

**Board of Trustees of Otorohanga College**  
**Thursday 30 July 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: 6:14 PM*

**1. Opening and karakia/Whanaungatanga**

*Apologies from Rex and Chris. No apologies from Shani and Kelly.*

*Manaakitia tenei hui  
Manaakitia tenei ropu  
Manaakitia tenei whanau  
Tae noa ki tenei kaupapa  
Arahina nga patai  
Arahina nga ture o  
Kia pute te maramatanga*

*Shani and Kelly arrived 6:21PM*

- Shani and Kelly to advise on meeting opening and closing protocols.
  - *Kelly has informed the BOT that there is no strict protocol for opening or closing the meetings but will continue to be guided from kaumatua.*
  - *Shani recommends a karakia to open and close the meeting, however, everything in between, should be evaluated as it comes.*
- Revisit current charter, vision and strategic priorities.
  - *The annual plan section of the charter has a traffic light system which indicates the progress of a task where:*
    - *Green means the task is in the process of completion or has been completed.*
    - *Orange means the task is started but the efficiency could be improved.*

- *Red means the task has not yet been started.*
  - *The vision of the college:*
    - *There were three community forums in 2017 from which it was concluded that the vision needs to be more responsive, culturally sustaining and relative to Otorohanga College. To revisit in future Charter consultation.*

## **2. Board Processes, Planning and Training**

### ***Led by BOT Chair, LSM***

- Trustees to declare any conflicts of interest.
  - *No conflicts of interest.*
- Review task list from July meeting.
  - *Plumbing for BOT house*
    - *No update.*
  - *Kawhia Records*
    - *The place where the documents are was closed for repairs therefore, Shani and Kelly are to try again.*
  - *Financial position*
    - *No response as of yet.*
  - *Hostel Redevelopment*
    - *A conversation with Barbara Kuriger occurred and she has offered her support.*
  - *Repayment Schedule*
    - *To revisit.*
  - *HOF report shared with everyone. The BOT to provide feedback on this at the August meeting.*
- Update on progress with website (Principal).
  - *Advertised internally for someone (staff member) to fix the final little parts and then run the website.*
  - *The website is expected to be completed within the next week.*
  - *Parents and students will have access to everything however, shortcuts have been set up for easy access to aspects that directly involve both parties.*
- Training: Chair to advise trustees of training on 24th September at 6pm at Otorohanga College. All OC trustees must attend.
  - *The regular meeting is to take place in August whilst the September meeting will be a training, in lieu of a meeting.*
  - *Lorraine to advise at a later date.*
  - *There is a request from NZSTA that the college make the training available to BOT members from primary schools in the community and that we host it.*
- **Decision:** Move that complaints policy be ratified.
  - *Slightly adjusted version of the procedure:*
    - *Previously the complaints process was as follows:*

- *First, address the issue with a teacher, if this was unsuccessful, approach a senior staff member or the principal.*
  - *The procedure is now:*
    - *First, address the issue with a teacher. If this is unsuccessful, a deputy-principal may be approached. If the issue is still unresolved, the complaint will proceed to the principal, at which point it needs to be in writing.*
  - *The policy will need to be edited according to the procedure and flowchart.*
  - *Traci to prepare the complaints policy to be consistent with the flow chart which is to be ratified electronically.*
- **Discussion:** *Responsiveness to emails in electronic decision making.*
  - *Members require time to familiarize with the electronics.*
  - *The only issue is that the system is complex therefore, members have to actively search for a document. It is recommended that this is simplified.*
  - *Trustees committed to being more responsive to electronic communications.*

### 3. Finance

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

- *The finances are looking more black than budgeted which is good.*
- *June accounts approved for payment electronically - update on Peter Granville account. (40 minutes)*
  - *This payment has been delayed.*
  - *Traci to advice when contact has been made by Peter Granville.*
- *MOE debt repayment notice.*
  - *Repayment options*
    - *There are three different repayment options, the longest of which is 6 years at \$20'000 a year.*
    - *The faster that the debt is repaid, the more it will negatively effect the current students attending the college.*
    - *The BOT can make the repayment a minimum of \$20'000 to allow leverage.*
    - *The budget that was adopted for 2020 states a repayment of \$20'000 therefore this payment sum will resume. Primarily, the cooperation will involve a review of the repayment schedule when the budget for 2021 is reviewed. This will not only demonstrate cooperation but enable formalities as it is incorporated in the strategic budget.*
    - *The original decision of \$20'000 is to be reviewed in the 2021 budget.*
    - *We will make minimum payments of \$20,000 per year from 2021.*
  - *Santjie coming to help with Hostel Finances*
    - *Traci received an email from Santjie who wanted to discuss the Hostel finances. The hostel currently runs in deficit.*
    - *There is belief that, were the hostel to be closed or neglected, the Government would be in violation of the Treaty of Waitangi.*

