

# CONFIRMED MINUTES

## OTAHUHU INTERMEDIATE SCHOOL BOARD MEETING

At the **Otahuhu Intermediate School Board Meeting** on **17 Jun 2025** these minutes were confirmed as presented.

<b>Name:</b>	Otahuhu Intermediate School
<b>Date:</b>	Tuesday, 20 May 2025
<b>Time:</b>	5:00 pm to 7:20 pm (NZST)
<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>	Office Manager, Shantal Pule'anga

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Welcome and Apologies

CF declares the meeting open at 5.28pm.  
The board open the meeting with karakia.

#### 1.3 Interests Register

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

#### 1.4 Confirm Minutes

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



#### Board Minutes - 18th March 2025

The board adopt and accept the minutes of the 18th of March 2025 as a true and accurate record.

<b>Decision Date:</b>	20 May 2025
<b>Mover:</b>	Chris France
<b>Seconders:</b>	Hannah Krystyna Coleman
<b>Outcome:</b>	Approved

## 2. Major Decisions and Discussions

### 2.1 Selection of a digital Election Platform - UPDATES?

The board discuss the options regarding this years election. There are two options of digital and post/paper.

Discussion:

- Do we need email addresses from parents for a digital election?
- Can we run a combination of digital and postal
- Can we send a text to parents via school systems with a link
- Could the school enable BV on her digital platform to send our reminders to the roll regarding the election dates etc..

The board has opted to use the platform provided by Bernandine Vester. Specific type digital or paper will be decided at the next meeting. CF will inquire with BV regarding questions brought up in this meeting.

### 2.2 MoE Planned Regulations for Attendance Management Plans?

The board briefly discuss the MOE planned regulations.

As of term 1 2026. The school board will be required to have this management plan.

### 2.3 MoE Planning and Reporting update

CF reminds the board regarding the requirements as a board to own and be part of developing the strategic plan.

This plan needs to be renewed at the every three years as per the Act. From May-August (or the 4-5 months prior to the election date) the strategic plans will need to be renewed/rewritten. Requested that Shantal and TB agree on wording and add a simple Strategic Planning topic into those 4-5 months in the current workplan and for the next 3 year election DRAFT board Work Plan for 2028. The board need to be a part of the planning and knowing the school's strategic plan. What do we as a board need to be doing to move forward.

Strategic plan stands for 3 years. At current Otahuhu Intermediate is actioning the below:

- Meet with a group of staff and students week 2 and week 8 during each term
- Student leadership groups that discuss and connect to provide
- Talanoa evenings
- Would be great to have a community evening that is ran by the board.

Suggestion for a planning day/half day post elections for the new members and old members to get together and get on the same page.

### 2.4 Check in on progress for 2024 Annual Report

The annual report has been uploaded as per normal in the past.

There is no information on the new app that MOE have created for the annual report to be uploaded too.

## **2.5 School Board Elections Wed 10 September planning.**

This was discussed in above 2.1 of the meeting.

## **3. Policies, Processes and Procedures Review**

### **3.1 2.1.5 - Governance Processes and Procedures - Compliance Reporting**

The board discuss the Governance Processes - Compliance Reporting Policy.

There is nothing to change with this policy.



#### **Board letter to the auditors.**

The board will write a letter to the auditors expressing our anxiety and concerns towards the continuous changes.

- Change of auditor
- Lack of notice regarding the sudden changes.
- Lack of communication regarding updates or what is still required of the school.

**Decision Date:** 20 May 2025  
**Mover:** Chris France  
**Second:** Verna Ernstzen  
**Outcome:** Approved



#### **Compliance Reporting - Policy**

The board adopt and accept the compliance reporting policy.

**Decision Date:** 20 May 2025  
**Mover:** Chris France  
**Second:** Matthew Jamieson  
**Outcome:** Approved

### **3.2 2.1.6 - Governance Processes and Procedures - Portfolio Holder Terms of Ref**

This policy was discussed in the March 2025 meeting. The policy was adopted and approved by the board.

### **3.3 Review ? Curriculum, Physical Restraint, Prepare for Attendance Policy**

A little early to be sure about required changes to the Curriculum Policy.

