

**Otorohanga College Board of Trustees**  
**Minutes**  
**25/02/2021**

**BOT Members:** Lorraine Fox, Mark Pitts-Brown, Chris van der Heyden (Staff Trustee), Michael Ritch, Kelly Isherwood, Shani Whitiora, Emily O'Reilly (Student Trustee), and Traci Liddall (Principal). In Attendance - Paul Matthews (Specialist Advisor) and Shannon Hofer (Minutes 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 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 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/Whanaungatanga**

**Led by Mark Pitts-Brown Traci Liddall**

*Meeting opened: 6:05PM*

*Shani, Kelly and Emily not present.*

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

**Led by BOT Chair, Specialist Advisor**

- Trustees to declare any conflicts of interest
  - *No conflicts of interest declared.*
- Election of Officers for 2021 and any chances to BOT roles/responsibilities
  - Chair, Deputy Chair, Property, Maaori/Whaanau Liaison, Disciplinary Committee (3 trustees), Minute Secretary
    - *Chair*
      - *Traci nominates Mark as BOT Chair. The BOT thank Lorraine for her dedication to the BOT and the college's continued improvement.*
      - *MOVE - Mark be nominated as BOT Chair - Traci, AIF, Carried.*
      - *Mark accepts the role on a 12 month basis, until the 2022 triennial elections.*
    - *Deputy Chair*

- *MOVE - Lorraine is nominated to assist with Mark's transition to Chair - Mark, AIF, carried.*
- *Property*
  - *MOVE - Chris is nominated - Mark, AIF, carried.*
- *Maaori/Whaanau Liaison*
  - *Two casual vacancies are to be filled by by-election.*
- *Disciplinary Committee*
  - *A minimum of 3 trustees are required to attend disciplinary meetings to avoid a split in the votes.*
- *Minutes Secretary*
  - *Shannon has agreed to continue in the role.*
- *Filling the casual vacancy. Chair to move that the casual vacancy be filled by by-election.*
  - *MOVE - The casual vacancy be filled by by-election and that Seilala be appointed as returning officer and the election date be set at 5th May 2021 - Mark, AIF, Carried.*
- *Chair to reaffirm delegations of Authority to Principal*
  - *MOVE - The delegations of Authority to Principal be affirmed - Mark, AIF, Carried*
- *Principal's Performance Agreement and external appraiser confirmed.*
  - *The external appraiser is confirmed but the Principal's Performance Agreement is to be approved after the 1st of March. After Term 2 is complete, another appraiser will take over.*
- *Chair to confirm committee to oversee Principal's appraisal for 2021*
  - *It was agreed last year that that two BOT members would oversee the Principal's appraisal for 2021, this shall be the Chair and Michael.*
- *Principal to move that the Home Learning Policy be ratified* (<https://otocoll.schooldocs.co.nz>)
  - *The use of the library relates to at home learning as it is not classified as in class learning. This policy is specific to Year 13 students as they are the only age group that have a study period.*
  - *MOVE - The changes to the Home Learning Policy be adopted - Traci/Lorraine, AIF, Carried.*

*Paul recused himself: 6:25PM*

- *Hostel Review planning*
  - *Paul offered to run the Hostel Review as the reviewer with a cultural adviser, as appropriate. The funds are available for both Paul and whomever he selects.*
  - *Terms of Reference to be developed*
    - *Lorraine to draft a Terms of Reference with Mark and Traci prior to presenting it to Paul for further modification.*
    - *The terms of reference and plan need to be complete by the next BOT meeting.*

- Reviewer to be confirmed and appointed
  - *MOVE - Paul be the reviewer and seek advice from a cultural adviser, as appropriate - Mark, AIF, Carried.*

*Mark left: 6:33PM*

*Paul returned: 6:33PM*

- *It should be noted that Paul is accepting the proposal, on the condition that a cultural adviser be assigned. If Paul finds that the cultural adviser would prefer to be the reviewer, he is happy to assist him (i.e. switch roles) with the BOTs permission.*
  - *At the end of the review, within the agreed amount, the services of another member is to be utilized to ensure the final document is professional and ready for presentation to the public.*
- Plan Policy review and compliance checklist
  - *At the bottom of the document is the policies to be reviewed in the upcoming BOT meeting. As is, there will be one month where no policies are to be reviewed.ave a policy free month.*

