

**CONFIRMED MINUTES**  
**Ōtorohanga College Board**  
**5th April, 2022**  
5:30pm, College Board Room

**Board Members:** Chris van der Heyden (Staff Trustee), Chloe Cawte (Student Trustee), Lyndsay Kurth (Acting Principal), Jaimee Tamaki, Kim Ingham, Sonya Hetet and Duncan Coull (Presiding Member).

**In Attendance:** Leighton Parsons (Acting DP), Gillian Diprose (Specialist Advisor), Katie McQuaid (MoE), Monica Clark (BOT secretary) and via Zoom, Sophia Wright (MoE).

**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: 5:31 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** Micheal Ritch.

**Additions to the agenda:** Nil.

**Guest Speakers:**

- **Katie McQuaid** delivered a presentation on National Education and Learning Priorities (NELPs). Benefits of this framework include: freedom to reflect regional and school differences; ensuring a collaborative and unified stance; and using Te Tiriti o Waitangi to achieve equitable outcomes for all learners. There are NZSTA webinars available for upskilling. Katie provided a reflection activity which the board will meet to go through. Community, staff, whānau and students can be included in this. Katie to share her slides and an electronic copy of the reflection document.

*Katie left the meeting at 6.12.*

- **Sophia Wright** spoke to board members regarding the 10 Year Property Plan. Sophia provided the information needed to enable the Board to create a structured building plan to ensure the College is an inviting, appropriate and comfortable facility for students and staff. Sophia covered the ways in which the MoE can assist and move that plan forward. Of note:
  - **Property Priorities** help guide where to focus expenditure. Priority 1: Will shut a school down until remedied. Priority 2: Things that could become a P1, including

roofing, drainage, heating, plumbing and major rot to external cladding. Priority 3: Things that influence whether the internal environment is decent to learn in, such as heating, cooling and lighting. Priority 4: Things that make the school great, but are not necessary for learning. SIPs funding is for P4s.

- **The Hall Project** has come in at nearly three times over budget. Kim to review original scope and identify what is a priority within that project, in conjunction with Lyndsay and the Project Manager. There is \$217k in SIPs funding that needs to be used on the hall or we will lose it. Possible areas to address include: the stage, electrical issues, joinery, double glazing, internal doors and the fire escape.
- **Position:** The College is in a strong position for funding strategic property upgrades, with no P1s, some P2s and 3s.
- **School Houses/Hostels:** The MoE recommends schools no longer hold onto school houses and hostels. If MoE houses are sold, the school gets 100% of profits, depending on land use. Two are already in the sale process, which will take approx one year to complete.
- **C Block:** Is unsafe, rotting, leaking, cold, wet, has asbestos and is surplus to requirements and retention of it shows a lack of respect for staff and students. It will cost approximately \$130k to re-roof. The school is 7 classes over what it needs. Lyndsay will look into timetabling to shift classes out of C Block, with the aim of all classes being housed elsewhere at the beginning of Term Two.
- **Planning Meeting:** A planning meeting will be held to compile a 10 Year Property Plan. Sophia will meet onsite to help establish priorities, including getting any P2 work done, A Block, Science Labs, B Block. Board members and Gillian will look at other schools new builds. Meeting to happen in the next week or two.
- Discussion led to the following two motions:

**Motion:** That the SIP funding be spent on the Hall, with Kim to present recommendations to the Board via email on which areas of the Hall will be addressed.

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

**Motion:** That the Board approve the decommissioning and rationalisation of C Block.

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

*Sophia left the meeting at this point.*

## 2. Board Process, Planning and Training

*Led by Board Presiding Member*

- The Board ratified the appointment of Sonya Hetet as a co-opted board member with experience and skills in Te Ao Māori and governance. Sonya's appointment was unanimously agreed upon via email on the 10th of March, 2022. Her term runs until the 31st of December, 2022.
- Delegations of authority: Still to be completed. Work team to finalise then sent out to full board.

- Policy review and feedback will now happen via email, rather than at meetings. Monica to organise.
- The Board ratified the first page of the 2022 Charter, the 2022 Annual Plan can now be developed for presentation at the May meeting. Staff and student voice will be incorporated into the Annual Plan.
- Student achievement results will be presented at a minuted Board Special Meeting. SLT and LoLs to be invited, Leighton to present NCEA results. Will be held in Library, Lyndsay to organise date.

### 3. Finance

*Led by Lyndsay*

- Lyndsay confirmed that the January bills were paid on the 20th of February, the February bills were paid on the 20th of March and the January and February monthly statements were received.
  - Questions arising: On page 10, Lab Technician wages have been charged to the hostel.

**Motion:** That the finances be accepted.

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

- The Board reviewed the 2021 Unaudited accounts. Lyndsay to talk to accountants regarding board member leave dates, adding Chloe and Kim, the full name of the Acting Principal.
- **Motion:** That the Board approve the addition of Gillian's fee and staff appraisal fees to the 2022 budget.