- *Currently, the evidence presented to the MOE demonstrates that the hostel continues to run at a deficit as opposed to self-sustaining.*
  - *The advantage of Santjie is that she is independent and can accurately report the financial situation of the Hostel.*
  - *Currently, the college pays Santjie's salary however, do not receive any of the reports or documents that she sends to the Ministry. The BOT requests these reports.*
  - *Traci and Lorraine to respond to Chad and follow up on this.*
- *There is National concern regarding Hostel closure*
  - *Lots of cases around New Zealand where hostels have closed.*
  - *The Otorohanga College Hostel is unique in that students who board in there do so because they have no other option or choice as it is the nearest option.*

*Michael and Mark left 7:27PM*

*Michael returned 7:27PM*

- Principal to move that June statements be approved.
- Principal to advise on recommendation in auditor management letter.
  - *Deferred*
- Discuss 3-5 year finance strategic plan - defer to line with 2021 Budget preparation end Term 3/start Term 4.
  - *Deferred*

*Mark returned 7:33PM*

#### **4. Property**

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

- BOT to receive report on progress with MOE 5YA property projects including toilet block.
  - *Currently, all buildings that have not been insulated as of yet are in the process of being insulated.*
  - *The B block toilet cubicles have started refurbishment.*
- Cooling options for summer classrooms. **Proposal** to cost out options for ventilation and moving heat pumps to classrooms required cooling.
  - *The air-conditioners from C block are to be removed and placed into A block.*
  - *Chris to report back in August or September regarding the installation or moving of air conditioners in classrooms.*

*Mark left 7:39PM*

- **Decision:** Move that alarms be upgraded at a cost of \$18'451.70 (inc gst).
  - *Currently, the B block and tech block alarm system run over the wifi as opposed to the powerline therefore, the alarms go off whenever the server crashes. The system is also difficult to navigate as the alarms are all controlled in different locations.*

- *All the alarms should be upgraded such that everything can be controlled from one location to make it easier.*
- *In order for the BOT to approve anything that costs over \$10'000, two quotes are required.*
- *Traci is to get a second quote and identify the budget that it will come under in two weeks from today (13/08/2020). The proposal of which quote to accept needs to be put through to the board approval either electronically or in the next meeting (whichever comes first).*
- **Proposal:** That the detached Hostel flat be fully insulated to meet legal requirements for tenancy.
  - *The flat is currently tenanted*
  - *Chris to find the insulation costs.*

*Mark returned 7:42PM*

- **Decision:** That the Finance Secretary be responsible for the urgent compilation of tenancy agreements for all four BOT owned properties (including the Hostel flat) and that this responsibility be included in their Schedule of Delegations.
  - *Only one house has a recently signed tenancy agreement therefore, it is recommended that the responsibilities of the Finance Secretary be amended such that it is part of the role to ensure the agreements are up to date.*
  - *MOVE - That the Finance Secretary be responsible for the urgent compilation of tenancy agreements for all four BOT owned properties (including the Hostel flat) and that this responsibility be included in their Schedule of Delegations - Traci/Michael, AIF, Carried*
- **Progress report on Ministry owned houses for sale:**
  - *The Ministry have no records showing our request that the houses are sold, even though the BOT's request to put the properties in the disposal scheme was shared with MOE mid 2019, therefore the sale of the houses is delayed.*

## 5. Hostel

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

- BOT to review next steps re. Hostel redevelopment - Traci to advise progress on open letter and meeting with interested parties.
  - *Currently, the BOT are waiting to hear from Minister Hipkins.*
  - *There is another meeting on Friday to update everyone on the Hostel redevelopment.*
- Progress on payment of unpaid 2019 fees.
- **Decision:** Move that Shani and Kelly be delegated the authority to approach Hostel families regarding their unpaid/outstanding fees in accordance with policy guidelines.
  - *Shani and Kelly are happy to approach Hostel families but need more information regarding the policy that protects themselves.*
  - *They are to see where each family is at and create a repayment plan.*
  - *Roy, Caroline and Santjie are to be informed of this update..*

- *If Shani and Kelly are unsuccessful, the next step would be involving a debt collector.*
- *MOVE - That Shani and Kelly be delegated the authority to approach Hostel families regarding their unpaid/outstanding fees in accordance with policy guidelines - Lorraine, AIF, Carried*
- Hostel hire criteria/set lease fee and bond (this needs further investigation).
  - *Mark and Michael are to look into the lease fee and bonds for Hostels and report back the findings in the August meeting.*
- Santjie Stols' directive from MOE to continue her role to support Hostel finances.
  - *Previously covered.*

