

Ōtorohanga College Board of Trustees

Agenda

25/03/2021

BOT Members: Mark Pitts-Brown (Chairperson), Lorraine Fox, Chris van der Heyden (Staff Trustee), Michael Ritch, Emily O'Reilly (Student Trustee) and Traci Liddall (Principal).

In Attendance – Paul Matthews (Specialist Advisor), Seilala Makasale (Minute 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 kit e whakamana – “Honour before Honours”

Strategic Priorities:

Goal 1: Kotahitanga: Providing effective governance

Goal 2: Rangatirantaga: “Building effective leadership and capacity at all levels

Goal 3: Whanaugatanga: 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

1. Opening and Karakia/Whanaugatanga

Led by Mark Pitts-Brown

- a. Karakia

Start time: 6.05pm

- b. Apologies

LF – running late (arrived 6.11pm)

2. Board Process, Planning and Training

Led by BOT Chair, Specialist Advisor

- a. Trustees to declare any conflicts of interest

Nil

- b. Chair to advise on the casual vacancy on the BOT, BOT legalities not impacted. Once application arrived late

Mark spoke with MOE and was advised to carry on until Triennials, any decisions that are made amongst the remaining board members will stack up, no legalities.

- c. Confirm 2021 Charter and Targets complete and submitted to MOE

Traci sent 2 days after meeting and confirmation received

- d. Confirm preparation of annual accounts for Audit

Accountants returning 12/13 (last week of term) with final for the Auditors. Due to MOE 1st May

- e. Confirm all teaching certificates are current and valid

TL: Yes all current. Teachers' Council has changed re-register to every year

- f. Plan Policy review and compliance check plan

Covered in the last meeting. Policy review is now built into Work Plan.

Compliance Plan – checklist making sure compliance charts achieved

- g. Principal to move that the Finance and Property Management Policy be adopted

TL move that property management Policy be adopted as the same format as currently is. 2nd LF – AIF

Review procedures same time as Policies are reviewed

- h. Receive Specialist Advisor's report
PM: sent through on Monday
Note: has been received and will be shared to the board members to read. Any queries, see Mark
Lorraine to be attached to board chair emails for guidance
- i. BOT training Tuesday 30th March 2021, Library
 - *All BOT to attend*
 - *24 attending*
 - *Light refreshments will be provided*
- j. BOT recruitment
 - *LF – Drawback with not recruiting replacements is the decision making would be light in terms of people contributing and if a trustee is away, it becomes lighter. (MPB updated LF on previous discussion (2b). If there are any persons interested and is worthwhile, then board may consider.*
 - *PM – Key guidelines is elected parent representatives should be the majority on the board. At the moment we are looking to fill 2 vacancies which is an issue.*
 - *LF – Open process up again, and extend the deadline. Still 1/3 of triennial to go*
 - *Election date to be decided by the board (63 days before election date, will add another 2 weeks to give us more time). Filling in 2 vacancies*
 - *Whanau hui wanted to know if they can be co-opted*
 - *RO – email will be sent to SM (paper trail)*

3. Finance

Led by Principal

- a. Principal to confirm that February bills were approved for payment electronically
 - *Monthly shows overspent, but big purchases made at the beginning of the year which all evens out in the budget*
 - *TL confirm February bills have been paid*
- b. Principal to move that February statements be accepted
TL: move that February account be accepted as read. 2nd LF – AIF
To do: email Accounts re: Pauls' invoice (1005) for last month has not been paid
- c. Principal to advise regarding 2020 audit progress
 - *Looking good, will meet deadline*
- d. Principal to move that Lorraine Fox be removed as signatory on the College bank accounts and be replaced by Mark Pitts-Brown
TL: move that LF be removed as signatory and replaced by MPB 2nd MR AIF

4. Property

Led by Chris and Traci

- a. Principal to advise on asset register progress
 - *Asset Register took place Wednesday/Thursday. Process is that they take serial numbers from devices. Awaiting final register to come in by end of term.*
 - *Staff still held onto devices (up to 30 was not accounted for)*
- b. Principal to advise progress on property contracts/5YA/SIPS work
 - *New Property Manager – Sophia. Wants to be cc'd into any conversation /contact with Lee. Traci received a long list of questions with designer which goes to the architect/draughtsman. Advised that we need to see some plans/design/drawings by end of term. Do it once, do it right even if it means dipping into the 5YA.*

- *TL: Manage the demolition of C Block. Find a contractor/s to do the work and make money off salvaged parts.*
 - *Asbestos: In the ceiling can be vacuumed out.*
 - *Talk to Ram about options re: wood*
 - *PM: Retain plaque in C Block, framed and put in front. Need some parts of C Block to commemorate centennial*
 - *A Block – not finished. Fixed but not painted. TL to follow up with Hohimi*
- c. Principal to confirm progress regarding meeting with MOE/Property Manager regarding 10YPP and overall property plan including cyclical maintenance
- d. Principal to confirm status of cyclical maintenance plan and required maintenance (including variations)