*Mark returned: 6:36PM*

- Approve Charter and Targets

*Paul takes phone call: 6:43PM*

*Paul returns 6:44PM*

- *Some of the wording used on the charter has been changed, such that it is age appropriate, to reduce the pressure. For example, the wording of Strategic Properties Goal 5 has changed from “accelerated learning” to “relentless focus on student achievement.”*
  - *There are two additions or alterations to the charter:*
    - *Guidance councillor that is primarily for the male students.*
    - *The Strategic Properties are to be edited such that they are the same throughout the document, specifically Goal 4.*
  - *MOVE - The two changes to the Charter and Targets be approved - Mark, AIF, Carried*
- 2021 BOT workplan adopted
  - *The BOT workplan is to be used as a guide when building the agenda.*
  - *MOVE - Adopt the BOT workplan for 2021 - Mark, AIF, Carried.*
- Trustees to confirm attendance at 3 March workshop: “Leading effective Boards”
  - *There are fourteen attendees.*

- *The workshop is to start at 6PM.*
- Receive Specialist Advisor's report
  - *Provided in the shared folder.*
  - *MOVE - Accept the specialist advisors report - Mark, AIF, Carried.*

### **3. Finance**

#### **Led by Principal**

- Principal to confirm that January bills were approved for payment electronically
  - *Confirmed.*
- Principal to move that January statements be accepted
  - *Finances are ahead of where they have been budgeted for.*
  - *The students currently enrolled at the school exceed the Ministry prediction. As such, it is expected that the Ministry funding increase after the role approval which is to occur after the 1st March.*
  - *MOVE - The Finance report, as tabled, be accepted - Traci/Lorraine, AIF, Carried.*
- Principal to advise regarding 2020 audit progress

### **4. Property**

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

- Principal to advise on asset register progress
  - *A full asset register, room by room, is to be completed on the 10th and 11th March 2021.*
- Principal to advise progress on property contracts/5YA/SIPS work
  - *No confirmation on SIPS as of yet. Lorraine is to contact WPS again.*
  - *5YA/10YA meeting postponed to the 15th March due to COVID.*
- Principal to confirm progress regarding meeting with MOE/Property Manager regarding 10YPP and overall property plan including cyclical maintenance.
  - *There is an hour and a half set aside in the 5YA/10YA meeting.*
  - *There is a new MOE property advisor.*
- Principal to confirm status of cyclical maintenance plan and required maintenance (including variations).
  - *Discussed above.*

## 5. Hostel

### Led by Mark and Traci

- *The Hostel role currently sits at 43 students. The college to potentially put an add in the Taumarunui news paper however, it must be confirmed that the Taumarunui Hostel is closed.*
- Mark to move that HBD report be accepted
  - *No Hostel report.*
- Kelly and Shani to update BOT on locating records from when Hostel was 'gifted' to the BOT in 2004
  - *Not present to update.*

## 6. Employment

### Led by Traci and Specialist Advisor

- Principal to advise BOT of all resignations, positions still being advertised and filled
  - *Fully staffed with no resignations.*
- Confirm status of Hostel staff appraisals
  - *They have all been complete however, two still need to be signed.*
- Complete strategic alignment of key support staff, including college files/archives
  - *The strategic alignment of key support staff is progressing.*
- Confirm PCT Advice and Guidance programme
  - *Confirmed that it is up and running.*
- Confirm external appraisal of SLT
  - *Confirm that Rachel Allen is to appraise Traci and the two deputy principals until end of Term 2.*

## 7. Student Report

### Led by Emily

- Student voice on 100 minute periods so far.
  - *Emily not present to present.*
  - *Traci confirmed that the number of students cutting classes has diminished.*
  - *There are quite a few schools that partake in extended periods.*

