

Ōtorohanga College Board of Trustees
Minutes
5th August 2021

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

In Attendance – 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: 6:00PM

1. Opening and Karakia/Whanaungatanga

Led by Traci

Karakia

Farewell and huge thanks to Mark Pitts-Brown .

Whanaungatanga

Apologies: Micheal Ritch

Additions to the agenda: Hostel EOTC. Put forward by Traci, accepted by all, added to agenda.

2. Board Process, Planning and Training

Led by BOT Chair, Specialist Advisor

- **Decision:** Chair to move that BOT Secretary, Monica Clark, be given speaking rights (no voting rights) to seek clarification on motions or discussions.
All in favour. Carried.
- Principal advised the BOT Work Plan is still a work in progress but will be ready for the next BOT meeting and for perusal beforehand. Traci will share it with Lorraine in order to prepare for the 2022 Work Plan.
- Traci reported on the Student trustee elections (22 September 2021). Seilala Makasale agrees to take on the role of Returning Officer. Nomination forms are available, an assembly is planned to inform students on the process. Nominations close on the 20th of August. The BOT is responsible for promoting, Secretary will put ad on Facebook.
- **Review:** the following policies were reviewed: **Concerns and complaints, Police Vetting, Delegations and Leave.**

1. **Decision:** That the following statement be included in the Complaints policy:
“Consistent with the principles of natural justice, anonymous correspondence will not be responded to or actioned unless there are compelling and legal reasons to do so.”

Moved: Lorraine. All in favour. Carried.

2. **Decision:** That the following statement be included in the Leave policy: The Principal is entitled to six weeks' annual leave when the school is not open for instruction (school holiday periods) in accordance with the Secondary Principals' Collective Agreement. The Principal shall obtain agreement and clearance from the BOT for their intended annual leave, via the Principal's report, at least one month prior to taking leave. Any times outside of the annual leave periods, the Principal shall be considered to be 'at work' either off site (by arrangement) or on site. Requests and agreement for leave should be recorded in the BOT minutes. To allow for genuine and uninterrupted leave, the Principal shall ensure that correct delegations to other staff are in place before taking leave.

The board considered the following advice from the PPTA: That the current leave policy is sufficient, and leave is covered in the Collective Agreement so there is no need to change. Leave is minuted at a board meeting through the principals report, there is no need to seek permission, unless there is a good reason for the board to say no. Prior notice is only needed when the Principal is taking leave during term time. BOT must record accrued leave.

Moved: Lorraine. None in favour. Not carried.

3. **Decision:** That the following change be made to the Police Vetting Policy: change the wording of point 3 by adding 'by Principal, Principal's PA, Deputy Principals only.'

Moved: Traci. Seconded: Lorraine. All in favour. Carried.

Lorraine noted that this document does not feature in the triennial policy review cycle, clarity needed here.

4. **Decision:** That the following change be made to the Delegation Policy: that the words “or whilst on annual leave” be added after “In the absence of the Principal from the school”

Moved: Traci. Seconded: Chris. All in favour. Carried.

- Lorraine reported on the Compliance Check Plan. A template will be developed to check off every meeting.
- Lorraine reported on the T.A College bus. This has already had a positive impact on the roll. Two trustees witnessed a facebook discussion started by parents for whom the bus situation is making them reconsider their schooling decision. The trustees noted the multitude of positive feedback received in support of Ōtorohanga College from a range of people, covering many aspects including pastoral care, deans, leadership and student opportunities. This is great feedback.

- Lorraine advised that she had been in contact with the School Trustees Association and will meet with Monica to make a plan for induction of the newly elected trustees.

3. Finance

Led by Principal

- Traci confirmed the June bills were paid on the 20th of July and the June monthly statement was received.
- **Proposal:** To increase the consumables/stationery budget by \$20,000. Reasoning: This would be a generous amount to allow for end of year savings.
Board decided \$20,000 was too big an increase on the current \$24,000 budget. It would be prudent to get more accurate information through audited accounts.
Decision: To increase the consumables/stationery budget by \$5,000.
Moved: Traci. Seconded: Mark. Carried.
- **Decision:** That a grant application be made to Pub Charity for a total of \$20,000 (excluding GST) to assist with the cost of the 2021 junior camp.
Moved: Lorraine. All in favour. Carried.
Traci will pass on the board's thanks to Vanessa for her work on this.

4. Property

Led by Chris and Traci

- Traci advised on the progress towards reaching 'healthy homes' requirements. Insulation upgrades are urgent for compliance. Quotes are coming in. Cost will be approximately \$300-400 max per job and will be covered by the rent, no negative costing to school.
- Tracey advised on progress of SIPS hall and foyer. The BOT is meeting with Kristina MacNaughtan on **Friday the 13th of August at 10.30**. Trustees welcome to look before Kristina arrives. This project needs to be pushed ahead. Board needs to be clear on what they want in order to move ahead.

