

**MINUTES OF THE ONEHUNGA HIGH SCHOOL
BOARD OF TRUSTEES MEETING
HELD ON WEDNESDAY 31 JANUARY 2018 AT 6pm**

Present: Fran Mes (Chair), Deidre Shea (Principal), Emma Tuave and Jacob Ngan-Sue (student reps), Kym Amiatu, Roy Murupaenga, Tim Maifeleni, Gareth Leadbeater, Michelle Fasi, Michelle Heather

Apologies: Sarah Dillaman, Charlie Forrest

In Attendance:

Lyn Hede – Minute taker

Deidre welcomed everyone to the meeting and especially Michelle Fasi, Jacob and Emma.

Deidre called for nominations for Chair.

Kym Amiatu nominated Fran Mes, seconded Tim Maifeleni.

No other nominations were received. Deidre congratulated Fran and she took the Chair.

Deidre explained we had had two Co-Deputy Chairs in the past and that that system had worked well.

Fran called for nominations for Deputy Chair.

Fran nominated Roy Murupaenga, seconded Tim Maifeleni.

Deidre nominated Kym Amiatu, seconded Roy Murupaenga.

No other nominations were received. Fran congratulated Roy and Kym.

It was moved that Jacob Ngan-Sue be co-opted to the board.

*Kym Amiatu / Deidre Shea
Unanimous*

It was moved that Michelle Heather and Gareth Leadbeater have speaking rights at the meetings.

*Tim Maifeleni / Michelle Fasi
Unanimous*

Board meeting rules

- If any board members wanted something added to the Agenda for any meeting they should contact Lyn or Fran before or on the Friday prior to the meeting.
- If any board members were going to be absent from a meeting apologies to be given to Lyn. If members were going to be absent for three meetings in a row they needed to ask for special leave prior to that as once a board member has been absent for three consecutive meetings without having special leave they would automatically no longer be members of the board.

Presentation: Policy and Self Review – Kym Amiatu
(as per minutes circulated)

Kym explained that the policies were reviewed on a three year cycle.
Section D was reviewed last year.

It was moved that Teachers Council be amended to Education Council.

*Kym Amiatu / Fran Mes
Unanimous*

It was moved that Discretionary Leave be added as an additional policy

*Kym Amiatu / Fran Mes
Unanimous*

Due to the changes in the Education Act C9 USE OF FORCE was reviewed and the committee have made changes which will be sent to STA for approval and discussed at the next meeting. The committee have also drafted a new policy C10 CHILD PROTECTION POLICY which will also be sent to STA for advice.

Minutes of the Previous Meeting
(circulated and taken as read)

It was moved that the minutes of the previous meeting be accepted.

Fran Mes / Deidre Shea
Unanimous

Correspondence

Inwards

Resignations

- Sarah Fels
- Peter Boyer
- Dorothy Fernandez
- Tanya Harvey (BOT)

Staff - Alison Lawing

NZSTA - Membership matters

MOE - Gazette 22

Outwards

Appointments

- Anne Younger – Business
- Shital Wati – Food and hospitality
- Janeen Spencer – Social Sciences
- Emma Thompson – English
- Marc McFadyen – Visual Art
- Tobias Wilkinson – HOD Food and Hospitality
- Maude Sewell - Counsellor

It was moved that the inwards correspondence be accepted and the outwards correspondence ratified.

Deidre Shea / Tim Maifeleni
Unanimous

Principal's Report

(circulated and taken as read)

It was moved that the following powers and responsibilities be delegated to the Principal:

Deidre Shea / Kym Amiatu
Unanimous

- a. Employment of:
 - Non teaching staff
 - Permanent teaching staff up to and including the level of 67.5 FTTEs
 - Staff required for fixed term positions
- b. Engagement of:
 - Contractors to values in accordance with the 10YPP, 5YA and other board approved projects.
- c. Performance Management, disciplinary action including dismissal of non teaching staff.
- d. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2 (d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2e of the STCEA.
- e. Undertaking any inquiry into a possible breach of discipline of a staff member. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board Human Resources committee for this purpose.
- f. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.

- g. Grant and / or require the following in relation to leave:
 - Medical certificate for an absence on sick leave
- h. Authorising expenditure / payments up to values in accordance with the 2018 budget
- i. Applying for funds, sponsorship or other monies in accordance with board priorities
- j. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, and/or related to overseas students.
- k. Mandatory reports to the Education Council

It was moved that the following powers and responsibilities be delegated to the Human Resources committee:

Full authority be given to Human Resources committee to make all decisions on behalf of the board as employer.

*Deidre Shea / Kym Amiatu
Unanimous*

It was moved that the delegations for Senior Leaders as listed in the Principal's Report be approved.

*Roy Murupaenga / Tim Maifeleni
Unanimous*

It was moved that the Principal's Report be accepted.

*Deidre Shea / Fran Mes
Unanimous*

At 6:38pm it was moved that the public be excluded from the following part of the meeting, namely Discipline (PEB) and Human Resources (PEB). The grounds are that the matters are confidential and the reason is to protect the privacy of an individual (or individuals). This motion is proposed to comply with section 48 of the Local Government Official Information and Meeting Act 1987.

Fran Mes

At 7pm it was moved that the Board move out of committee.

Fran Mes

Financial Report
(No meeting)

Policy and Self Review
As above

Health and Safety
No significant issues

International Department
(Nothing to report)

Students' Report
(Nothing to report)

Strategic Plan
Gareth presented the preliminary results for 2017

General Business

1. Deidre tabled:

- Onehunga Community News articles
- Duxes 2017
- Graeme Aitken

2. Teacher registration schedule tabled

At 7:05pm it was moved that the public be excluded from the following part of the meeting, namely Human Resources (PEB). The grounds are that the matters are confidential and the reason is to protect the privacy of an individual (or individuals). This motion is proposed to comply with section 48 of the Local Government Official Information and Meeting Act 1987.

Fran Mes

At 7:10pm it was moved that the Board move out of committee.

Fran Mes

There being no further business the meeting closed at 7:10pm.

The next meeting will be held at 6pm on 28 February 2018.

Signed as a true and correct record

..... *Fran Mes* BOT Chair

..... *28/2/18* Date