

**Board of Trustees of Otorohanga College**  
**Thursday 28 August 2020 6PM in Boardroom.**

**Minutes**

**BOT Members:** Lorraine Fox (Chair), Mark Pitts-Brown (Hostel)), Chris van der Heyden (Property – Staff Trustee), Rex Fare, Michael Ritch, Emma Rye (Student Trustee), Shani Whitiora, Kelly Isherwood (Maori Liaison) and Traci Liddall (Principal). In attendance - Paul Matthews (LSM), Shannon Hofer-Nigg (BOT Secretary).

**Mission Statement:** Ko te mana mo mua ki te whakamana – “Honour before Honours”

**Strategic Priorities:**

- Goal 1: Kotahitanga: Providing effective governance
- Goal 2: Rangatiratanga: Building effective leadership and capacity at all levels
- Goal 3: Whanaungatanga: Building positive partnerships for learning
- Goal 4: Marau Matauranga: Building effective teaching practice at all levels.
- Goal 5: Ka Hikitia: Relentless focus on sustained and accelerated student achievement

*Meeting Opened: 6:10 PM*

**1. Opening and karakia/Whanaungatanga**

*Apologies from Emma, Shani and Kelly*

- Lyn Jones offered to take the minutes. Trustees introduced themselves to Lyn. Lyn spoke about the appraisal process.
- Welcome to Lyn Jones – Traci’s appraiser
- **Decision:** Lorraine to move that Lyn be granted speaking rights for the meeting
  - *MOVE - Lyn be granted speaking rights for the meeting - Lorraine, AIF, Carried*
- **Decision:** Traci to move that Vanessa Te Huia be granted speaking rights for her presentation.
  - *MOVE - Vanessa Te Huia be granted speaking rights for her presentation - Traci/Seconder not Recorded, AIF, Carried*
  - *Junior Learning Programme:*
    - *There is a large cohort of Yr 10 students.*
    - *Currently, there are challenges in terms of changes to staffing and the size of the classes.*
  - *Pastoral Overview:*
    - *There is a clear improvement from last year.*
    - *Attendance is being maintained.*
    - *A fortnightly engagement report is provided.*
  - *Recovering Behaviour Incidents*
    - *The Year 10 students do not like the new system.*
    - *A break down of behaviour guidelines was provided.*

- *A primary issue is uniform which have been found to be a “huge distraction.”. Is it worth punishing a student over incorrect shoes or socks?*
  - *Paul suggests having a supply of socks to resolve this issue.*
  - *There needs to be consistency when it comes to consequences. For example, stand downs.*
- *Pastoral summaries.*
  - *Wrap around support provided.*
  - *Actions - junior student and deans.*
- *Effective system*
  - *There needs to be shared accountability which is evidence based.*
- *Recording analysis*
  - *OTJ - obs, student work, assessment*
  - *Triangulated data*
  - *Moderated*
- *“No data” was provided for some of the classrooms due to teacher changes. In addition, not all assessment data was put in. One teacher was not present therefore, no data was collected.*
- *Assessment week has been moved forward however, this is to be confirmed. Every student needs to be accounted for.*
- *Vanessa hopes for continued improvement with the hope that Maori students perform “at or above” expectations. Some individuals may need additional support.*

*Shannon Arrived 6:34PM*

- *Writing*
  - *Permanent HOF.*
  - *Helped with literacy.*
- *Maths*
  - *To potentially provide an extension for gifted and talented students.*
  - *Maths to be reviewed.*
  - *One student surveyed their peers for feedback on the department which produced a significant amount of data.*
- *A restructure of the student leadership programme is to occur particularly, a junior council is to be arranged that is run by Year 10 students to encourage leadership in the junior school.*
- *There is a tight, passionate team of teachers involved.*

*The BOT thanked and congratulated Vanessa on her leadership of, and results from, the JLP.*

*Vanessa Left 6:56PM*

- *Complete first part of meeting process evaluation form*
  - *Deferred*

## 2. Board Processes, Planning and Training

### *Led by BOT Chair, LSM*

- Trustees to declare any conflicts of interest
- Review task list from July meeting
  - *Air Conditioning Units:*
    - *It will cost between \$600-\$700 to shift the AC.*
    - *There are 4 units that need to be shifted that are said to be in good condition.*
    - *Chris to come back in September or October with confirmed prices and clearer instructions.*
  - *Insulation*
    - *There was spare insulation material from the upgrade which will suffice. The only job that remains is to insulate the hostel flatette .*
  - *Kawhia Records:*
    - *To be discussed in the next meeting*
  - *Contacting Santjie and Chad*
  - *Peter Granville*
    - *No contact has been made.*
  - *Quote for Security System*
    - *Shared in the BOT drive*
  - *Roy and Caroline's children are police vetted.*
  - *The trip plans are complete.*
- Update on progress with website and 2021 Prospectus (Principal)
  - *Prospectus*
    - *The prospectus is complete.*
    - *It is designed generic so that minimal changes are required each year.*
    - *It cost \$1042 for 150 copies of the prospectus.*
    - *There is a suggestion that complimentary copies of the prospectus be sent directly to homes of parents whose students don't go to the college to demonstrate what the college has to offer.*
  - *Website*
    - *There has been no update in the past week.*
    - *The remaining photos to go on the website are to be delivered Friday 29 August 2020.*
- Training: Trustees to confirm their attendance at Employer Role training on 24<sup>th</sup> September at 6pm at Ōtorohanga College. All OC trustees must attend.
  - *Lorraine to confirm with Shani and Kelly.*
- **Decision:** Move that complaints policy be ratified
  - *MOVE - The complaints policy be ratified - Lorraine, AIF, Carried*
- BOT to provide feedback on Faculty Reports, specifically the JLP aspect

