

CONFIRMED MINUTES
Ōtorohanga College Board
5th July, 2022
5:30pm, College Board Room

Board Members: Chris van der Heyden (Staff Trustee), Lyndsay Kurth (Acting Principal), Chloe Cawte (Student Trustee) and Duncan Coull (Presiding Member).

In Attendance: Leighton Parsons (DP Curriculum), Vanessa Te Huia (DP Pastoral), Gillian Diprose (Specialist Advisor) and Monica Clark (BOT secretary).

Apologies: Jaimee Tamaki, Sonya Hetet, Micheal Ritch and Kim Ingham.

QUORUM NOT MET DUE TO WINTER ILLNESSES THEREFORE NO DECISIONS MADE AT THIS MEETING

Vision: Empowering learners to succeed.

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 Plan Priority Areas:

- **Learners At The Centre** - To provide a safe and inclusive learning environment where barriers to education are removed.
- **Learning Community** - To deliver effective teaching and quality learning experiences where learners strive for personal excellence.
- **Learning Partnerships** - To strengthen the partnership between home, school and the wider community to support learning.

Meeting opened: 5:40 PM

1. Opening and Karakia

Led by Duncan

Additions to the agenda: Nil.

- Leighton and Vanessa presented their mid-year Deputy Principal reports. The Board received these with appreciation and acknowledgment of the huge time and effort that goes into their reports and roles.

The following points were noted in regards to the **Curriculum Report:**

- Improvements have been made with regular communication with parents/whānau. Weekly Engagement Reports now also go to students enabling them to have ownership and awareness. Progress reports will be sent home

tomorrow along with freshly made tutorial videos on how to understand and interpret the reports.

- The best teachers are passionate, organised and they care. The College continues to focus on supporting the growth of great teachers.
- Staff have input into curriculum design. The College has secured MoE support for conducting a curriculum review, which will include whānau and iwi voice.
- The Pathways Centre has been pumping! The College works with students to ensure all Pathways are an option.
- The College ensures successes are celebrated, whether it is academic, sporting, cultural, attendance etc.
- Junior Academics: The data for achievement in literacy is still very bottom heavy. Any student needing support in this area has a personal learning strategy, co-constructed with teaching staff, whānau and the student.
- NCEA: All students at risk or with issues have individual learning plans in place.
- Attendance: Full school attendance is at 75.5%, which sits well below the 90% target.
- Are we heading in the right direction? The College is starting to see a positive shift in achievement. Will be pushing to use asTTle as a tool for assessment to enable collection of consistent, comparable data, which we can review internally to gauge our progress in meeting targets, and can also compare externally with other schools.
- **Areas identified where the Board could support Curriculum initiatives:**
 - **Invest increased financial support in B2 and the work that goes on there.**
 - **Investment in technology is always needed in subject areas, as it quickly becomes superseded i.e with software.**
 - **Investment in infrastructure needed as all exams will be sat online from 2024. Currently we have approx 65% of the devices needed, however some are inadequate (software/capabilities) or in a state of disrepair (missing keys).**
 - **Continue to fund Education Perfect, which is critical for next year.**
 - **Consider funding a Truancy Liaison position or supplying drivers to transport students.**

The following points were noted in regards to the **Pastoral Report**:

- It is crucial the Board have student wellbeing at the front of their mind when talking to the community, making decisions etc.
- All new students are supported in their transition to Ōtorohanga College, the College seeks to understand them and their individual needs. Some have an adapted timetable initially to enable them to ease into mainstream classes.
- All students are supported during their time at the College. Students are tracked to enable identification of needs, including those struggling, or those who need extension.
- The student leadership structure will be reviewed, i.e. is it still appropriate to have Head Boy and Head Girl positions, most schools have 'Head Students'. All students should have leadership opportunities.

- The Faculty led competitions celebrate diverse abilities.
- The College has several mentoring programs for students with the aim of all students having a mentor. All students should be supported, not just those struggling. Every teacher could have a small group of students that they meet with regularly during contact time. The community could be involved, i.e the Māori Women's Welfare League.
- A 'Getting Support' document went to parents/whānau and staff, so all know how to, and readily can, access appropriate support.
- All staff are part of the Pastoral team, we are all responsible for well-being.
- The responses from the Wellbeing Survey are in and will be unpacked with Staff. Some of it was concerning, but at least we know now and can work on it.
- The B2 class is working. Evidence shows accelerated learning, greater student self belief and many instances of behavioral incidences decreasing substantially.
- **Areas identified where the Board could support Pastoral initiatives:**
 - **Invest in Piata's time. She puts a lot of effort into organising lunchtime activities, an investment of one hour per week could enable this mahi to continue.**
 - **Invest in personnel.**
 - **Learning Support has \$1k, managed to get a grant for further \$3k, but more is needed.**
 - **The SENCO role has no remuneration attached.**
 - **Consider taking up a mentoring role.**
 - **Knocking on doors and driving the school van.**
 - **Postage for recognition postcards.**
 - **Increase the budgeted amount for Wellbeing. It currently sits at \$110 per week for the whole school, which is inadequate. If students are happy and well, learning falls into place.**
 - **Thrive: we have \$10k in the budget, which means Term Four will be unfunded.**

6:40pm: Vanessa and Leighton left the meeting.

