

CONFIRMED MINUTES
Ōtorohanga College Board
25th August, 2022
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Chloe Cawte (Student Representative), Michael Ritch, Jaimee Tamaki, Kim Ingham (Parent Trustees) and Duncan Coull (Presiding Member).

In Attendance: Tracey Burgess-Jones (NZSTA), Gillian Diprose (Specialist Advisor) and Monica Clark (BOT secretary).

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: 5:41 PM

1. Opening and Karakia

Led by Duncan

Apologies: Nil.

Not in attendance: Sonya Hetet and Chris Van der Hayden.

Additions to the agenda:

- Board approval for hall refurbishment.
- Quote for carpet
- Tournament week support

- Tracey Burgess-Jones spoke on Policy Review Practices with the following points noted:
 - Policies are at their most effective when used as living documents, i.e board decisions are viewed through the lens of the Strategic plan and policy framework. The board workplan should include a policy review cycle and the board agenda should contain items which are related to policies, as per the NZSTA example agenda.

- Schooldocs does not contain policies which outline how the board operates but the board can upload their own. School Docs is hard to navigate and the difference between policy and procedure is not clear.
- NZSTA resources contain a Governance framework which can be found on their website.
- The Board will look to create their own board policies using the NZSTA base documents (or others as fits) and will book an advisor to review once complete.

Tracey arrived at the meeting at 6:00pm and left at 7:00pm.

2. Board Process, Planning and Training

Led by Duncan

- Triennial Elections: Voting closes on the 22nd of September, 2022, at 4pm, with postal votes being accepted for five days after the election closes. Candidates to be invited to make a short introductory video for posting to social media. Monica to coordinate.
- The Board reviewed the Governance Statement. It needs updating to reflect the changes in legislation and the Education Act. A working group consisting of Jaimee, Lyndsay, Duncan and Gillian will amend the document and add references to Te Tiriti o Waitangi then forward to the rest of the Board for approval.
- An application for the Board to provide financial assistance to enable a Te Kūiti High School student to attend Tournament Week with the College team was declined due to it being deemed an inappropriate use of funds.
- The Charter/Strategic Plan with added Wellbeing Targets was tabled. The targets reflect areas of need identified in the Wellbeing Survey. Lyndsay to forward to MoE.

Motion: That the Board approve the Charter/Strategic Plan with the addition of the Wellbeing Targets.

Moved: Duncan. All in favour. Carried.

3. Finance

Led by Lyndsay

- Lyndsay confirmed that the June bills were paid on the 20th of July and the May and June monthly statements were received.
- The Board conducted a half yearly budget review, with the following points noted:
 - At the six month point the budget shows a surplus resulting from the MoE contribution to the Hostel. If that is taken out the College is running to budget. Accounting for depreciation, we should break even.
 - The Hostel shows a surplus from fees being paid on time and pathways funding of \$42,000.
 - Uncommitted funds are down from last year due to being utilised to cover the Hostel deficit.
 - Excellent staff management has helped keep expenditure within Staffing Entitlement requirements.
 - Technology expenditure is at 73% of yearly budget due to planned spending at the

start of the year to allow students use of the resources.
The Board commends management for how they have handled spending to this point.

Motion: That the Financials be accepted.

Moved: Duncan. All in favour. Carried.

- The 2021 Annual Report was tabled.

Motion: That the Board ratify the Annual Report.

Moved: Duncan. All in favour. Carried.

4. Property

Led by Kim

- Project Reports tabled. *Nil.*
- Healthy Homes remediation work on 65 Kakamutu Rd is nearing completion. Quotes were tabled for preparation and painting of the interior, \$10,495 and floor coverings, \$5,387.00.

Motion: That the above Quotes for preparation/painting and floor coverings be approved.

Moved: Duncan. All in favour. Carried.

- The Board reviewed the disposal and retention of school houses. Two are currently in the disposal process and should be sold by the end of the year. The Board considered the needs of future staff and the availability of desirable housing, current staff needs/demand for housing and the declining state of some of the housing stock.

