

## Ōtorohanga College Board of Trustees

### Agenda

25/03/2021

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

**In Attendance** – Paul Matthews (Specialist Advisor), Seilala Makasale (Minute 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 kit e whakamana – “Honour before Honours”

#### Strategic Priorities:

**Goal 1:** Kotahitanga: Providing effective governance

**Goal 2:** Rangatirantaga: “Building effective leadership and capacity at all levels

**Goal 3:** Whanaugatanga: 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/Whanaugatanga

Led by Mark Pitts-Brown

- a. Karakia

*Start time: 6.05pm*

- b. Apologies

*LF – running late (arrived 6.11pm)*

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

Led by BOT Chair, Specialist Advisor

- a. Trustees to declare any conflicts of interest

*Nil*

- b. Chair to advise on the casual vacancy on the BOT, BOT legalities not impacted. Once application arrived late

*Mark spoke with MOE and was advised to carry on until Triennials, any decisions that are made amongst the remaining board members will stack up, no legalities.*

- c. Confirm 2021 Charter and Targets complete and submitted to MOE

*Traci sent 2 days after meeting and confirmation received*

- d. Confirm preparation of annual accounts for Audit

*Accountants returning 12/13 (last week of term) with final for the Auditors. Due to MOE 1<sup>st</sup> May*

- e. Confirm all teaching certificates are current and valid

*TL: Yes all current. Teachers' Council has changed re-register to every year*

- f. Plan Policy review and compliance check plan

*Covered in the last meeting. Policy review is now built into Work Plan.*

*Compliance Plan – checklist making sure compliance charts achieved*

- g. Principal to move that the Finance and Property Management Policy be adopted

***TL move that property management Policy be adopted as the same format as currently is. 2<sup>nd</sup> LF – AIF***

*Review procedures same time as Policies are reviewed*

- h. Receive Specialist Advisor's report  
*PM: sent through on Monday*  
*Note: has been received and will be shared to the board members to read. Any queries, see Mark*  
*Lorraine to be attached to board chair emails for guidance*
- i. BOT training Tuesday 30<sup>th</sup> March 2021, Library
- *All BOT to attend*
  - *24 attending*
  - *Light refreshments will be provided*
- j. BOT recruitment
- *LF – Drawback with not recruiting replacements is the decision making would be light in terms of people contributing and if a trustee is away, it becomes lighter. (MPB updated LF on previous discussion (2b). If there are any persons interested and is worthwhile, then board may consider.*
  - *PM – Key guidelines is elected parent representatives should be the majority on the board. At the moment we are looking to fill 2 vacancies which is an issue.*
  - *LF – Open process up again, and extend the deadline. Still 1/3 of triennial to go*
  - *Election date to be decided by the board (63 days before election date, will add another 2 weeks to give us more time). Filling in 2 vacancies*
  - *Whanau hui wanted to know if they can be co-opted*
  - *RO – email will be sent to SM (paper trail)*

### 3. Finance

Led by Principal

- a. Principal to confirm that February bills were approved for payment electronically
- *Monthly shows overspent, but big purchases made at the beginning of the year which all evens out in the budget*
  - *TL confirm February bills have been paid*
- b. Principal to move that February statements be accepted  
***TL: move that February account be accepted as read. 2<sup>nd</sup> LF – AIF***  
***To do: email Accounts re: Pauls' invoice (1005) for last month has not been paid***
- c. Principal to advise regarding 2020 audit progress
- *Looking good, will meet deadline*
- d. Principal to move that Lorraine Fox be removed as signatory on the College bank accounts and be replaced by Mark Pitts-Brown  
***TL: move that LF be removed as signatory and replaced by MPB 2<sup>nd</sup> MR AIF***

### 4. Property

Led by Chris and Traci

- a. Principal to advise on asset register progress
- *Asset Register took place Wednesday/Thursday. Process is that they take serial numbers from devices. Awaiting final register to come in by end of term.*
  - *Staff still held onto devices (up to 30 was not accounted for)*
- b. Principal to advise progress on property contracts/5YA/SIPS work
- *New Property Manager – Sophia. Wants to be cc'd into any conversation /contact with Lee. Traci received a long list of questions with designer which goes to the architect/draughtsman. Advised that we need to see some plans/design/drawings by end of term. Do it once, do it right even if it means dipping into the 5YA.*

- *TL: Manage the demolition of C Block. Find a contractor/s to do the work and make money off salvaged parts.*
  - *Asbestos: In the ceiling can be vacuumed out.*
  - *Talk to Ram about options re: wood*
  - *PM: Retain plaque in C Block, framed and put in front. Need some parts of C Block to commemorate centennial*
  - *A Block – not finished. Fixed but not painted. TL to follow up with Hohimi*
- c. Principal to confirm progress regarding meeting with MOE/Property Manager regarding 10YPP and overall property plan including cyclical maintenance
- d. Principal to confirm status of cyclical maintenance plan and required maintenance (including variations)

