

Ōtorohanga College Board of Trustees
Minutes
24/06/2021

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

In Attendance – Paul Matthews (Specialist Advisor), Shannon Hofer (Minute secretary). Te Kowhai Ohia (MOE support for Hostel Review) will be in attendance briefly to meet the BOT

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 kit e 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

Meeting Opened: 6:30PM

Led by Chris

a. Karakia

b. Apologies. *Te Kowhia Ohia was not in attendance.*

2. Board Process, Planning and Training

Led by BOT Chair, Specialist Advisor

a. Update on by-election process

a. Seilala has all the current nominees and the names of nominees are posted on the reception window.

b. Student trustee elections, selecting Returning Officer and election date (22 September 2021).

a. The method utilized last year (2020) for the student elections was successful with every student having a vote.

b. There are clear guidelines on NZSTA on how to proceed.

c. MOVE - the BOT to elect that Seilala be the Returning Officer, if she accepts the role - Lorraine, AIF, Carried

d. If Seilala declines the role, Lorraine is to encompass it in the BOT Secretary Role.

c. Internal self review - BOT to complete first half of self review form

- d. SNAP PLD - trustees please watch this short (5 minute) video on Principal's Performance Management.
<https://www.nzsta.org.nz/advice-and-support/employment/performance-management/principal-performance-management/>
- a. SNAP PLD videos to be provided in each month's agenda, in accordance with the relevant topics.
 - b. Traci believed there is a potential conflict of interest for NZSTA who provide independent principal appraisal contractors therefore, may be promoting their business in these webinars.
- e. Chair to advise regarding induction process for new trustees
- a. The template is clear however, it shall be completed once the skill level of the new trustees is apparent, enabling the BOT to provide the necessary training.
- f. Policy review - Visitors Policy
- a. The instructions regarding offering feedback for the visitors policy are in the Principal Board Report.
 - b. Implementation of the policy must be improved such that all visitors to the school sign in, particularly for safety purposes.
- g. Principal to confirm internal systems in place for financial sustainability of EOTC and externally operated activities.
- a. Commented previously.
- h. Chair to move that the March minutes be corrected to \$150 excludes Lines and power charges for hostel flat
- a. MOVE - the March minutes be corrected to \$150 excludes Lines and power charges for hostel flat - Lorraine, AIF, Carried
 - b. Traci to confirm the issue with Lisa and Lorraine to confirm with Michele from Harcourts.
- i. Mark to confirm his official resignation from the BOT effective from 10 August a.
- a. Mark confirms he is standing down as of 10 August.
 - b. The election date is now the 7th August. The new elective parent representatives are to be instated on the 11 August.
- j. BOT to consider ERO report
- a. The ERO report had no surprises and the BOT considered it a fair reflection of the College.
 - b. MOVE - the ERO report be accepted as is, with no suggestions to edits or changes, and Lorraine to advise ERO accordingly - Lorraine, AIF, Carried.
- k. Chair to propose that the July 29th meeting be moved to Thursday 5 August at 6pm a.
- MOVE - The July 29th meeting be moved to Thursday 5 August at 6pm - Lorraine, AIF, Carried.
- l. Chair to propose that meeting days be moved to the last Monday of the month from August 30th
- a. Moving the meeting to Monday gives Board Members sufficient time to supply or read the relevant reports.
 - b. MOVE - Meeting days be moved to the last Monday of the month from August 30th -

Lorraine, AIF, Carried.

