

**Ōtorohanga College Board of Trustees**  
**Minutes**  
**30th August 2021**

**BOT Members:** Lorraine Fox (Chairperson), Chris van der Heyden (Staff Trustee), Emily O'Reilly (Student Trustee), Michael Ritch, Jaimee Tamaki, Kim Ingham and Duncan Coull.

**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**

*Led by Paul*

Karakia

Whanaungatanga

Thanks and acknowledgement to Lorraine Fox and Emily O'Reilly for their mahi.

**Apologies:** Traci Liddall

**Additions to the agenda:** Nil.

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

*Led by BOT Chair, Specialist Advisor*

- Discussion held on structure of governance: Lorraine submitted her resignation from the BOT, effective 1st October, 2021, as per her resignation email to the BOT on 25th August 2021. From BOT discussion the following was agreed: That the chair position be shared by co-chairs, due to individual's current commitments and the workload of the chair role. That a decision should be made immediately to enable Lorraine to provide a strong hand over and support to the incoming co-chairs and to ensure the BOT has a cohesive and solid governance plan moving forward. Traci to be sent a statement of intention at the earliest opportunity, change to be effective as of the next BOT meeting. Memorandum of understanding/delegations would need to be developed and agreed upon to ensure genuine structure to relationships and areas of responsibility. Legal points around co-chair roles discussed by Lorraine; the singular Chair role is only accepted legislatively and co-chair role is not legally valid. Paul Matthews recommended and spoke in favour of

Deputy Chair and Chair role, which would set up a constructive relationship with the Principal.

**MOTION: That Duncan Coull and Kim Ingham co-chair the BOT of Ōtorohanga College, with a statement of intention to be put forward to Traci Liddall by the end of this week/early next week.**

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

- Paul provided a governance and management summary.
- Lorraine advised on the progress of 2021 BOT Work and Reporting Plan. The July to December period is currently being refined.
- The BOT discussed preparation for the 2022 BOT Work and Reporting Plan.
- The Student Trustee Election process has stalled due to covid. Emily has offered to sit with the new Student Trustee to facilitate a smooth transition process.

- **Review:** the following policy was reviewed: **Behaviour Management**

*Moved for ratification: Lorraine. All in favour. Carried.*

Note: Hard to know which links are relevant to the policy under review on SchoolDocs, discussion to be held around best practice for policy review. Behaviour Management policy and procedures that sit beneath it appear to be effective as the number of suspensions to the BOT in the last 18 months have dropped significantly.

- **Decision:** That point h on page 2 of the Principal's Schedule of Delegations be included and updated delegations be ratified. Deferred to next meeting.
- The BOT discussed the public perception of Ōtorohanga College and future public relations, triggered by Cr Klos' comments regarding the College in local media. Cr Klos' comments are not supported by evidence and they are not the views held by the Ōtorohanga District Council. Going forward the BOT will implement new ideas and direction around reporting to the community and stakeholders.

### 3. Finance

*Led by Chair*

- Principal to confirm July bills were paid on the 20th of August. Deferred to September meeting.
- Chair confirmed July monthly statement received. Confirmed.

### 4. Property

*Led by Chris*

- Lorraine advised on progress of SIPS hall and foyer. Since the meeting with Kristina MacNaughtan progress is now being made. The BOT is now receiving regular updates, sound and lighting companies are keen to undertake the work.
- **Decision:** That Kim Ingham be delegated the responsibility of liaising with the Principal, and stakeholders (as agreed prior) on the SIPS/Hall project, with all reporting to be via the Principal.

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

### 5. Hostel/Hostel Review

*Led by Specialist Adviser*

- Paul provided report on Hostel Review. Paul is committed to maintaining momentum and listening and responding to the aspirations and needs of coastal whanau. It is critical that the BOT get the consultation and subsequent action right in this major strategic decision.
- **Decision:** That Jaimee Tamaki be delegated the responsibility of liaising with Paul Matthews, Hostel Reviewer, and stakeholders (as agreed prior) on consultation for the Hostel Review project, with all reporting to be via Paul Matthews.  
*Moved: Lorraine. All in Favour. Jamiee accepts. Carried.*

## 6. Employment

*Led by Specialist Advisor*

- Specialist Advisor's August report received.
- Lorraine confirmed there has been progress on all Staff Professional Growth Cycles, BOT requires assurance that a high quality system is in place.

## 7. Student Report

*Led by Emily*

Nil.

## 8. Principal Report

*Led by Principal*

- Report on progress towards 2021 targets NCEA will be taken as read.
- Term 2 Report on Target Students LK will be taken as read.
- Faculty Reports will be taken as read and the discussion will be deferred until a later meeting.

## 9. Internal Evaluation

Nil.

## 10. Compliance and hostel assurance

Nil.

## 11. Administration

*Led by BOT Chair*

- Chair moved that the August 05, 2021 minutes be accepted, with the following correction: Spelling of Tūrangawaewae be corrected.  
*All in favour. Carried.*
- Matters arising: Nil
- BOT informed of relevant correspondence. Monica and Lorraine to develop and implement a strengthened management system for inwards correspondence.
- Report on progress towards 2020 targets. Not discussed.

## 12. PEB:

- **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: Lorraine. All in favour. Carried.*

- **Employment matters.** BOT discussed ways that the BOT can support staff wellbeing. Are our systems, which include EAP and Health, Safety and Wellbeing policy, strong enough? Plus strong focus on pastoral care for all. Ascertaining staff wellbeing should be evidence based.

**Date and key reporting/decisions for the 27th of September meeting:**

WHO	WHAT	WHEN
Traci/Duncan/Kim	Develop MOU/delegations for co-chair role	ASAP
Monica	Investigate options and wishes for policy review.	Before next meeting.
BOT	Ratify change to Schedule of Delegations in September meeting.	Next meeting.
Kim	Liaise with Traci re. SIP Hall Project.	ASAP
Jaimee	Liaise with Paul re. Hostel consultation.	ASAP
Lorraine/Monica	Develop/implement a strengthened management system for inwards correspondence.	ASAP

**13. Meeting closed at 7.58pm**

*Next meeting: Monday the 27th of August, 6pm.*

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 27.09.21