5. Hostel/Hostel Review

Led by Principal and Specialist Adviser

- Traci reported on the progress of the Hostel Review. The consultation plan is a few weeks behind where they had hoped it would be, but it is essential to take the time to get it right. She is meeting with Roy and Vanessa on Monday at 1.30 to confirm internal planning and to organise who would be best to facilitate negotiations.
- The BOT dinner plan has been deferred until a more suitable time, once permanent cook is in place and new BOT trustees have settled in.
- **Decision:** To approve Roy to take 14 Hostel students on EOTC to the Koroneihana at Tūrangawaewae Marae, from the 17-22nd August.
Information considered in order to make the decision: The RAMS/Risk assessment was completed and sited by Traci, there will be no cost to the school. Adults will be Roy and his three children and two student leaders. All have been police vetted.
Moved: Traci. Seconded: Lorraine. All in favour, subject to pre approval forms being sited by board. Carried.

6. Employment

Led by Principal and Specialist Advisor

- Specialist Advisor's July report received.
- Lorraine confirmed the appointment of BOT Secretary, as of 19/07/21.
- Traci reported on annual appraisal and support for PRT teachers and those in new positions.
- **Proposal:** Chair proposed a change to the BOT Secretary's Job Description by removing wording 'arrange to be shared' (7th bullet point under Board administration) so the task reads: '*Prepare draft monthly BOT community updates, and share with parents, students and staff via KAMAR and College Facebook page.*'
Board decided to retain current wording in the interest of consistency in communication.
Not carried.

7. Student Report

Led by Emily

- Student concerns about food were discussed. On the whole most are very happy. Emily to talk to Traci to discuss potential survey of students regarding free food programme. Cooks are willing to meet student needs, if they know what is required. Also, students need to be aware that options are available in order to take advantage of them.
- Student leadership review - not discussed.

8. Principal Report

Led by Principal

- Traci moved that the school take over the mobile contract for Chris's phone at a cost of \$39 per month. *Sits within Traci's delegations, no motion needed.*
- Progress report on Pastoral Care Network. Deans. Not discussed.
- Traci reported on the Term 2 Attendance and Roll Report. Student **attendance** is above the national average. Fridays are still an issue. Could look at stopping use of 50 minute periods next year. To attend the ball and some sporting events: 80% attendance must be attained, with discretion for valid lower attendance. The school **roll** sits at 277. A number of senior students have moved into employment. There are a few new students yet to be included in the tally.

9. Internal Evaluation

- Lorraine reported on the BOT self review. Results indicated much the same as past reviews; that the BOT need to focus on the agenda in order to stay on topic. Next review to happen in September when the new trustees are on board.

10. Compliance and hostel assurance

- Records and licence. Not discussed.
- Required Hostel policies and processes in place and shared with students and whanau. Not discussed.
- Complaints processes. Not discussed.

11. Administration

Led by BOT Chair

- Chair moved that the June 24, 2021 minutes be accepted.

All in favour. Carried.

- **Matters arising:** Property: The finance officer was delegated to get quotes for property however not their area of responsibility. Harcourts should be responsible.
Decision: Responsibility for getting quotes under \$700 to lie with Harcourts Property Manager. Quotes over \$700 must come to board via Traci to approve.
Moved: Traci. Seconded: Chris. All in favour. Carried.
- BOT informed of relevant correspondence. Letter from MOE regarding half day taken on 21.06.21 due to burst water main. Permission granted to reduce half days by one in 2022.
- Report on progress towards 2020 targets. Not discussed.
- Discussion held on progress of delegations, including property manager. Good idea to make it known when Chris takes leave to ensure he has uninterrupted genuine annual leave.

12. PEB: All agreed to enter PEB at 7:42pm. Carried.

- BOT owned properties tenancy update.
- Personnel matter.

Exited PEB at 8.06

Date and key reporting/decisions for August 30th meeting:

WHO	WHAT	WHEN
Traci	BOT Workplan	Ready for next BOT meeting and perusal beforehand.
Traci	Thank Vanessa for work on the Pub Charity Grant	Asap
Monica	Advertise STE	ASAP
Lorraine	Develop Compliance Check Plan	Ready for next meeting
Emily/Traci	Meet to discuss potential survey of free food programme	Before next meeting?
All trustees	Meet with Kristina RE SIPS Hall and foyer project	Friday the 13th of August at 10.30 - Come earlier to see options beforehand.

13. Meeting closed at 8.06

Next meeting: Monday the 30th of August, 6pm.

Minutes are true and correct:

A handwritten signature in black ink, consisting of a series of loops and a long horizontal tail extending to the right.

Lorraine Fox

BOT Chair

Date: 30.08.21