

**CONFIRMED MINUTES**  
**Ōtorohanga College Board of Trustees**  
**6th December, 2021**  
7:00pm, College Board Room

**BOT Members:** Chris van der Heyden (Staff Trustee), Emily O'Reilly (Outgoing Student Trustee), Chloe Cawte (Incoming Student Trustee), Traci Liddall (Principal), Michael Ritch, Jaimee Tamaki and Kim Ingham.  
**In Attendance** – Lyndsay Kurth (DP Senior), Jean Patterson (Manager of Education, Te mahau), Katie McQuaid, (Education Adviser) and Via Zoom: 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: 7:07PM**

**1. Opening and Karakia**

*Led by Kim*

**Apologies:** Duncan Coull (Presiding Member).

Welcome to new Student Representative Trustee, Chloe Cawte.

Huge thank you to Emily for her work with the Board.

Ngā mihi nui to Traci for all her work and best wishes for her future endeavours.

Thank you to Paul for his ongoing care and support for Ōtorohanga College.

**Additions to the agenda:**

- Jean Patterson to speak on the specialist advisor role.
- The Specialist advisors December Report tabled.
- Dave Rowe Quote added to 4. Property.

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

*Led by BoT Presiding Member*

- Jean and Katie led a discussion on the Specialist Advisor (SA) role. (Notes tabled.) Due to there being a majority of new Trustees on the Board and needing to recruit a new Principal, the MoE will continue to provide formal support through the SA role. The MoE has seen the College make significant changes in curriculum, leadership and financial management and wish to help the College move from “good to great”.

They hope to confirm the new SA before Christmas. Their primary role will be to support the Board with engaging the new Principal and assisting in matters of personnel, employment and training. The role will be reviewed next year, or earlier, or earlier should the Board request it.

Katie is available to support and work alongside the Principal and Board for implementing NALPs/ensuring compliance with new legislation to come out next year. She can also provide access to other support available from the following specialists: Student Achievement Practitioner, Principal Advisor for Secondary Transitions, Curriculum Specialist and Learning Support Specialist.

### **Further points**

It is very important for the Board to: \*Support the Principal and Staff over the Principal appointment and settling in process. \*Continue to work collectively, with transparency and ensure due process is followed. \*Ensure all Trustees are aware of how committees will be formed, why they have been formed, and how they will report back to the Board, should they be required. \*Ensure SA advice and guidance is followed.

*Katie and Jean left: 7:54pm*

*Team work makes the dream work.*

- Lyndsay led a discussion on the Charter, Strategic Goals and Annual Plan. From that discussion the following motions were put forward:  
**Motion: That “Empowering learners to succeed” be adopted as the Vision Statement for Ōtorohanga College.**  
*Moved: Traci Seconded: Jaimee. All in favour. Carried.*  
**Motion: Consistent with the Secretary of Education’s advice, and aside from the newly adopted Vision Statement: That the Introduction section of the Charter be kept the same, the Strategic section be kept the same and the Annual section be updated.**  
*Moved: Traci Seconded: Micheal. All in favour. Carried.*
- Decision: that due to the 2022 Trustee Elections being pushed back to October, the Board will fill the casual vacancy early in 2022, by selection, with a person holding skills needed to complement the Board.  
*Moved: Kim. All in favour. Carried.*
- Invitation to attend Ngā Awa ki te Moana Kāhui Ako Teacher Only Day, 1st February, 2022. Kim and Jaimee to attend. Lyndsay will inform Kāhui Ako.
- The motion, that the Finance and Property Management Policy be updated to reflect the decision made in the Board meeting on the 24th of May 2021, “that approval for a credit card with correct controls be granted for Traci Liddall.” was deferred to the next meeting. Monica to prepare proposed policy insert for consideration.
- The Health and Safety Interim Report was tabled. The full EOY report will be available at the first meeting in 2022.