- m. TA College bus - moving from Kio Kio Hall to Te Kawa. Our response?
 - a. *The new bus route is to begin at the start of Term 3. This change was made as the Ministry will not allow TA College to transport students outside of their transport entitlement zone with the Ministry funding.*
 - b. *The BOT is to follow up with the Ministry regarding what has occurred.*
 - c. *Lorraine to approach the King Country News and Te Awamutu Courier about a full page article to advertise the college. This is to also be shared on the Colleges social media pages. This is to be released the first week of the teaching recess, the latest.*

3. Finance

Led by Principal

- a. Principal to confirm May bills were paid on the 20th of June
 - i. *Confirmed.*
- b. Principal to confirm May monthly statement received
 - i. *Traci advised the college is in a better financial situation than budgeted.*
 - ii. *The BOT budget may potentially need amendment.*
 - iii. *Confirmed.*

4. Property

Led by Chris and Traci

- a. Progress on healthy homes requirements on BOT owned properties. (TBC from Harcourts)
 - i. *All the healthy homes reports have been received.*
 - ii. *The homes are to be updated according to the dates required under healthy homes requirements.*
- b. Propose that the Finance Officer be delegated the responsibility of obtaining quotations for establishing a budget for Healthy Homes upgrades to BOT owned properties until 2024, in consultation with Accounting For Schools. Budget to be presented alongside the 2022 budget.
 - i. *The main two upgrades to be concerned about are:*
 - 1. *Heating*
 - 2. *Insulation*
 - ii. *The BOT agrees that there may be areas that need to be fixed with urgency. The rest is to be budgeted for in the 2022 to 2024 budgets.*
 - iii. *MOVE - the Finance Officer be delegated the responsibility of obtaining estimates for establishing a budget for Healthy Homes upgrades to BOT owned properties until 2024, in consultation with Chris van der Heyden and Accounting For Schools - Lorraine, AIF, Carried.*
- c. *The hall and the foyer update is still in progress.*
 - i. *Traci and Lorraine to generate a draft response to the contractor about the progress of the project.*

5. Hostel/Hostel Review

Led by Principal and Specialist Adviser

a. Progress report on Hostel Review

- i. Paul to draft up the consultation plan in the coming week. The consultation is scheduled for the first few weeks of Term 3.*
- ii. The Hostel Boarding reports are required monthly and not on a quarterly basis.*
- iii. Paul recommends that the BOT go to dinner at the Hostel prior to the meeting on August 5 2021. Alternatively, a separate dinner can be arranged as a farewell/welcome to the respective BOT members.*

6. Employment

Led by Principal and Specialist Advisor

a. Specialist Advisor's May and June reports received

- i. No comments.*

b. Chair to update on BOT Sec role

- i. No applicants as of Friday 18 June 2021.*

c. Chair to move that BOT Secretary Job Description be adopted.

- i. MOVE - The BOT Secretary Job Description be adopted - Lorraine, AIF, Carried.*

d. Chair to move that the contract with Rachel Allen for 2021/22 (18 month) Principal's Performance Management to be accepted for a cost of \$3800 (no GST component) *i. MOVE -*

- The contract with Rachel Allen for 2021/22 (18 month) Principal's Performance Management to be accepted for a cost of \$3800 (no GST component) - Lorraine, AIF, Carried.*

e. Chair to move that one delegated trustee (Michael Ritch) and the Specialist Advisor (as ex-officio) be on the Principal's Appraisal Subcommittee

- i. MOVE - The BOT Chair, one delegated trustee (Michael Ritch) and the Specialist Advisor (as ex-officio) be on the Principal's Appraisal Subcommittee - Lorraine, AIF, Carried.*

f. Chair to move that the Wellbeing Strategy/Tool for Principal be adopted and implemented

- i. SLT to be consulted regarding their involvement however, currently the SLT are not expected to be directly involved.*
- ii. MOVE - The Wellbeing Strategy/Tool for Principal be adopted and implemented - Lorraine, AIF, Carried.*

g. Principal to advise BOT regarding Annual Leave and delegations - information only. *i. The BOT must have minuted the days when the Principal takes Annual Leave to ensure that the leave is documented.*

- ii. Protocols for leave and delegations from the Principal to staff must be established and in place to ensure there is a clear process that allows the Principal to take leave as entitled. Exemplary of this is: were the Principal to take leave and an emergency arises, who is the first port of call?*
- iii. The role of the property manager, and their time off, must still be considered in the delegations.*

