

Board of Trustees of Otorohanga College
Tuesday 15 December at 6pm to 7pm At Traci's house
Christmas function from 7pm
BYO small plate to share + own drinks
Minutes

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

Mission Statement: 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 sustained and accelerated student achievement

Meeting Opened 6:15PM

1. Opening and karakia/Whanaungatanga

- Karakia by Chris

Apologies from Paul and Anthony.

2. Board Processes, Planning and Training

Led by BOT Chair, LSM

- Trustees to declare any conflicts of interest
 - *No conflicts of interest.*
- **Decision:** Principal to move that the Salary Units/Management Allowances Policy be ratified (<https://otocoll.schooldocs.co.nz/>)
 - *MOVE - The Salary Units/Management Allowances Policy be ratified by the BOT - Traci/Mark, AIF, Carried.*
- Annual BOT report to community
 - *The annual BOT report to the community can be found in the the leadership chapter in the school magazine.*
 - *Another update is to be provided on the 23 December 2020.*
- Mark to confirm his BOT membership in 2021 and 2022
 - *There are no objections to Mark remaining on the BOT. The BOT understand that his decision to remove his child from the school is to enable his child to pursue his sporting goal and is independent of his opinion of the college.*

- Confirm 2021 monthly meeting schedule
 - *Due to challenges around timeliness of approving monthly bills to be paid, there are two options:*
 - *A delegated BOT committee review the finances before they are ratified by the BOT.*
 - *Alternatively, the BOT meeting can be brought forward (before the 20th) such that the BOT can approve finances on schedule.*
 - *In a meeting, those that attend have the power to ratify unlike electronically where every member must ratify.*
 - *It is confirmed that the BOT meetings will continue to be on the last Thursday of the month and trustees will commit to responding in a timely manner. The next meeting is scheduled for Thursday 26 January 2021.*
- Chair to confirm 2021 BOT planning meeting with SLT Tuesday 26th of January at 9am (BOT work plan)
 - *To be confirmed.*
- Specialist Advisor role for 2021 - Paul Matthews to be recused
 - *MOVE - Paul to continue in the Specialist Advisor role until the end of February 2021 - Lorraine, AIF, Carried.*
- Preview of BOT officer positions for 2021
 - *The BOT positions are to be confirmed in January.*

3. Finance

Led by Principal

- Action from November meeting: Principal to advise on draft advice/warning letter to families with fee arrears
 - *To be discussed in PEB.*
- Move that the Chair, Principal and one (named) trustee be delegated the authority to approve the November and December accounts to be paid.
 - *No longer applicable as they are to be confirmed at the December meeting.*
 - *There is one error in the accounts which is Galbraith Group. This is to come out of the URF funding.*
 - *MOVE - The November accounts be approved for payment on the 20th December - Lorraine, AIF, Carried.*
 - *MOVE - Chair, Principal and Mark Pitts-Brown be delegated the authority to approve the December accounts to be paid in January - Lorraine, AIF, Carried.*
- Principal to present budget aligned with strategic priorities
 - *The asset register comes out of depreciation therefore, does not need to be budgeted elsewhere.*
 - *MOVE - The draft 2021 budget be finalized - Traci/Michael, AIF, Carried.*

4. Property

Led by Chris and Traci

- Principal to advise on asset register progress and inclusion in 2021 budget
 - *Previously completed.*
- Principal to advise progress on property contracts/5YA/SIPS work. LSC room project has no project manager, SIPS project management by WSP.
 - Principal to move that the Chair and Property manager be delegated the responsibility of being contact persons in all matters related to BOT owned houses. All BOT decisions will be referred to BOT.
 - *MOVE - The Chair and Property manager be delegated the responsibility of being contact persons in all matters related to BOT owned houses. All BOT decisions will be referred to BOT - Traci/Shani, AIF, Carried*
 - Principal to advise BOT that two contracts with Corrective Buildings (SIPS and LSC) have been cancelled effective 27th December.
 - *The contract with Corrective Buildings has been cancelled, another company has now been approached who will undertake the "Hall project."*
 - *MOVE - WSP complete the project management for the SIPS (Hall) project - Lorraine, AIF, Carried Completed previously.*