- *The BOT acknowledged that the HOF reports were received and thanked HOF's for the reports.*
- *The reports were not consistent across the Faculties.*
- *There is a need for more urgency to be placed on student achievement that is independent from credits. There is a need to change the focus from teaching credits to teaching the curriculum.*
- *A possible adjustment to improve the reports is to provide a template with questions.*
- *Currently, the teachers view the deadline of the report as fluid and flexible. The deadline needs to be reinforced such that it is a priority.*
- Student trustee elections update
  - *MOVE - Salala be the returning officer for student trustee elections - Lorraine, AIF, Carried*
  - *Lorraine to inquire for an extension on the Trustee selection or see if the 37 day requirement can be reduced.*
- PEB - Discuss/review stand down and suspensions process
  - *To be discussed under employment.*

### **3. Finance**

#### ***Led by Principal***

- *Difficult to recruit teachers, particularly in the maths department. This is due to the school being rural as well as a lot of foreigners applying who are unable to enter the country given COVID.*
- July accounts approved for payment electronically
- Principal to move that July statements be approved (except waterblasting invoice)
  - *Traci to follow up for a more detailed waterblasting invoice.*
  - *The BOT will pay an appropriate fee but require a breakdown of the invoice to do so.*
- Principal to confirm status of water rates invoices for BOT owned houses
  - *The water rates are not paid by school first but rather by the tenant(s) up front.*
- Principal to advise on recommendations in auditor management letter
  - *Chris and Traci are following up the tenancy agreements.*
  - *A valuer had a look at three houses, the hostel and the gateway building. A proper evaluation to be provided in next few days.*
- Discuss 3 – 5 year finance strategic plan – defer to link with 2021 Budget preparation end Term3/start term 4

### **4. Property**

#### ***Led by Chris and Traci***

- Bot to receive report on progress with MOE 5YA property projects including toilet block
  - *Run into issue with wall thickness and the wrong toilet bowls were sent. This issue is likely due to the plans*
  - *Two toilets need to be finished by Saturday as there are 3 home-games therefore, the visitors require the facilities as the changing rooms cannot be opened.*
  - *There has been an inquiry about the installation of a modesty wall in front of the toilet. This concern will be monitored and revisited in a month or two.*

- Cooling options for summer classrooms. BOT to receive proposal options for ventilation and moving heat pumps to classrooms requiring cooling.
  - *Discussed previously*
- **Decision:** Regarding alarms quote (2nd quote needed for approval)
  - *The first quote from Stirling is to instal one wire connecting the systems and instal a new panel. This is expected to cost \$18'000.*
  - *The second quote is from Select who will replace the entire system at an expense of \$56'000.*
  - *Stirling are the company responsible for the existing alarms therefore, were Select to be chosen, there would be two competing companies for the two security alarms.*
  - *Currently, there is nothing wrong with the rest of the system therefore, it would be more beneficial to convert to direct wire for \$18'000.*
  - *Although two quotes were collected, they are not comparable and it is apparent that Stirling are the better option as they already have a system in place.*
  - *MOVE - Quote from Stirling of \$16'044.96 excluding GST be accepted - Chris/Mark, AIF, Carried*
- Principal to confirm progress on tenancy agreements and rental appraisals for BOT owned properties
- Chris to advise on plumbing issues for Kakamutu Road property
  - *The plumbing issue has now been sorted.*
  - *There were issues accessing the plumbing as it was under the deck. The deck was already broken therefore, it was simply removed for access and Chris fixed the deck.*

## 5. Hostel

### ***Led by Mark and Traci***

- BOT to review next steps re. Hostel redevelopment
  - *There is a meeting on Monday with people interested in being involved. An update is to be provided at a later date.*
- Progress on payment of unpaid 2019 fees
  - *Shani and Kelly are not here to advise.*
- Mark and Michael to advise on hire criteria/set lease fee and bond
  - *There is a similar hostel in Dunstan however, it is also very different to Otorohanga. Although the facility is very similar, the Dunstan Hostel is built next to a park and a pond therefore cricket and rowing teams hire the venue. In summer, the facility is hired out to staff of the local orchard.*
  - *The big question is: "What can Otorohanga offer?"*
  - *Further research is to wait until after the Monday meeting.*
- Kelly and Shani to update BOT on locating records from when Hostel was 'gifted' to the BOT in 2004
  - *Not here to advise.*
- Pre ERO review of Health and Safety and Compliance documentation records related to Hostel
  - *Unsuccessful to date.*