## 6. Employment

### *Led by Traci and LSM*

- **Decision:** Principal to move that the Hostel Boarding Director's schedule of delegations be approved.
  - *There was a meeting with Roy from which, there was one minor change to the schedule of delegations.*
  - *The finance part of HBD is to be run by Chad and Santjie prior to being accepted.*
  - *Deferred.*
- BOT advised of resignations, positions still being advertised and filled.
  - *A resignation was received today - Marlene from Canteen is to leave on the 25th September.*
    - *The current plan is to find something to cater for Term 4 before deciding whether to fill the position permanently through the college or just hire a subcontractor.*
- LSM Report
  - *Take as read*
- PEB - Employment matters, include motion to go into PEB. LSM and BOT Chair to brief and update trustees. Principal appraisal.
  - *MOVE - Move into PEB to protect the privacy of natural persons - Lorraine, AIF, Carried*

*Time In: 8:00PM*

*Time Out: 8:14PM*

## 7. Student Report

### *Led by Emma*

- See student Trustee Report.
  - *Everyone must sign an agreement before wearing mufti which is to be done on the 31st July.*

## 8. Principal Report

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

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

- *Take as read with the exception of the EOTC requests.*
- *There is a provisional agreement on all trips which is dependent on the BOT receiving assurance from Traci that RAMS and other policies/procedures are met.*
- *Traci has to check if Roy and Caroline's children are police vetted.*
- *Netball and ski trips to be checked.*
  - *Currently, the issue is that 2 staff members are going when there are only 11 students therefore causing unnecessary costs and disruptions.*
  - *There is no regulated ratio of approved adults to students therefore, the ratio is specific to circumstances.*
  - *For the ski trip the ratio of approved adults to children is approximately 1:8.*
  - *Netball is overnight from Thursday to Sunday.*

*BOT accepts the EOTC which is dependent on Traci's assurance to the BOT that the rams are meeting the legal requirements. BOT to be notified next Thursday.*

- Progress report on pastoral care network.
- Mid year interim Head of Faculty (HOF) reports.
  - *Feedback to be provided by the August meeting.*
- Monitoring report on all annual appraisal for PRT teachers and those in new positions.
- Term 2 report on target students.
- NCEA prediction report.
- Report on progress towards 2020 targets.
- Term 2 attendance report.

From 2020 BOT Reporting Plan:

- Aligning staff positions descriptors with strategic priorities.
- College promotion at contributing schools and for Year 7 and 8 students.
- 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.

**Compliance:** Confirm all teacher registrations and 6-month renewals

## 9. Administration

### *Led by BOT Chair:*

- BOT to ratify Minutes of Last (25/06/2020) Meeting
  - *MOVE - BOT Minutes from the previous meeting (25/06/2020) are true and accurate - Lorraine, AIF, Carried*
- BOT to check for any matters from minutes arising, not already covered in meeting
  - *No matters arising.*
- BOT informed of any relevant correspondence inwards/outward.
  - *Inward:*
    - *ODC Food Control Plan.*
    - *MOE debt repayment letter.*
    - *Letter from Chris Hipkins.*
    - *A letter of resignation was received from Marlene.*

## 10. Internal Evaluation

### 11. Date and key reporting/decisions for next meeting

- Meeting close



**Plan of Action:**

<b>Who</b>	<b>What</b>	<b>When</b>
Chris	<p>Report back on costs of removing and/or installing air conditioners for classrooms.</p> <p>To find the cost of insulating the detached Hostel flat.</p>	<p>Next meeting</p> <p>Next meeting</p>
Kelly and Shani	Revisit the Kawhia records.	Next meeting
Lorraine	<p>Contact Chad regarding Santjie - seeing her reports</p> <p>Advise about the September meeting.</p>	Next meeting
Mark and Michael	Research hostel fees and bonds.	Next meeting
Traci	<p>Advise when Peter Granville has made contact regarding invoice.</p> <p>Contact Chad regarding seeing Santjie's reports.</p> <p>Get second quote for the alarm system upgrade.</p> <p>Check if Roy and Caroline's children are police vetted.</p> <p>Assure the BOT that all trip plans are okay.</p>	<p>Next meeting</p> <p>Thursday 13 August 2020</p> <p>Thursday 6 August 2020</p>
Whole BOT	To provide feedback for HOF formatting	At the August meeting

Meeting Closed: 8:24PM

Minutes are true and correct:



Date: 28-08-2020