2. Board Process, Planning and Training

Led by Duncan

- A date for a policy review and feedback workshop will be set via email .
- A Wellbeing target will be added to the 2022 Charter after the results of the Wellbeing Survey have been explored. Three targets, one from each Charter Goal will be co-constructed with staff.
- The Triennial Elections have been booked to be conducted electronically with myschoolelection.nz. Communications need to go to the school community. It will be discussed at the next meeting who will stand from the current Board to enable continuity planning.
- The Board reviewed the Investigating a Formal Complaint or Serious Allegation Policy, with the following points made: The Policy was complete with no areas vague. There were

concerns that the Raising Concerns Flowchart would be a barrier to parents wishing to raise concerns as it is too big and wordy. It was noted that we should have a quick, easy complaints raising reference on the College website.

3. Finance

Led by Lyndsay

- Lyndsay confirmed that the May bills were paid on the 20th of June and the April monthly statement was received.
- Lyndsay to talk with Accounting For Schools regarding late monthly statements and investigate Educational Services to use as an alternative.
- The 2021 Annual Report was tabled, acceptance to be minuted at the next meeting.

4. Property

Led by Duncan

- Healthy Homes remediation work on 65 Kakamutu Rd is well underway. Duncan and Chris will inspect to see what else needs to be done, with tree pruning and carpets already identified as requiring attention.
- The Board noted the unanimous approval of 10YPP by email on the 23.06.22.
- The Property Term Assurance was tabled.
- The Board was updated on the progress of the Hall Upgrade. Tenders will be finalised on Friday, the project is \$7k over budget at this stage, but a \$30-40k contingency amount is recommended. The Board will find the money to fund this amount rather than reduce the scope of the project.

5. Hostel/Hostel Review

Led by Lyndsay/Kim

- The Board discussed Hostel strategic planning, including outgoings and employment. The Hostel deficit is growing as Boarder numbers have dropped. Current Boarding fees don't cover staff costs. The Hostel Strategic Planning Team will meet with Roy and Caroline to discuss a sustainable operating model moving forward.
- The Hostel Term Summary was tabled. Lyndsay to thank Roy for his report. There is a drop in the number of Year 9s this year. There are eight expected to board next year.

6. Employment

Led by Duncan

- The Board discussed the progress of the Principal appointment process. All is on track. Lyndsay was recused for this discussion.
- The Specialist Advisor report was tabled. Gillian will attend the next Principal/PM Hui to discuss how we are tracking with our need for Specialist Advisor support.

8. Acting Principal Report

Led by Lyndsay

- The Acting Principal's report was tabled, with the following points noted:
 - The school roll sat at 270 as of the 29th of June, however there has been two enrolments since then.
 - Attendance is below target, we need someone with a strong relationship with whānau in the community out knocking on doors.
 - Lyndsay will seek NZSTA guidance on filling the two positions which are vacant due to internal promotion and the tragic passing of Lynn Donaldson as MoE approval needed.
 - A Wellbeing Survey was conducted with students and staff. The College will have more personnel onsite for next year to support any student disclosures.
 - The College has signed up to continue the NCEA Mathematics pilot next year. NCEA will send out an assessor to ascertain technological infrastructure capabilities. The College will receive 150 hours of PLD for applying NCEA changes within the curriculum.
 - Visits have been completed with our contributing Primary Schools, with just one school left to visit. Feedback from the Kahui Ako was very positive. A powerpoint with videos will be developed for future visits to enable potential students to have a mental picture of the College before attending.
- The following documents were tabled: MOE Attendance and Engagement Strategy, Te Awamutu News Article "College in the Zone", Curriculum Update and Pastoral Wellbeing Update.
- The Health and Safety Term Assurance was tabled. A 'Compliance' column will be added.

9. Internal Evaluation

Led by Duncan

- The Board discussed the NELP Reflection results. It was felt by some that they didn't have enough information to answer all questions, however this provides insight into where questions need to be asked. Feedback from Katie McQuaid (MoE) was that the Charter was good and reflected the NELPs. Moving forward, more stakeholder voice will be sought. Monica to follow up with those that haven't completed the reflection and send results to Duncan and Kim.

10. Administration

Led by Duncan

- **Motion:** That the May 31st, 2022 minutes be accepted as a true and accurate record. *Deferred to next meeting due to Board not meeting quorum due to illness.*
- **Motion:** That the May 19th, 2022 Special Meeting minutes be accepted as a true and accurate record. *Deferred to next meeting due to Board not meeting quorum due to illness.*
- BOT informed of relevant correspondence:
 - 10YPP Acceptance Letter
 - Novapay Payroll Letter

11. PEB: Entered: 7.58pm Exited: 8.02pm

- **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

Action points for the 5th of July meeting:

| WHO | WHAT | WHEN |
|----------------|---|---------------------|
| Monica | Coordinate date for Policy Review workshop | Immediate start |
| Lyndsay | Coordinate addition of Wellbeing target to charter. | Start of Term Three |
| Monica | Coordinate addition of 'raising complaints' information/process on College website. | Immediate start |
| Lyndsay | Review AFS/Educational Services | Immediate start |
| Duncan/Chris | Inspect 65 Kakamutu Rd property for further work needed. | Immediate start |
| Hostel SP Team | Meet with Roy and Caroline to discuss way forward. | Immediate start |
| Gillian | Attend Principal/Pm Hui to discuss support moving forward. | Next Hui |
| Lyndsay | Add 'compliance' column to H&S Term Assurance report. | Immediate start |
| Monica | Get NELPs reflection completed by all Board, forward results to Duncan and Kim. | Immediate start |

12. Meeting closed at 8:03pm

Next meeting: To be confirmed.

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 25.08.22