5. Hostel

Led by Mark and Traci

- **Decision:** Mark to move that HBD report be accepted
 - *No report was received from Roy.*
- BOT to review next steps re. Hostel redevelopment
 - *To be discussed in PEB.*
- Kelly and Shani to update BOT on locating records from when Hostel was 'gifted' to the BOT in 2004
 - *Shani and Kelly to pursue the records in Te Awamutu or Hamilton.*

6. Employment

Led by Traci and LSM

- Principal to advise BOT of all resignations, positions still being advertised and filled
 - *There are no new resignations.*
 - *The HOF Maths advertisement to close on Tuesday 22 December 2020.*
- Principal to confirm finalised SLT appraisal report and goals set for 2021
 - *An external appraiser has been in and provided the corresponding reports. They have also suggested a SLT goal set be generated.*
- Confirm 2021 committee (Chair plus one trustee) to devise Principal's goals for 2021 (set date to meet from mid January)

- *The 2021 committee is to be arranged at a later date.*
- *Lorraine has worked with Traci and both have agreed that the Chair plus one other trustee should be on the committee.*
- Confirm status of all staff appraisals including Hostel staff
 - *Provided in the Principals BOT report.*
 - *All staff appraisals have been complete however, waiting for confirmation from Roy regarding Hostel staff.*
- Confirm all appropriate holiday delegations of authority
 - *Currently, Traci is the on call authority, however, this is to be reviewed in 2021.*
- Teacher attestations complete and any salary increments approved
 - *The teacher attestations have been complete and the salary increments have been approved.*

7. Student Report

Led by Emily O'Reily

- No report for December

8. Principal Report

Led by Principal - covers progress related to strategic priorities, not already covered in meeting so far.

Strategic Priorities: Moving towards Principal's reports that will report against our strategic priorities:

- Progress on review of sport
- Confirm emergency planning and resourcing
- 2021 PLD for leadership at all levels planned
- Status of Free Food in Schools programme
- Transition support for all students, especially Year 9 2020 priority students.
- Principal to confirm progress on archiving/filing

- *MOVE - The Principal report for December be accepted - Traci/Kelly, AIF, Carried*

9. Administration

Led by BOT Chair

- **Decision:** Chair to move that the November 26th 2020 minutes be approved
 - *MOVE - the November 26th 2020 minutes be approved - Lorraine, AIF, Carried*
- Matters arising
 - *Someone to look over the Minutes prior to them being distributed to the remaining BOT members to avoid bias. This is to be reviewed in 2021.*
- BOT informed of any relevant correspondence inwards/outward

- *Correspondence to ERO*
- Discuss moving meetings to before the 20th of the month
 - *Not applicable.*

10. Internal Evaluation

11. PEB

- Principal Appraisal progress
- Update on Hostel review
- ERO Review
- Action from October PEB discussion: Hostel redevelopment strategy
- Shani and Kelly to inform BOT regarding progress on overdue fees

- *MOVE - Into Public Excluded Business to protect the privacy of all natural persons - Lorraine, AIF, Carried*
 - *Time in - 7:14PM*
 - *Time out - 7:36PM*

12. Date and key reporting/decisions for next meeting

- Set January meeting date
- Meeting close/karakia

Who	What	When
<i>Kelly</i>	<i>Pursue records in Te Awamutu or Hamilton re hostel.</i>	<i>January 2021.</i>
<i>Shani</i>	<i>Pursue records in Te Awamutu or Hamilton re hostel.</i>	<i>January 2021.</i>
<i>Whole BOT</i>	<i>Confirm BOT positions.</i>	<i>January 2021.</i>
	<i>Confirm Principal goal committee.</i>	<i>January 2021.</i>
	<i>Confirm the holidays delegations of authority.</i>	<i>January 2021.</i>
	<i>Arrange for a BOT member to verify the minutes, with the Chair, prior to distribution.</i>	<i>January 2021.</i>

Meeting Closed: 7:38 PM

Minutes are true and correct:



Date: 28/01/2021