

Board of Trustees of Otorohanga College
Thursday 29th October at 6pm
Minutes

BOT Members: Lorraine Fox (Chair), Mark Pitts-Brown (Hostel), Chris van der Heyden (Property – Staff Trustee), Michael Ritch, Emily O’Reilly (Student Trustee), Shani Whitiora, Kelly Isherwood (Māori Liaison) and Traci Liddall (Principal). In Attendance - Paul Matthews (Specialist Advisor), Emma Rye (in support of new student trustee) and Shannon Hofer-Nigg (BOT Secretary).

Mission Statement: Ko te mana mo mua ki 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

Goal 4: Marau Matauranga: Building effective teaching practice at all levels.

Goal 5: Ka Hikitia: Relentless focus on sustained and accelerated student achievement

Meeting Opened: 6:01PM

1. Opening and karakia/Whanaungatanga

Karakia

Welcome to new student trustee Emily o’Reilly

Erin and Manaaki attending to offer thanks.

Andrea Pye in attendance.

Erin and Manaaki left 6:14PM.

- **Decision:** Chair to move that Emma Rye be granted speaking rights for the meeting
 - *MOVE - Emma be granted speaking rights for the meeting - Lorraine, AIF, Carried.*
- **Decision:** Chair to move that Paul Matthews to continue having speaking rights for the duration of the role as Specialist Advisor.
 - *MOVE - Paul to continue having speaking rights for the duration of the role as Specialist Advisor - Lorraine, AIF, Carried.*

Apologies from Shani. No apologies from Kelly.

- Complete first part of meeting process evaluation form

2. Board Processes, Planning and Training

Led by BOT Chair, LSM

- Trustees to declare any conflicts of interest
 - *No conflicts of interest.*
- Review task list from August meeting
 - *All tasks have been achieved or discussed later in the meeting.*
- Update on progress with website
 - *Referred to in Traci's report.*
- Propose parents, students and staff review the website early 2021
- Update on recent stand down and suspensions - PEB
 - *To be discussed in PEB.*
- *MOVE - The casual vacancy be filled by selection - Lorraine, AIF, Carried.*
- Chair/Principal to confirm ERO visit commences 30th November. Discuss expectations for BOT members
 - *ERO visit is four days after the November BOT meeting.*
 - *The college has received what the ERO inquiry involves.*
 - *The ERO will not be on the school campus on the 30th November however, they will be on school campus for the 1st and 2nd December.*
 - *Some BOT members to meet ERO at approximately 9:15AM on Tuesday 1st December 2020, after a 9AM greeting.*
 - *On Wednesday 2nd December 2:30-3PM, the ERO present their findings and the BOT is invited. Some representation from the BOT is strongly recommended.*
- Principal to advise regarding community survey outcomes - curriculum and JLP/timetable
 - *Deferred*
- **Decision:** Principal to move that the Timetable Policy be ratified (<https://otocoll.schooldocs.co.nz/>).
 - *Low class numbers*
 - *Currently, as protocol, if a class is less than 10 students, the class does not run or it is doubled up with another subject. It is recommended that this remain a protocol rather than a strict policy for flexibility purposes.*
 - *The timetable team are in the process of producing the first draft for HOF, set to be complete by Monday 2 November. The students have selected subjects and teachers have been allocated.*
 - *MOVE - Principal to move that the Timetable Policy be ratified - Traci/Chri, AIF, Carried.*

3. Finance

Led by Principal

- *Currently, the faculties have not used their budgets therefore, the college is progressing positively. The budget for 2021 is in the process of being started.*
- Confirming August and September accounts were approved for payment electronically
- **Decision:** Traci to move that August and September financial statements be approved
 - *MOVE - That the August and September finance report be accepted as tabled - Traci/Michael, AIF, Carried.*
- Principal to confirm what correct financial mechanisms are in place to ensure expenditure is consistent with budgets
 - *The Hostel expenses are on track according to the budget primarily due to the money received for COVID.*
- Shani and Kelly to inform BOT regarding progress on overdue fees PEB

