Board Report for May 2025.

**Decision Date:** 17 Jun 2025

**Mover:** Chris France

**Outcome:** Approved

## 5.5 Staff Acknowledgment by the Board

## 6. Health & Safety?

## 7. Other Business

### 7.1 Correspondence

### 7.2 School Calendar Update

## 8. Public Excluded Business (PEB)

### 8.1 Public Excluded Business (PEB) Placeholder

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

## 9. Close Meeting

### 9.1 Close the meeting

**Next meeting:** Otahuhu Intermediate School Board Meeting - July 2025 - 29 Jul 2025, 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:**\_\_\_\_\_