

**Ōtorohanga College Board of Trustees**  
**Minutes**  
**27th September 2021**

**BOT Members:** Chris van der Heyden (Staff Trustee), Emily O'Reilly (Student Trustee), Traci Liddall (Principal), Michael Ritch, Jaimee Tamaki, Kim Ingham and Duncan Coull (Presiding Member).

**In Attendance** – Paul Matthews (Specialist Advisor), Monica Clark (BOT secretary).

**Mission Statement:** To value all of our students, enhancing their self-esteem, academic potential, abilities and sense of responsibility.

**Motto:** Ko te mana mo mua i 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 and wellbeing

**Goal 4:** Marau Matauranga: Building effective teaching practice at all levels

**Goal 5:** Ka Hikitia: Relentless focus on student achievement

**Meeting opened: 6:00PM**

**1. Opening and Karakia**

*Led by Duncan and Jaimee*

Karakia

**Apologies:** Lorraine Fox

**Question Time with SLT and HOFs:** Faculty reports were tabled as read. Trustees enjoyed meeting the SLT and HOFs face to face and gained valuable insight into how the Board can support them going forward. Trustees resolved to make this a regular occurrence, possibly by inviting a different faculty to present at the start of each BoT meeting, or having a separate SLT/HOF meeting.

**2. Board Process, Planning and Training**

*Led by BOT Presiding Member, Specialist Advisor*

- Discussion held on progress of MoU. Kim, Duncan, Traci and Paul have been working on the MoU since the Extraordinary Meeting. It is mostly completed, with issues around the Presiding Member/Principal Hui still to be ironed out. Duncan and Kim are happy to work with the MoU as has been agreed to date, with the intention to review and improve it as the relationship develops. Kim will stand in when Duncan can't attend meetings or hui.

All have agreed to progress to fortnightly hui rather than weekly, with clear goals to be set to ensure meetings are purposeful and efficient. This reflects Board trust and confidence in Traci and the SLT and empowers them to get on with their mahi. Paul will conduct a formal review of the MoU arrangement in Term Four, or before the next election process. Duncan to email the MoU to Trustees for them to accept by reply email.

- Duncan led a discussion on filling the casual vacancy occurring as a result of Lorraine's resignation from the Board. Trustees agreed to let things settle and take on a person in the future if needed to fill a skill deficit.

**Motion: That the Board resolve not to fill the casual vacancy and that this be communicated to the community.**

*Moved: Duncan. All in favour. Carried.*

- The 2021 BoT Work and Reporting Plan was tabled.
- The Board discussed preparation for the 2022 BOT Work and Reporting Plan. Work on the plan is usually done electronically. The first step will be to set meeting dates. Traci will meet with STL to ensure goals and learning priorities align. There is a desire to ensure the BoT is streamlined and efficient, with key responsibilities and goals clearly outlined. The Annual Plan, Annual Report for the previous year and the Strategic Plan are due to the MOE on the 1st of March, 2022, so need to be worked on now to ensure they are ready to be approved at the February Board meeting. A draft will be available at the November meeting.

Ensuring there is student representation in the Work Plan is currently working well. To ensure the Student Trustee continues to be empowered to contribute Emily suggested meeting one on one and meeting with the Principal every few weeks.

- **Decision:** That point h on page 2 of the Principal's Schedule of Delegations be included and updated delegations be ratified. Deferred to the next meeting. Duncan to investigate with NZSTA.
- The Harassment policy was reviewed and approved, with the following comments made: The policy seemed very legal and to be from the perspective of what to do if you were accused of harassment, rather than to guide and support a person who had been harassed.  
*Moved for ratification: Jaimee. Seconded: Micheal. All in favour. Carried.*
- **Motion: That meetings start at 7.30 and be held bi-monthly.**  
*Moved: Duncan. All in favour. Carried.*

Reasoning behind this decision: The motion was put forward due to other commitments, time restraints and the desire to streamline meetings and make them more efficient, in line with best practise. It would also free up time for Trustees to meet for other purposes, such as strategic planning, governance training or meeting with the SLT or HoFs. Meeting dates to be confirmed, possibly to be held in Week 3 and Week 7 of each Term. Trustees to keep in mind Board packs would be heavier and there is a higher workload in November.