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

### 4. Property

*Led by Kim*

- Kim to organise a work team to develop a strategic property plan recommendation, which will then be presented to board members.

### 5. Hostel/Hostel Review

*Led by Lyndsay/Duncan*

- The Board discussed Hostel strategic planning, including outgoings and employment. A Strategic Planning Group is to be put together to look at the sustainability and viability of the Hostel into the future. Options going forward include: - To appoint an investigator with skills in this area and without emotional and historical ties. - To obtain guidance from other boarding hostels, in areas such as setting menus and achieving bulk purchasing power. - For the Hostel to be run as a private venture, or with other operating/funding models. The Hostel received \$40,000 in funding from the MoE this year.

A working group comprised of Jaimee, Duncan, Lyndsay and Kim will begin working on these issues. All board members are able to be involved and all will be advised of meetings.

- The Board discussed the bill from Boardingware International LTD for an online parent/student interface. They have been notified via letter that we did not approve signing up to the \$10,000 module but are pushing for payment.

**Motion:** That the Board approve legal action/advice in regards to Boardingware International LTD.

Moved: Duncan. All in favour. Carried.

## 6. **Employment - Lyndsay recused herself at 7:49pm, returned 7:59pm.**

*Led by Duncan*

- The Board discussed the progress of the Principal appointment process.
  - The delegation of Kim to seek staff and student feedback was ratified.  
*Moved: Duncan. All in favour. Carried.*
  - The decision to not seek a PRA was ratified.  
*Moved: Duncan. All in favour. Carried.*
- The appointment of Graeme McFadyen to conduct Professional Growth Cycle appraisals with the SLT was approved unanimously via email on the 28th of March, 2022. Graham also wishes to meet with the Board.

**Motion:** That this appointment be ratified.

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

## 8. **Acting Principal Report**

*Led by Lyndsay*

- Acting Principal's report tabled. Lyndsay was commended on the quality of the report and usefulness of aspects covered. Discussion points included:
  - The financial audit will be held online on the 26th and 27th of April.
  - The College has still been unable to appoint a Councillor, but is working around this so taurira still receive needed support.
  - PD for hybrid learning has been approved.
  - Marae kapahaka wananga begin this weekend.
  - The Weekly Highlights newsletter has been shared with the Ōto and Kawhia business community and will go on the Ōtorohanga Development Facebook page. This has resulted in greater connection within the community and some exciting opportunities for students.
  - In May the College will host a Community Business Breakfast, with Hospitality students catering which will be linked to them achieving course standards and credits.

## 9. **Internal Evaluation**

*Nil.*

## 10. Administration

*Led by BOT Presiding Member*

- Motion: That the the February 24th, 2022 minutes be accepted as a true and accurate record, with the following corrections:
    - i. The “Casual vacancy” heading is incorrect, it should be “co-option of board member”.
    - ii. Remove “Annual Goals, Goal One be to appoint a principal” from Charter discussion.
    - iii. Correction to motion on speaking rights for Gillian.
- Moved: Duncan. All in favour. Carried.*
- Matters arising: Nil.
  - BOT informed of relevant correspondence:
    - Interaction with Boardingware.
    - NZSTA: updates to be put in drive.

## 11. PEB: Entered: 8.18pm Exited: 8.25pm

- **Motion:** That public be excluded from the following part of the proceedings of this meeting to discuss the agenda item/s below. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.
    - Employment matters
- Moved: Duncan. All in favour. Carried.*

### Date and key reporting/decisions for the 5th of April meeting:

WHO	WHAT	WHEN
Delegations work team	Complete delegations of authority then share with Board.	Immediate start.
Lyndsay/Gillian/ Monica/Kim	Finalise 2022 Annual Workplan.	For next meeting.
All board members	Complete NELP reflection activity. Share with community/staff/students.	Immediate start.
Lyndsay	Guide the decommission and rationalisation of C Block.	Immediate start.
Kim/Lyndsay	Review Hall Project scope/priorities	For next meeting.
Kim	Present findings and recommendations to Board via email.	When possible.
Kim/Property work team	Meet with Sophia to create 10 Year Property Plan, present to board members.	In next few weeks.

Interested board members/Gillian	View other schools with new builds.	When possible.
Monica	Organise policy review schedule process via email.	Immediate start.
Lyndsay	Provide corrections/board members details etc to auditors.	Immediate start.
Lyndsay/Monica	Organise Special Meeting of the Board for reporting Student Achievement	Immediate start.
Jaimee/Duncan/ Lyndsay/Kim	Develop Hostel Strategic Plan, report back to board members	Immediate start.

**12. Meeting closed at 8:28pm**

*Next meeting: Tuesday the 24th of May, 5:30pm.*

Minutes are true and correct:



Kim Ingham

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**Board Presiding Member**

Date: 31.05.22