Lyndsay and Kim will meet with Sophia (Property, MoE) with questions regarding the disposal process, including whether the College can sell older properties to fund the purchase of new/upgraded properties. Sale must be achieved by an open market process in order to fulfill the responsibility to maximise the value obtained, to provide the best outcome for the College and it's students. School house funds can't be used in the operating budget and must be used on College property. If able to get MoE approval get it in writing from a suitably experienced representative.

Motion: That the Board ratify a strategy of reducing the level of MoE and Board housing infrastructure to modernise facilities at the College.

Moved: Duncan. All in favour. Carried.

- Quotes tabled for painting of the Office Block, Music Block, Canteen Block, Hall and A Block. Chris to request inclusion for provision of higher scaffolding in the Office Block Quote. Monica to check policy on amount we can approve with only one quote.
- The Board was updated on the progress of the Hall Upgrade. The ceiling can not be suspended, it must be a direct fix which is more expensive. The architect missed two windows from the plans which will add another \$12,000. The Board must approve the

contribution of up to \$50,000 in overrun costs, to come from uncommitted funds, in order for the project to continue.

Motion: That the Board approve to support the expenditure of a Board contribution of \$50,000 to the Hall Project.

Moved: Kim. Seconded: Michael. All in favour. Carried.

5. **Hostel/Hostel Review**

Led by Lyndsay/Kim

- The Board discussed Hostel strategic planning, including outgoings and employment. An independent and experienced reviewer will be engaged to investigate current operating methods. Communications are underway with one potential candidate. The predicted number of students for budget modeling was 30, this needs to be changed to 20-25 to reflect current trends. Next steps: A hui will be held with coastal whānau and the wider community in September. The Board will seek to understand the aspirations of the community and what will add to the mana of coastal taura.

6. **Employment**

Led by Duncan

- The July 2022 Specialist Advisor report was tabled.

8. **Principal Report**

Led by Lyndsay

- The August Principal's report was tabled, with the following points noted:
 - Attendance continues to be a concern.
 - Some context needed in regards to how items relate to the Strategic Plan. Gillian to forward NZSTA checklist on Principal reporting requirements.
 - There will be a curriculum review hui in Week 8 with opportunities for staff, student, whānau and community engagement on future curriculum. Planning for implementation next year will commence in Term Four once changes are approved by the Board.
- There have been ongoing issues with the College WIFI, Lyndsay to sort with the Technical Lead.
- Equity Index confirmation was received from the MoE with the College being given a score of 511. Equity Index Information and Equity Index Transcript tabled. Lyndsay to check Isolation Index funding with Lisa.

9. **Administration**

Led by Duncan

- **Motion:** That the May 19th, 2022 Special Meeting minutes, May 31st, 2022 minutes and the July 5th, 2022 minutes be accepted as a true and accurate record.

Moved: Duncan. All in favour. Carried.

- Board informed of relevant correspondence:
 - Inward: Education Payroll - Lynn Donaldson
 - Outward: Duncan Coull - Meeting with ODC 12.08.22
Meeting held with Council to discuss options around Better Off Funding, which the Board supports as presented.

Action points for the 25th of August meeting:

WHO	WHAT	WHEN
Monica	Create Policy Folder.	Immediate start
Lyndsay	Coordinate addition of Wellbeing target to charter.	Start of Term Three
Monica	Coordinate candidate intro videos.	For Weds next week
Jaimee/Lyndsay/Duncan/Gillian	Review Governance Statement.	Immediate start
Lyndsay	Forward updated Charter to MoE.	Immediate start
Monica	Check quotation spending approval limits.	Immediate start
Gillian	Forward Principal reporting requirements checklist to Lyndsay.	Immediate start

10. Meeting closed at 8:34pm

Next meeting: Thursday 29th of September, 5:30pm

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 29.09.22