

Ōtorohanga College Board of Trustees
Minutes
11th November, 2021

BOT Members: Chris van der Heyden (Staff Trustee), Traci Liddall (Principal), Michael Ritch, Jaimee Tamaki, Kim Ingham and Duncan Coull (Presiding member).

In Attendance – Lyndsay Kurth (DP Senior), 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: 7:06PM

1. Opening and Karakia

Led by Duncan

Apologies: Emily O’Reilly (Student Trustee).

2. Board Process, Planning and Training

Led by BOT Presiding Member

- **Decision:** that point f on page 2 of the Principal’s Schedule of Delegations be included and updated delegations be ratified.

Point f to read: The appointment, performance management and day to day management of the Board Secretary.

Moved: Duncan. All in favour. Carried.

- The **Improving Educational Outcomes for Māori Students** policy was reviewed and approved. The Board noted the relevance of the supporting documents (Hautu: Māori cultural responsiveness self review tool for boards for strengthening process, Tātaiako: cultural competencies for teachers of Māori learner, [Ka Hikitia – Accelerating Success: The Māori Education Strategy](#) and the Waikahika strategic document.) for strengthening school and community connections and ensuring good outcomes for students.

Moved for ratification: Duncan. All in favour. Carried.

- **Motion:** That meetings start at 7.00, to be reviewed next year to ensure time continues to suit all.

Moved: Duncan. All in favour. Carried.

3. Finance

Led by Principal

- Principal confirmed September bills were paid on the 20th of October.
- Principal confirmed September monthly statement received.
Moved: Duncan. All in favour. Carried.
- The Board discussed unpaid hostel fees, the impact this has for the school and potential solutions going forward.

4. Property

Led by Chris and Kim

- Kim advised on the progress of SIPS hall and foyer. The scope has increased to include front entrance, toilets and kitchen facilities. There has been ongoing community consultation, including with the marae committee and Scott Lincoln, on behalf of COPS principals. Feedback to be sought from College staff and students. Floor options being assessed by architect.
- The Board discussed the rescind of MOE funding for lighting/sound equipment and the plan for moving forward.
- Traci Liddall stepped off the Hall Project team and has passed management over to Kim Ingham, as per the delegation in the 30.08.21 minutes, section 4. Property.
- The Board to discussed the College properties and MOE houses.
Decision: Proposal to be sent to MoE to take over management of MoE owned properties as some are sitting empty, with lawn maintenance neglected, which reflects negatively on the school.
Moved: Duncan. All in favour. Carried.

5. Hostel/Hostel Review

Led by Jaimee

- Covid restrictions have blocked progress with consultations.

6. Employment

Led by Specialist Advisor

- Specialist Advisor's October report tabled. Paul to forward the following document for circulation amongst interested parties on board/SLT: Education's New Era: ASCD September 2021.

7. Student Report

Nil

8. Principal Report

Led by Principal

- Principal's report tabled.
- Traci suggested that speed bumps be installed in the carpark. Board agree with her reasoning. Quotes to be presented at the next meeting.

9. Internal Evaluation

Nil.

11. Administration

Led by BOT Presiding Member

- Motion: That the September 27th, 2021 minutes be accepted as a true and accurate record.

Moved: Micheal. Seconded: Jaimee. All in favour. Carried.

- Matters arising:
 - The Board resolved not to fill the casual vacancy however with Elections now pushed out to Sept/Oct 2022 due to covid, the option to fill the casual vacancy or not will be added to next meeting's agenda.
- BOT informed of relevant correspondence.
 - Fixed asset stocktake received.

12. PEB: Entered: 8.32pm Exited: 9.13pm

- **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.

Moved: Duncan. All in favour. Carried.

- Employment matters - COVID.
- Employment matters - LAT.
- Employment matters - Update from specialist advisor.
- Correspondence.
- Co-option of student rep.

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

WHO	WHAT	WHEN
Monica	Draft letter to MoE re school taking over management of MoE owned properties/lawn maintenance. Traci/Duncan to approve.	ASAP
Chris	Take photographic evidence of overgrown lawns. Mow with hostel students?	ASAP TBC
Traci? Chris?	Procure quotes for carpark speed bumps.	Before next meeting.

13. Meeting closed at 9.14pm

Next meeting: Monday 6th of December, 7.00pm.

Minutes are true and correct:



Duncan Coull
BoT Presiding Member
Date: 06.12.21



Kim Ingham
Meeting Chair
Date: 06.12.21