The Physical Restraint policy is current and no change currently needed.

The Attendance Policy will need to wait until we see the Regulations to be in place for start of 2026.

### **3.4 Board attendance at NZSBA Conference**

MJ and JM have been registered to attend the NZSBA conference this year.

Flights, accommodation and registration have been organised.

## 4. Actions from Previous Meetings

### 4.1 Action List

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

## 5. Management Reports

### 5.1 Finance Report

The board discuss the finance documents for April provided by EdTech.

The board have discussed the projected financial statements. TB reinforms the board that TB and SP sat down with ND from Edtech to discuss the budgets at the end of 2024. ND is now overseeing the school accounts and finances on behalf of ND. The board acknowledge ND for her positive changes and support in regards to understanding the finances.



#### Projected Statement of Financial Position - 2025

The board approve the suggested statement of financial position and cash flow for 2025.

**Decision Date:** 20 May 2025  
**Mover:** Chris France  
**Seconder:** James Maeva  
**Outcome:** Approved



#### Email Nimisha

SP to email Nimisha to inform her that the board have moved and accepted the projected financial statement and cash flow.

**Due Date:** 21 May 2025  
**Owner:** Shantal Pule'anga

The board discuss the April finance report provided by EdTech.

The school finances are sitting in a sensible position.



#### April Finance Report - 2025

The board adopt and accept the April Finance report for 2025.

**Decision Date:** 20 May 2025  
**Mover:** Chris France  
**Seconder:** Hannah Krystyna Coleman  
**Outcome:** Approved

### 5.2 EWiS -South Auckland A Attendance Cluster

The board discuss the EWiS report provided by HT.

TB informs and updates the board on things happening with the EWiS Attendance Service.

- The attendance officer role contract ends at in June. HT will be continuing her role in EWiS this will go under the extra funding drop
- Reminder the current EWiS contract ends in December 2025.

- MOE and the lead principals met in week 3 and briefly discussed the new model for the attendance service.

The board acknowledge HT for her report and efforts with the attendance service.

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

The board discuss the RTLB cluster manager report provided by RW.

Retrospective bereavement leave. CF HC - Second. Carried.

Proceeding with remedial repairs - CF VE Second. Carried.

The board acknowledge and thank RW for the Cluster Manager Report for April.



#### Remedial Repairs - Room 17/18

Remedial repairs have been required to the vinyl and the hot water cylinder in the kitchenette between RTLB Rooms 17 & 18. The board accept the request for the remedial repairs to be done at the cost of \$5025.80 (GST incl).

**Decision Date:** 20 May 2025  
**Mover:** Chris France  
**Seconder:** Verna Ernstzen  
**Outcome:** Approved

### 5.4 Principal Board Report

TB provides and discusses her Principal's report to the board.

- TB and VE held an OTJ workshop/meeting on Thursday 15th with the teaching staff. This was positive and great discussions regarding the students were held. Positive feedback from teachers.
- Kahui Ako conference is being held on the 30th May
- Sports Camp and AIMS trips seek over night approval for sports camps. Requiring sign off from the board. The application was created by PB and RA.
- Property: 10YPP - LED lighting, security cameras, new carpet for the admin building, drainage at the far end of the school, windows in classrooms, ranch sliders between classes (safer).

MJ has left the meeting at 6.55pm.

The board to sit and discuss the 10YPP in the June meeting.

The board thank TB for her Principals Report.



#### Overnight Camp Application - AIMS and Sports Camp 2025

The board approve the overnight camp application by PB for the AIMS sports tournament being held in September 2025 in Tauranga and the overnight camp application by RA for the YMCA Camp Adair Sports Camp held in June 2025.

CF - Presiding member has signed these applications.

**Decision Date:** 20 May 2025  
**Outcome:** Approved

The board went into In Committee at 7.06pm.

The board came out of In Committee at 7.13pm. (Please see below in 8.1)

## **5.5 Staff Acknowledgment by the Board**

This was not discussed in this months meeting.

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

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

## **7. Other Business**

### **7.1 Correspondence**

### **7.2 School Calendar Update**

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

## **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 - 17 Jun 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:**\_\_\_\_\_