7. Student Report

Led by Emily

a. Free Food

- i. Feedback received from students about food quality*
- ii. The proportions of meals vary.*
- iii. Some students have complained about the amount of time they have had to wait for the food. The majority of the time, this is a maximum of approximately 5 minutes.*
- iv. There is no vegetarian alternative at the moment despite numerous students following a vegetarian diet.*

b. 95 Minutes

- i. Students do not notice the change between the 100 minute to 95 minute periods as the time change is insignificant.*
- ii. Some students have benefitted as they are able to remain focused for a longer period, even commenting that the 50 minute periods are not long enough.*

8. Principal Report

Led by Principal

- a. Student Focus Groups – curriculum engagement
- b. Principal's Report to BOT post SPANZ conference.
- c. Partnership visits to contributing schools
- d. Promotion meeting for Year 7/8 parents
 - i. The promotion meetings are to be more frequent in Term 3, with the new Year 9 Dean is to be in attendance during visits.*
 - ii. A year 8 open day is scheduled for the end of Term 4, once the senior students have left.*
- e. Literacy across the Curriculum. Literacy Lead, Kahui Ako.
 - i. More information is to be provided in the next report.*
- f. Principal to move that the two EOTC requests be approved (snow trip and junior camp)
 - i. There are two overnight requests*
 - 1. One snow trip.*
 - 2. Year 9 and 10 junior camp*
 - ii. MOVE - The EOTC request for the snow trip be accepted - Traci/Mark, AIF, Carried*
 - iii. MOVE - The EOTC request for the overnight trip for the Year 9 and 10 junior camp be accepted- Traci/Michael, AIF, Carried*
 - iv. The BOT thanks Fiona and Vanessa for bringing forward the EOTC requests. g. Chris and Traci to resolve the issue with Chris's phone. Traci to inform the BOT in the next meeting.*
- h. When naming the policy and procedure, ensure it is specific for easy access.
 - i. MOVE - Principal's Report be accepted - Traci/Chris, AIF, Carried.*

9. Internal Evaluation - BOT to complete self review form

10. Compliance and hostel assurance

- a. Sect 3: Health, Safety & Welfare (1 -17)
- b. Safe physical and emotional environment for staff and students
- c. Complaints
- d. IT safety
- e. First Aid/medical

11. Administration

Led by BOT Chair

- a. Chair to move that the May 27 2021 minutes be accepted.
 - a. *MOVE - The May 27 2021 minutes be accepted - Lorraine, AIF, Carried.*
- b. Matters arising.
 - a. *No matters arising.*
- c. BOT informed of any relevant correspondence
 - a. *Relevant Documents for Traci's appraisal.*

12. PEB

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

i. *Time in: 8:20 PM.*

ii. *Time out: 8:49 PM.*

- b. BOT owned properties tenancy update.
- c. Personnel matter.
- d. BOT to confirm Returning Officer pay.

<https://www.education.govt.nz/school/funding-and-financials/resourcing/school-board-elections-funding/>

- e. Chair to move that the Principal's Performance Agreement be adopted.

Date and key reporting/decisions for July meeting

Confirm BOT workplan.

WHO	WHAT WHEN
Lorraine	Follow up with Michele from Harcourts regarding the issue in the March 2021 Minutes. Next Meeting. Arrange for an article to be released in Te Awamutu Courier, King Country News and the Colleges media pages. Week 1 of the Term Break.

	<p>Generate draft email for the contractors working on the hall/foyer project with Traci.</p> <p style="text-align: right;">Next Meeting.</p>
Traci	<p>Resolve the issue with Chris's phone, report to BOT.</p> <p style="text-align: right;">Next Meeting.</p> <p>Follow up with Lisa about the issue in the March 2021 Minutes.</p> <p style="text-align: right;">Next Meeting.</p> <p>Generate draft email for the contractors working on the hall/foyer project with Lorraine.</p> <p style="text-align: right;">Next Meeting.</p> <p>Report on the progress of the delegations, including that of the property manager.</p> <p style="text-align: right;">Next Meeting.</p>

13. Meeting close: 8:49 PM

Minutes are true and correct:



Lorraine Fox
 BOT Chair
 Date: 05.08.21