## 5. Hostel

Led by Mark and Traci

- a. Mark to move that HBD report be accepted
- MPB move that report be accepted AIF***
- b. Chair to move that the BOT accept the Terms of Reference for the Hostel Review (Paul to recuse himself from this discussion/decision)
- *LF: sending draft report to members. Final Report due date changed to August. Questions have arisen. Proposing part of review is questioning and support network from coastal families.*
  - *Term of Reference is still a work in progress. Board is going to accept them in the next week or 2 and final version will be accepted by next board meeting and share with Paul.*
- To do: Emily, get feedback from students (mainstream and hostel)*
- MPB move that the BOT accept Terms of Reference for Hostel Review AIF***
- c. Discuss tenancy bond and rental for HBD
- *RW & CW will sign*
  - *Rent will be at market rate – 25%*
  - *Have been at hostel 9 years, waive bond*
- d. Hostel flat new tenant
- *Shirley Willison – Police vetted (still needs to be done at our school), whanau connected.*
  - *Healthy homes assessment – report has not been received*
  - *No insulation – needs to be done before tenanted*
  - *\$150 Rent fee NOT including Lines/power charges*
- MPB move that the rent for flat for Shirley Willison be \$150 per week and police vetted by the College - AIF***

## 6. Employment

Led by Traci and Specialist Advisor

- a. Principal to advise BOT of all resignations, positions still being advertised and filled
- *No resignations*
- Term II*
- *Down 1 Science Line*
  - *1 teacher considering lowering hours*
  - *1 accepted 'within School Lead'*

- *TL received in writing from Andrea that we can advertise for Science/Maths*
- b. Confirm status of Hostel staff appraisals
  - *TL: set up meeting with Roy to go over and update Hostel Staff appraisals*
  - To do: TL - Check CWs appraisal for Hostel*
- c. Confirm all teaching and support staff appraisals aligned to strategic priorities and are underway
- d. Confirm PCT Advice and Guidance programme
  - *In VTs report*

## 7. Student Report

Led by Emily

- a. Student voice on 100 minute periods so far
  - *Positives: covers more in class, more successful if using brain breaks*
  - *Negatives: hard to retain for long periods*
  - *Possibly: extend breaks, cutting whanau*
  - *Teachers & students not having enough time for breaks*
  - *TL confirmed break times are the same as last year. Morning Tea: 20 mins, Lunch: 40 mins. Only difference is that the break times have moved to earlier times.*
  - *Students would prefer to miss the 50 min periods (Friday) than the 100 minute periods*

## 8. Principal Report

Led by Principal

- a. Principal to confirm details around upcoming ERO visit
  - *No info yet*
  - *Roy is trialing a boarding a student management system which is talking with kamar (but separate from kamar) and free for this year.*
  - *Conversation with Jo/Paul/DP – attendance data showing attending at 90% and above. Move to next level down for bigger movement*
  - *Lock down drill – today 25/03/21*
- b. Receive review of Sport Report and review recommendations
  - i. Principal to move that the Review of Sport report and recommendations be accepted
    - *Carried over from last month. Proposal to put forward to the Board to agree on what the recommendations are. MPB & TL to go over and tweak*
- c. Confirm priority students identified, responsive plans in place and monitoring is underway

*TL: Move the report be accepted, 2<sup>nd</sup> LF AIF*

## 9. Compliance and Hostel

- a. Hostel Review Plan adopted
  - *Partially. Will happen in the next week or 2*
- b. Adopt policy review and compliance checks plan
- c. HR management in place
- d. Safety checking of staff
  - *No teaching staff in hostel*
- e. Hostel staff required HR policies, process and support in place
  - *Carried over*

## 10. Internal Evaluation

- a. Employer role question

*Carried over*

### 11. Administration

Led by BOT Chair

- a. Chair to move that the February 25 2021 minutes be accepted  
*Agree what's in Sports Review in terms of accepting the recommendations*  
*Subject to change*
- b. Matters arising
- c. BOT informed of any relevant correspondence
  - *ERO: Neil/Paul - Link will be sent to staff before next visit (last 2 days of term)*
  - *Mark Evans (investigator) acknowledged that things could've been done better as per complaint letter. Plan is to seek a broader view.*
- d. Letter from SSEP  
*Carried*

**MPB moved AIF**

**SM: left meeting: 8.20pm**

### 12. PEB

### 13. Date and key reporting/decisions for next meeting

- *No meeting in April due to school holidays*
- *Next meeting Thursday 27<sup>th</sup> May*

### 14. Meeting close

To Do	Date Completion
Suggestion from Jo Wilson: BOT public acknowledgement of staff by buying morning tea/Easter eggs to thank staff	
Email Lisa (Accounts) re: Pauls' invoice for last month	29/03/21
Order Samsung TV	
Traci: check CW appraisal for Hostel	
Emily: Get feedback from students regarding Hostel	

*Meeting closed: 8.40pm*

*Minutes are true and correct:*



*Date: 05/05/2021*