- The COVID-19 Protection Framework (CPF) – Guidance for schools and kura document was tabled. Jaimee informed the Board that the document they released to the Community around support for Covid19 was very well worded and received. She advised that other kura and organisations were going to use it as a template for their own communications.
- **Motion: That the Board ratify the delegation put forward by email on the 16th November, 2021 and agreed upon unanimously by all Trustees via email: that a committee be formed to deal with addressing issues with the “vaccination order”. Members being Michael Ritch, Kim Ingham and Duncan Coull.**  
*Move: Kim. Not in favour: Chris, Traci. Majority in favour. Carried.*
- The Board confirmed appropriate holiday delegations of authority are in place. Point of contact information to be documented. The handover process to the acting Principal was confirmed. Traci and Lyndsay to supply dates etc. Duncan to share handover process document with Trustees.
- The Board discussed the annual BoT report to community. Will be modelled on last years report and include staffing changes. Trustees to let Kim know of any further desired inclusions.

### 3. Finance

*Led by Principal*

- Principal confirmed the October bills were paid on the 20th of November and the October monthly statement was received.
- The Board should have received a copy of the Draft 2022 budget. Trustees to review for discussion at the next meeting. Will be similar to the 2021 Budget as roll remains approximately the same.

### 4. Property

*Led by Chris and Kim*

- Kim advised on the progress of SIPS hall and foyer. The final scope is now being drawn up by the architect and will go to tender next year. Thank you to the staff and students who provided excellent feedback and suggestions, which have been considered for incorporation into plans.
- The proposal to take over management of MOE owned properties is not going ahead.
- Discussion on the carpark speed bump proposal was deferred until the next meeting.
- One quote was tabled for painting and one for scaffolding for the Office Block, Music Block, Canteen, Hall and A Block. This was more than expected so further quotes will be obtained. Traci to check with Lisa if there is sufficient money in ‘reserves’ to fund this project. It will be scheduled in conjunction with the Hall Project to ensure the work is carried out in optimal order.

### 5. Hostel/Hostel Review

*Led by Jaimee*

- Covid restrictions continue to block progress. Discussion led to the following being put forward:

**Motion: That a working group, consisting of Jaimee, Lyndsay, Kim, Duncan and Roy Willison, be established to look at the Hostel deficit and rebuild and report recommendations back to the Board.**

*Moved: Kim. All in favour. Carried.*

**6. Employment**

*Led by Specialist Advisor*

- Specialist Advisor's November report tabled.

**7. Student Report**

*Nil*

**8. Principal Report**

*Led by Principal*

- Principal's report tabled.

**Motion: That the principal's report be accepted.**

*Moved: Kim. Seconded: Jaimee. All in favour. Carried.*

**9. Internal Evaluation**

*Nil.*

**10. Administration**

*Led by BOT Presiding Member*

- Motion: That the the November 8th, 2021 minutes be accepted as a true and accurate record.

*Moved: Kim. All in favour. Carried.*

- Matters arising:
  - The MoE mowed their properties near the school.
- BOT informed of relevant correspondence.

**11. PEB: Entered: 8.56pm Exited: 8.58pm**

- **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.

*Moved: Kim. All in favour. Carried.*

- Employment matters

**Date and key reporting/decisions for the 6th of December meeting:**

<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
Kim	Conduct skills analysis for help in deciding skills desirable in new trustee.	For next meeting.
Monica	Prepare credit card policy for trustee consideration.	For next meeting.
Chris	Procure quotes for carpark speed bumps. Procure quotes for painting A Block?	For next meeting. For next meeting.
Traci	Document point of contact information and forward to Duncan.	Before holidays.
Duncan/Traci/Lyndsay	Finalise Principal handover process document and forward to Trustees.	Now.
All trustees	Review Draft Budget.	Before next meeting.

**12. Meeting closed at 9:00pm**

*Next meeting: Early next year. Possibly Week 3 and week 7. TBA.*

Minutes are true and correct:



Duncan Coull  
**BoT Presiding Member**  
Date: 24.02.22



Kim Ingham  
**Meeting Chair**