## 6. Employment

### *Led by Traci and LSM*

- **Decision:** Principal to move that the Hostel Boarding Director's schedule of delegations be approved.
  - *This cannot be improved tonight.*
  - *Finance suggestions from the Ministry are required.*
- BOT advised of resignations, positions still being advertised and filled
- LSM Report
  - *Taken as read.*
- PEB – Employment matters, include motion to go into PEB. LSM and BOT Chair to brief and update trustees. Principal appraisal. (Opportunity for Lyn to speak and outline process and progress to BOT)
  - *MOVE - PEB - Lorraine, AIF, Carried*

*Time In: 8:11PM*

*Lyn Left 8:50PM*

*Time Out: 8:51PM*

- Update on HBD and Finance Exec Schedule of Delegations
  - *An email was received from a Finance person today who are currently getting further advice.*
- **Proposal** - BOT to provide funding for maths tutor during holidays and possibly after school for Y12 and 13's (\$60/hr plus \$50 mileage).
  - *Brendon to get back to Traci regarding the interest of students who will proceed to advise with a recommendation about hours, fee etc.*
  - *A potential time for the tutoring to occur is Thursday 2-3PM.*
- **DECISION:** Lorraine to move that Paul Matthews be contracted as an advisor to the school (10 hours per month) after his LSM contract expires, up to 10 hours/month for the remainder of 2020, to be reviewed in January 2021.

*Paul left 8:05PM*

- *When Paul leaves, there will be a gap due to the extensive knowledge that he provides to the BOT, particularly in terms of policy and employment.*
- *MOVE- Paul Matthews be contracted as an advisor to the school (10 hours per month) after his LSM contract expires, up to 10 hours/month for the remainder of 2020, to be reviewed in January 2021 - Lorraine, AIF, Carried.*
- *LF to approach the MOE for their financial support in this regard.*

*Paul Returned 8:08PM*

## 7. Student Report

### *Led by Emma*

- See student Trustee Report

- *The senior ball has been postponed.*

## 8. Principal Report

**Led by Principal** - covers progress related to strategic priorities, not already covered in meeting so far.

**Includes EOTC pre-approval request.**

**Strategic Priorities: Moving towards Principal's reports that will report against our strategic priorities:**

- Review Canteen contract for term 4 and 2021
- Progress report on property contracts
- Partnership visits to contributing schools and college promotion at contributing schools
- Student focus groups
- Confirm progress on all staff appraisals, attestations and PTC renewals
- Progress report on Y9 and 10 curriculum and assessment plan (Vanessa Te Huia reporting at meeting)
- Progress report on pastoral care network
- Term 2 report on target students
- NCEA prediction report
- Term 2 attendance report and comparison data
- Attendance Data - provisional with COVID 19
- Report on staff 2020 Professional Support and Development Plan
- Term 1 PAT Data - influence of COVID 19. Any Year 9 and 10 achievement/progress data.
- Review of sport
- Principal to advise on progress of recommendations in Audit report
- *Salala compiles the PLD document where it is all registered then gives it to Traci for approval.*
- *How is the quality of PLD accessed by staff, assessed? TBA.*
- *MOVE - EOTC application for overnight surfing be accepted - Traci/Lorraine, AIF, Carried*
- *MOVE - Report be accepted - Traci/Michael, AIF, Carried*
- **Compliance**
  - Confirm all teacher registrations

## 9. Administration

**Led by BOT Chair:**

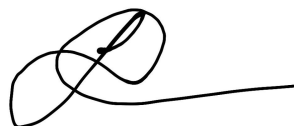
- BOT to ratify Minutes of Last (30/7/2020) Meeting
  - *MOVE - BOT Minutes from the previous meeting (30/07/2020) are true and accurate- Lorraine, AIF, Carried*
- BOT to check for any matters from minutes arising, not already covered in meeting
- BOT informed of any relevant correspondence inwards/outward
  - Inward:
    1. Shelley Greer, Gallie Miles.
    2. Lou Pareanga.
  - Outwards:
    1. Shelley Greer, Gallie Miles.
    2. MOE re debt repayment

**Plan of Action:**

<b>Who</b>	<b>What</b>	<b>When</b>
Chris	<p>Confirm prices and provide clear instructions for the AC.</p> <p>To follow up on the tenancy agreements.</p>	<p>September or October Meeting.</p> <p>Next Meeting.</p>
Lorraine	<p>To confirm with Kelly and Shani on their attendance at the Employer Role.</p> <p>To inquire for an extension or see if the 37 day restriction can be reduced for the Student BOT representative selection.</p> <p>To inquire with MOE for Financial assistance regarding Paul's continued involvement with the BOT</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
Traci	<p>To follow up for a more detailed waterblasting invoice.</p> <p>To follow up on the tenancy agreements.</p> <p>To advise on maths tutor hours, fees etc.</p>	<p>Next Meeting</p> <p>Next Meeting</p> <p>Next Meeting</p>

Meeting Closed: 9:00PM

Minutes are true and correct:



Date: 29/10/2020