### 3. Finance

*Led by Principal*

- Principal confirmed July bills were paid on the 20th of August.
- Principal confirmed August bills were paid on the 20th of September.
- Chair confirmed August monthly statement received.  
*Moved: Traci. Second: Duncan. All in favour. Carried.*

- The following points were made in relation to finance: The College is tracking along nicely. A school of this size should have a buffer of approx \$80,000. Covid has caused the reliever

budget to be exceeded, as teachers can not attend even with very minor illness. It is hoped that the MOE will top this up, as they did last year.

Traci will share the Fixed Asset Audit with the Board once it has been completed. The Uncommitted Funds buffer was discussed, with questions raised around the point where money should be allocated to support curriculum resources. Discussion was held on how the school roll affects the funding formula. This is contained in the Pathways Faculty Report which Traci will forward to Duncan and Kim.

#### **4. Property**

*Led by Chris and Traci*

- Traci advised on the progress of SIPS hall and foyer. Still not to tender, but headway has been made. Quotes are in for lighting.
- **Decision:** That the Board accept the quote from Murray Hunt of \$5960 to put blinds in A Block.

*Moved: Traci. Second: Chris. All in favour. Carried.*

Blinds are a better option. This would usually come out of the MOE furniture and furnishings drop however not an option to wait as it is a health and safety issue.

This led to discussion/questions raised around delegation of big projects, Board responsibility for health and safety and strategic capital matters. These items to be added to the next meeting's agenda.

#### **5. Hostel/Hostel Review**

*Led by Specialist Adviser*

- Covid restrictions have blocked progress with consultations. Jaimee and Paul have met to plot a path forward and aim to have progress within the next four to five weeks.

#### **6. Employment**

*Led by Specialist Advisor*

- Specialist Advisor's September report received.
- The Board discussed their view of the Specialist Advisor role for sharing with the MOE manager, Jean Paterson in the near future. Paul was previously appointed as Statutory Manager. A year ago, due to the progress made by the College, he was made Specialist Advisor. He can stay on if he can be of use to the Board.
- Traci confirmed progress on all Staff Professional Growth Cycles. The Board was assured a high quality system is in place.

#### **7. Student Report**

*Led by Emily*

- Student Trustee report tabled.

#### **8. Principal Report**

*Led by Principal*

- Principal's report tabled.

**9. Internal Evaluation**

Deferred until new Board members have attended 2-3 meetings.

**10. Compliance and hostel assurance**

Board assured Hostel meets all requirements of Section 4: Premises and Facilities (1-7). Ram Chetty will include this in his reports in future.

**11. Administration**

*Led by BOT Chair*

- Chair moved that the August 30th 2021 minutes be accepted.  
*All in favour. Carried.*
- Chair moved that the September 15th 2021 Extraordinary Meeting minutes be accepted, with the following correction: Chris be added as seconder for Point 3, setting aside previous motion.  
*All in favour. Carried.*
- Matters arising: Nil.
- BOT informed of relevant correspondence. Letter received from Traci Liddall. Also noted that a system update of inwards correspondence is in progress.

**12. PEB**

Nil.

**Date and key reporting/decisions for the 27th of September meeting:**

WHO	WHAT	WHEN
Paul	Review of MoU.	Term 4 or before next election process.
Duncan	Email MoU to Trustees for acceptance. Investigate change to Schedule of Delegations with NZSTA.	ASAP ASAP
Monica	Communicate decision to not fill casual vacancy.	ASAP.
Kim/Duncan/Traci	Prepare Draft Work Plan for Nov meeting	Before next meeting.
Traci	Share fixed asset audit with Board. Forward Pathways Faculty Report to Duncan and Kim.	Once available. ASAP.

**13. Meeting closed at 8.58pm**

*Next meeting: Monday 8th of November, 7.00pm.*

Minutes are true and correct:

A handwritten signature in black ink, appearing to read "D Coull", followed by a period.

Duncan Coull

**BoT Presiding Member**

Date: 08.11.21