5. Hostel

Led by Mark and Traci

- a. Mark to move that HBD report be accepted
- MPB move that report be accepted AIF***
- b. Chair to move that the BOT accept the Terms of Reference for the Hostel Review (Paul to recuse himself from this discussion/decision)
- *LF: sending draft report to members. Final Report due date changed to August. Questions have arisen. Proposing part of review is questioning and support network from coastal families.*
 - *Term of Reference is still a work in progress. Board is going to accept them in the next week or 2 and final version will be accepted by next board meeting and share with Paul.*
- To do: Emily, get feedback from students (mainstream and hostel)*
- MPB move that the BOT accept Terms of Reference for Hostel Review AIF***
- c. Discuss tenancy bond and rental for HBD
- *RW & CW will sign*
 - *Rent will be at market rate – 25%*
 - *Have been at hostel 9 years, waive bond*
- d. Hostel flat new tenant
- *Shirley Willison – Police vetted (still needs to be done at our school), whanau connected.*
 - *Healthy homes assessment – report has not been received*
 - *No insulation – needs to be done before tenanted*
 - *\$150 Rent fee includes Lines/power*
- MPB move that the rent for flat for Shirley Willison be \$150 per week and police vetted by the College - AIF***

6. Employment

Led by Traci and Specialist Advisor

- a. Principal to advise BOT of all resignations, positions still being advertised and filled
- *No resignations*
- Term II*
- *Down 1 Science Line*
 - *1 teacher considering lowering hours*
 - *1 accepted 'within School Lead'*

- *TL received in writing from Andrea that we can advertise for Science/Maths*
- b. Confirm status of Hostel staff appraisals
 - *TL: set up meeting with Roy to go over and update Hostel Staff appraisals*
 - To do: TL - Check CWs appraisal for Hostel*
- c. Confirm all teaching and support staff appraisals aligned to strategic priorities and are underway
- d. Confirm PCT Advice and Guidance programme
 - *In VTs report*

7. Student Report

Led by Emily

- a. Student voice on 100 minute periods so far
 - *Positives: covers more in class, more successful if using brain breaks*
 - *Negatives: hard to retain for long periods*
 - *Possibly: extend breaks, cutting whanau*
 - *Teachers & students not having enough time for breaks*
 - *TL confirmed break times are the same as last year. Morning Tea: 20 mins, Lunch: 40 mins. Only difference is that the break times have moved to earlier times.*
 - *Students would prefer to miss the 50 min periods (Friday) than the 100 minute periods*

8. Principal Report

Led by Principal

- a. Principal to confirm details around upcoming ERO visit
 - *No info yet*
 - *Roy is trialing a boarding a student management system which is talking with kamar (but separate from kamar) and free for this year.*
 - *Conversation with Jo/Paul/DP – attendance data showing attending at 90% and above. Move to next level down for bigger movement*
 - *Lock down drill – today 25/03/21*
- b. Receive review of Sport Report and review recommendations
 - i. Principal to move that the Review of Sport report and recommendations be accepted
 - *Carried over from last month. Proposal to put forward to the Board to agree on what the recommendations are. MPB & TL to go over and tweak*
- c. Confirm priority students identified, responsive plans in place and monitoring is underway

TL: Move the report be accepted, 2nd LF AIF

9. Compliance and Hostel

- a. Hostel Review Plan adopted
 - *Partially. Will happen in the next week or 2*
- b. Adopt policy review and compliance checks plan
- c. HR management in place
- d. Safety checking of staff
 - *No teaching staff in hostel*
- e. Hostel staff required HR policies, process and support in place
 - *Carried over*

10. Internal Evaluation

- a. Employer role question

Carried over

11. Administration

Led by BOT Chair

- a. Chair to move that the February 25 2021 minutes be accepted
Agree what's in Sports Review in terms of accepting the recommendations
Subject to change

MPB moved AIF
- b. Matters arising
- c. BOT informed of any relevant correspondence
 - *ERO: Neil/Paul - Link will be sent to staff before next visit (last 2 days of term)*
 - *Mark Evans (investigator) acknowledged that things could've been done better as per complaint letter. Plan is to seek a broader view.*
- d. Letter from SSEP
Carried

SM: left meeting: 8.20pm

12. PEB

13. Date and key reporting/decisions for next meeting

- *No meeting in April due to school holidays*
- *Next meeting Thursday 27th May*

14. Meeting close

To Do	Date Completion
Suggestion from Jo Wilson: BOT public acknowledgement of staff by buying morning tea/Easter eggs to thank staff	
Email Lisa (Accounts) re: Pauls' invoice for last month	29/03/21
Order Samsung TV	
Traci: check CW appraisal for Hostel	
Emily: Get feedback from students regarding Hostel	

Meeting closed: 8.40pm

Minutes are true and correct:



Date: 05/05/2021