

CONFIRMED MINUTES

OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

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

Name:	Otahuhu Intermediate School
Date:	Tuesday, 18 March 2025
Time:	5:00 pm to 7:05 pm (NZDT)
Location:	Otahuhu Intermediate School, Staffroom
Board Members:	Hannah Krystyna Coleman, Matthew Jamieson, Tanya Brook, Verna Ernstzen
Attendees:	Shantal Pule'anga
Apologies:	Chris France, James Maeva

1. Opening Meeting

1.1 Karakia

1.2 Welcome and Apologies

MJ declares the meeting open at 5.20pm

Apologies from CF and JM who are absent from todays meeting.

1.3 Interests Register

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

1.4 Confirm Minutes

Ōtāhuhu Intermediate School Board Meeting 18 Feb 2025, the minutes were confirmed as presented.



February 2025 Mintutes

The board adopt and accept the minutes for February as a true and accurate record.

Decision Date:	18 Mar 2025
Mover:	Hannah Krystyna Coleman
Seconder:	Tanya Brook
Outcome:	Approved

2. Major Decisions and Discussions

3. Policies, Processes and Procedures Review

3.1 Policy Review - 2.1.5 Compliance Reporting

The board discuss the 2.1.5 Policy - Compliance Reporting.

This is a straight forward policy.

Changes to be made:

- Annual accounts finalised by the 31st of March.
- Revised annual budget - changed to 31st of January.



2.1.5 Compliance Review Policy

The board adopt and accept the compliance review policy with the changes made.

Decision Date: 18 Mar 2025
Mover: Matthew Jamieson
Seconded: Hannah Krystyna Coleman
Outcome: Approved

3.2 Policy Review - 2.1.6 Portfolio Holder Terms of Reference

The board discuss the 2.1.6 Portfolio of Reference Policy.

There is no finance committee at Otahuhu Intermediate therefore no changes need to be made to this policy.



2.1.6 Portfolio of Reference

The board adopt and accept the 2.1.6 Portfolio of Reference Policy.

Decision Date: 18 Mar 2025
Mover: Tanya Brook
Seconded: Verna Ernstzen
Outcome: Approved

3.3 Set the date for the Triennial board election date

This was discussed in the February meeting and the date of September the 10th was confirmed.



Triennial Board Election Date

The board confirm the Triennial board election date for September 10th 2025.

Decision Date: 18 Mar 2025
Mover: Matthew Jamieson
Seconded: Hannah Krystyna Coleman
Outcome: Approved

3.4 Board attendance at NZSBA Conference

The board members will confirm their attendance with SP by Friday 21st March.

At this stage we have 3 board members confirmed to attend the conference.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
7 Mar 2025	Annual Plan Uploaded to Website Status: Completed on 18 Mar 2025	Tanya Brook

5. Management Reports

5.1 Finance Report

- The board discuss the Finance Report for January-February 2025.

- Staff returned back to work on the 20th of January. Surplus has dropped during this period as expected due to it being the start of the year Eg) Subscriptions..
- The hospitality budget appears to look like it has been over spent this already however due to the slow start and late deliveries of the government lunches, we had to purchase food to feed our students. This is being paid back by MOE and we are still waiting for some invoices to be paid.
- TB and SP to speak to SL regarding the term deposits to be looked at again next Tuesday.



Finance Report - January and February

The board adopt and accept the Financial Reports for January and February.

Decision Date: 18 Mar 2025
Mover: Matthew Jamieson
Seconders: Hannah Krystyna Coleman
Outcome: Approved

5.2 Five Year Property Agreement (5YA) funding

TB speaks on the 5YA Property Agreement.

Money was received for the 5YA. 5YA is the 10YPP which is split in half. However there has been no 10YPP provided.

There is a new Property Manager that will be overseeing our new 10YPP.

There will be an update on this in the May board meeting as there will be a 10YPP meeting in the April school holidays.

SW from Yellowstone Managment.



5YA Property Agreement

The board adopt and accept the 5YA Property Agreement at this stage and will await the update in the May board meeting.

Decision Date: 18 Mar 2025
Mover: Verna Ernstzen
Seconders: Hannah Krystyna Coleman
Outcome: Approved

5.3 EWiS -South Auckland A Attendance Cluster

HT - Attendance Officer for EWiS presents the February Report to the board.

The EWiS team had a stall at the OIS Night Markets.

The board thank and acknowledge HT for the EWiS Report for February.



EWiS Report - February

The board adopt and accept the EWiS Report for February.

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

5.4 RTLB Cluster Manager Report (Ray Webb)

RW the Cluster Manager presents the Manager Report for February.

The annual budget was approved in the February 2025 meeting.



RTLB Cluster Manager Report - February

The board adopt and accept the RTLB Cluster Manager Report for February.

Decision Date: 18 Mar 2025
Mover: Matthew Jamieson
Seconder: Hannah Krystyna Coleman
Outcome: Approved

5.5 Principal Board Report

TB Discusses the Making Tools Overseas - Samoa Trip

- TB went on a similar trip in 2024 in Tonga and informs the board that this trip is of similar cause.
- There is a meeting at OPS this Thursday regarding this trip
- TB informs the board on how beneficial the Tonga trip was last year and how beneficial it is for our Otahuhu community with the new Bilingual units that are being opened at local schools.
- The estimates for the Samoa trip are based off the Tonga trip
- TB has applied for a Scholarship via Tautai Le Moana for this trip otherwise there is still funds that were carried over in the Principal's Wellbeing Budget.
- LK will be in charge during this time period



Making Tools Overseas Decision

The board approve and accept the Making Tools Overseas in Samoa trip for TB.

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

TB discusses the quote for the electronic notice board.

A notice board would be great for the school and is needed, along side with the new front entrance.

A good way to inform our community on school events that are upcoming.

The notice board can be wrapped with signage.



WiPath Quote - Electronic Notice Board

The board approve and accept the WiPath Quote for the Electronic Notice Board.

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

TB Presents the Principal Report to the board.

- School has been awesome, we have had a great start to the year
- The new year 7 cohort is awesome. Engaged parents and families
- Specialization timetable has started. The students and teachers have really enjoyed it so far.
- RO has been awesome. She is teaching a new subject.
- Kai and Chat - TB has started a new initiative with students and staff gaining information on what is going well or what is needed. This will happen every term.
- VE meets with the PCT's every Thursday afternoon.
- We have a new TA who has started with us at the end of February.
- The student leaders were announced last week.
- Syndicate Spirit day was very successful
- We have interviewed a few applicants for the shop manager role



Principal Board Report - February

The board adopt and accept the Principal Report for February presented by TB.

Decision Date:	18 Mar 2025
Mover:	Hannah Krystyna Coleman
Seconder:	Matthew Jamieson
Outcome:	Approved

5.6 Staff Acknowledgment by the Board

The board acknowledge RO for her passion and work efforts towards our school and for our students.

6. Health & Safety?

7. Other Business

7.1 Correspondence

7.2 School Calendar Update

Teacher Only Day - Monday 27th March

7.3 Board Reports to community in our school newsletter

Board members to write a little blurb about themselves for the school newsletter. This is to be sent to LK by the end of March.

7.4 Confirm Meeting dates and times for 2025

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: 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:_____