## 8. Principal Report

### Led by Principal

- Confirm Special needs and ESOL programmes in place
- Principal to confirm Y9 and 10 achievement and progress data from 2020
- Principal to confirm 2020 NCEA results and report
- Principal to move that the Faculty Reports be accepted
  - *A significant amount of work was put into the Faculty Reports. The BOT acknowledges the quality and consistency of the Faculty Reports.*
  - *MOVE - The Faculty Reports be accepted as tabled- Traci/Lorraine, AIF, Carried*
- Principal to confirm details for JLP and NCEA information evening for HOF, HODS and BOT on 8 March.
  - *Meeting was previously noted as 9th March, this has been changed to 8th March.*
  - *The following is a guideline of the evenings proceedings:*
    - *Charter - BOT*
    - *Annual plan - Traci*
    - *DP annual plan*
    - *Analysis of variance - HOF*
  - *All available staff and BOT are to attend to ensure that everyone is on the same page.*
- Principal to confirm details around upcoming ERO visit
  - *ERO to be back to complete the review on 15th and 16th April.*
- Bus route matters (Te Kuiti)
  - *The college will not arrange a bus for Te Kuiti students to travel to Otorohanga College to avoid conflict with Te Kuiti college. The College will not be involved in any organisation of same.*
- Receive Review of Sport Report and review recommendations.
  - Principal to move that the Review of Sport report and recommendations be accepted.
    - *The BOT acknowledged receipt of the report. The report's recommendations to be accepted by the BOT will be agreed upon and then a summary will be shared with the College community.*
    - *The discussion was moved to PEB.*
- *Additional Notes*
  - *The college currently appear over staffed however, this is accounted for.*

*MOVE - The report be accepted as tabled - Traci/Michael, AIF, Carried.*

## 9. Compliance and Hostel

- Hostel Review Plan adopted
  - *No review plan.*
- Adopt policy review and compliance checks plan
  - *To be confirmed.*
- HR management in place
  - *To be confirmed.*
- Safety checking of staff
  - *Traci attests to.*
- All teaching staff have current certificates
  - *Traci attests to.*
- Hostel staff required HR policies, processes and support in place

## 10. Internal Evaluation

- Employer role question
  - *Deferred to the next meeting.*

## 11. Administration

### Led by BOT Chair

- Chair to move that the January 28 2021 minutes be accepted
  - *MOVE - the January 28 2021 minutes be accepted - Mark, AIF, Carried*
- Matters arising
  - *No matters arising*
- BOT informed of any relevant correspondence
  - Letter from SSEP
    - *Whilst the letter reads that SSEP have cancelled their contract with the college, they have cancelled contracts with all schools due to lack of funding.*

## 12. PEB

*MOVE - Public Excluded Business to protect the privacy of natural persons - Mark, AIF, Carried*

*TIME IN: 7:42PM*

- ERO Review and progress
- Update on Pathways Evaluation
- Review of Sport Report and review recommendations

*TIME OUT: 8:25PM*

*Kelly Isherwood and Shani Whitiora's positions on the Board have been vacated. The BOT decided not to fill the co-opted position previously held by Kelly. There are now two casual vacancies on the BOT to replace Shani Whitiora and Anthony Wanoa.*

**13. Date and key reporting/decisions for next meeting**

- Set March meeting date
  - *Thursday 25 March 2021 6:00PM*

**14. Meeting Close**

<i>Who</i>	<i>What</i>	<i>When</i>
<i>Lorraine</i>	<i>Draft a Terms of Reference.</i> <i>Contact Lee from WPS.</i>	<i>Next Meeting.</i> <i>Next Meeting.</i>
<i>Mark</i>	<i>Draft a Terms of Reference.</i>	<i>Next Meeting.</i>
<i>Traci</i>	<i>Draft a Terms of Reference.</i> <i>Confirm Student Projection.</i>	<i>Next Meeting.</i> <i>Next Meeting.</i>

*Meeting Closed: 8:28 PM*

*Minutes are true and correct:*



*Date: 25/03/2021*