

UNCONFIRMED MINUTES
Ōtorohanga College Board of Trustees
24th February, 2022
5:30pm, College Board Room

BOT Members: Chris van der Heyden (Staff Trustee), Chloe Cawte, Lyndsay Kurth (Acting Principal), Michael Ritch, Jaimee Tamaki, Kim Ingham and Duncan Coull (Presiding Member).

In Attendance – Gillian Diprose (Specialist Advisor) and Via Zoom: Monica Clark (BOT secretary) and Lisa Koppens (Accounts Manager).

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: 5:32 PM

1. Opening and Karakia

Led by Jaimee and Duncan

Apologies: Nil.

Additions to the agenda:

- **Motion:** That Gillian be given speaking rights as Specialist Advisor for the duration of her appointment.

Moved: Duncan. All in favour. Carried.

2. Board Process, Planning and Training

Led by BoT Presiding Member

- Delegations of authority: Previously delegations were very thorough due to the situation the College was in at the time. They need to be reviewed.

Motion: That the following people, Jaimee, Micheal, Duncan and Lyndsay, are nominated to form a working group to review the delegations of authority and present findings at the next board meeting. Gillian to be consulted throughout the process for feedback.

Moved: Duncan. All in favour. Carried.

- 2022 Annual Workplan: The board will meet to create the 2022 Annual Workplan, which will align to the Charter. All board members welcome, those who indicated interest at the meeting were Jaimee, Micheal, Duncan and Lyndsay.

- Co-option of board member: Kim conducted a review of potential areas of expertise needed to compliment the existing board. The areas highlighted were in financial management and Te Ao Māori. Kim to contact potential candidates then report back to the board with options.
- **Motion:** That the board adopt the Draft 2022 Charter and 2021 Analysis Of Variance.
Moved: Duncan. Chris. All in favour. Carried.

In regards to this the following points were discussed: The charter shouldn't be too big, too easy or too impossible. The charter should be student and staff focused, and the board should support that with good governance.

In setting the Analysis of Variance this year the proper process wasn't followed due to covid complications. Would usually have incorporated more stakeholder consultation however the SLT did the best they could.

Ways identified to improve the charter include: having a column for recording what has been achieved and next steps, with discussion to be held at weekly SLT and LOL meetings; decluttering and focusing on fewer goals; that the charter should drive the budget; and to ensure that te reo Māori is used with correct understanding i.e marau/marautanga. It was agreed that the best way forward was that the charter be adopted as is, with improvements to be made as a working document. The focus will be on Hau Ora/Wellbeing, ensuring students are fit and able to learn, with a kaupapa of support and understanding and that no student should be left behind. SLT's and LoL's asked to 'dream big' and consider "if there were no limits, what would the college be like?"

The Charter will be reviewed by the Delegations of Authority team. Lyndsay to suggest a time to meet.

3. Finance

Led by Lyndsay

- Lyndsay confirmed that the November bills were paid on the 20th of December, the December bills were paid on the 20th of January and that the November and December monthly statements were received.
- **Action required:**
 - Lisa and Lyndsay to review account signatories to align the process with best practise.
 - Duncan requested that Lisa provide separate monthly accounts for the hostel to ensure the board is able to enact proper financial governance.
 - Lisa to look into interest rates for storing uncommitted funds.
- The board reviewed the the Draft 2022 Budget with the following points noted:
 - The budget currently projects a deficit, driven by the Hostel and overstaffing of 2 units. This will increase by .6 once a counselor has been hired.
 - Currently 27 students are enrolled in the hostel. If they remain the whole year there will still be a \$137,000 deficit, therefore costs must be cut in this area. Board to sit with Roy and Caroline to discuss.

- It is important that money remains in uncommitted funds to cover unexpected costs. Expenses have been already cut where possible, i.e relief staffing fund.
- Board to seek community funding for Hall Project to alleviate deficit. There may be opportunities for Hostel hireage to other groups during the holidays or to facilitate past students attending opportunities for further education.

Motion: That the Board adopt the Draft 2022 Budget.

Moved: Duncan. All in favour. Carried.

4. Property

Led by Kim

- Kim advised that the SIPS hall and foyer project has gone to tender, with the potential for construction to begin in October.
- C Block: The College will cease to use C Block as it is not fit for purpose. This will result in savings on power, cleaning and maintenance costs. Demolition will be expensive due to asbestos present in the building, and either the College runs the whole demolition and gets access to building materials as salvage, or the MoE runs it. It was decided to let the MoE manage the demolition.

5. Hostel/Hostel Review

Led by Jaimee

- Jaimee liased with some whanau, with the focus being encouragement to come forward with their needs before next term, so we can make plans with how to support those needs. Sponsorship for fees is still being sought in the wider community. The opportunity for work experience in local businesses in exchange for assistance towards fees is being investigated. Duncan has offered work in his kiwi fruit orchard.
- The Board needs to consider and plan the management approach for the 11th of March, the deadline for Term One fee payment.

6. Employment

Led by Specialist Advisor

- Gillian advised on the process of principal appointment.
 - A principal appointment committee will be formed, facilitated by Gillian. The committee can include outside experts.
 - The College is likely to be eligible for a PRA. The board needs to consider if this will be beneficial to the College or not.
 - Trustees can complete a NZSTA principal appointment module to learn about principal appointment.
 - There is preference for identifying and appointing the ideal candidate, rather than haste. The appointment will be made for the beginning of Term Four at the latest.

7. Student Report

Nil

8. Principal Report

Led by Lyndsay

- Principal’s report tabled.
 - New absentee tracking apps are enabling better management of student attendance, which will be followed up with tailored support based on student needs.
 - Lyndsay is investigating options to update the College prospectus, which would be particularly useful to give to Primary students visiting the College and for College staff visiting the contributing schools. Approximate cost will be \$2,000, Lyndsay to report back to board with further details.
 - Lyndsay reported that the College is increasingly using social media to connect with the community and whānau, for example the recent badging ceremony for student leaders was shared by video on Facebook.
 - The entire Year 13 cohort attended the Year 9 powhiri - the event was very well received.

9. Internal Evaluation

Nil.

10. Administration

Led by BOT Presiding Member

- Motion: That the December 6th, 2021 minutes be accepted as a true and accurate record.
Moved: Duncan. All in favour. Carried.
- Matters arising: Nil.
- BOT informed of relevant correspondence: Nil.

11. PEB: Entered: 8.27pm Exited: 8.34pm

- **Motion:** That Gillian Diprose be included in the PEB section of the meeting.
Moved: Duncan. All in favour. Carried.
- **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 24th of February meeting:

WHO	WHAT	WHEN
Jaimee, Micheal, Duncan and Lyndsay	Review delegations of authority and report findings at next board meeting.	For next meeting.
Jaimee, Micheal, Duncan and Lyndsay +	Create the 2022 Annual Workplan.	For next meeting.

any other interested BoT member.		
Kim	Investigate potential candidates to co-opt board member.	For next meeting.
Jaimee, Micheal, Duncan and Lyndsay	Review Charter and report findings at next board meeting.	For next meeting.
Lyndsay and Lisa	Review account signatories.	From now.
Lisa	Provide Hostel breakdown with monthly accounts.	On-going.
Lisa	Investigate interest rates for uncommitted funds.	For next meeting.
Hostel Team	<ul style="list-style-type: none"> - Discuss cost management measures with Roy and Caroline and possible income through other uses of the hostel. - Co-ordinate sponsorship and paid work experience options for Hostel. - Plan management approach for fee deadline. 	ASAP.
Duncan	Investigate community funding for Hall Project and possible income streams	ASAP.
Gillian/BoT	Begin principal appointment process.	From now.
Lyndsay	Report on prices/options for new prospectus.	Next meeting.

12. Meeting closed at 8:34pm

Next meeting: Tuesday the 5th of April, 5:30pm.