- *Not present to inform the BOT however, only one family has set up an automatic payment despite the work that Shani and Kelly have done.*
- *The overdue fees seriously hinder the college's finances.*
- *Traci to draft a warning letter which will be forwarded to the respective families. A first letter is to be sent through the college accounts from Lisa. If the issue persists, this letter is to be followed by a letter from Traci and then a debt collector*
- **Decision:** Mark to move that any previous agreement or understanding that allowed any school or hostel payments or fees to be made in lieu of labour/in kind or work - be revoked and that prior clearance must be given by the Principal and/or the BOT, on a case by case basis.
 - *MOVE - Previous agreement or understanding that allowed any school or hostel payments or fees to be made in lieu of labour/in kind or work - be revoked and that prior clearance must be given by the Principal and/or the BOT, on a case by case basis - Mark/Chris, AIF, Carried.*
- **Decision:** Chair to move that accounting provider work in consultation with staff to present a draft 3 - 5 year budget forecast for comment at the November BOT meeting.
 - *MOVE - The accounting provider work in consultation with staff to present a draft 3 - 5 year budget forecast for comment at the November BOT meeting - Lorraine, AIF, Carried.*
 - *Traci to contact the accounting provider.*
- **Decision:** Chair to move that the accounting provider be asked to review the 2021 hostel budget
 - *MOVE - The accounting provider be asked to review the 2021 hostel budget - Lorraine, AIF, Carried*
 - *Traci to contact the accounting provider.*
- **Decision:** Mark to move that the hostel fees be increased by \$5 per week per student annually to cover the increased cost of living.
 - *MOVE - The hostel fees be increased by \$5 per week per student annually to cover the increased cost of living for 2021- Mark/Michael, AIF, Carried.*
- Principal to confirm 2021 budget preparations
 - *The 2021 budget preparations have started.*
 - *The primary change for 2021 is to remove the idea that a budget is a target and rather enforce that is need based.*
 - *Purchases made will be done such that everything is school owned as opposed to department owned.*
- Principal to confirm 2021 audit details
 - *Discussed in Traci's report.*

4. Property

Led by Chris and Traci

- Chair to propose that the removing C Block heat pumps be deferred until C Block is rationalised, and instead obtain quotes for new heat pumps to be installed in the classrooms requiring cooling during summer, to be ratified in November.
 - *Don't know when C block will be rationalised or the budget therefore, it is proposed that new heat pumps are to be installed.*
 - *The existing heating unit is good therefore, potentially only need cooling systems for the summer.*
 - *Chris to get quotes by the November meeting about the installation of 4 cooling systems and potentially a heat pump unit for the BOT room.*

- **Decision:** Principal to move that Harcourts take over property management of four BOT owned properties (including Hostel flatette) to include updating tenancy agreements, termly inspections and annual rental appraisal reviews, effective immediately. To be reviewed October 2021. 8.5% fee applies.
 - *There is an ongoing issues with rent, management, rental evaluations etc. Currently, everyone has contributed a portion rather than one person taking sole responsibility for the job therefore, things have fallen through the gaps.*
 - *Harcourts would ensure that the rent is up to date, healthy homes is satisfied, agreements are signed and inspections occur regularly.*
 - *The 8.5% is negotiable however, it is unclear whether this fee applies to the market rent value or the staff discount value.*
 - *Lorraine to keep in touch with Michele to continue the progress.*
 - *MOVE - Harcourts take over property management of four BOT owned properties (including Hostel flatette) to include updating tenancy agreements, termly inspections and annual rental appraisal reviews, effective immediately. To be reviewed October 2021. 8.5% fee applies - Traci/Mark, AIF, Carried.*
- Security alarm monitoring - more information to come
 - *The fire-alarms are not currently connected to the monitoring system.*
 - *The current security company does not provide consistent monitoring therefore, the college is considering another company, Central Security. Currently, there are negotiations for a monitoring package which includes the fire-alarm. If an alarm goes off, a guard will come down and analyse the situation before proceeding however, the guard does present an additional fee*
 - *Traci to return with prices in November.*
- **Decision:** Principal Traci to move that the quote for \$3375 to value all BOT owned properties and hostel be accepted to ensure buildings are insured for current replacement value.
 - *It is proposed that, instead of going ahead with valuations of BOT owned properties, that this money be put towards having an asset register established.*
 - *The school has not had an accurate asset register therefore, although costly, it will help with depreciation and 3 to 5 year forecast. Traci is to come back in November with a proposed evaluator.*
- Principal to propose that a heat pump and smart tv be installed in the boardroom. Principal to bring quotes for acceptance for November meeting.
 - *The BOT room is to be fitted with a Smart TV rather than the projector and a heat pump.*
 - *Chris is to get quotes on these two items and chairs to present to the BOT in the November meeting.*
- Principal to advise progress on property contracts/5YA/SIPS work
 - *To follow up SIPS in PEB.*

5. Hostel

Led by Mark and Traci

- **Decision:** Mark to move that HBD report be accepted
 - *Washing machines*
 - *The washing machines in the Hostel have broken down therefore, a new one is required. Two washing machines have been donated temporarily until a new one is provided.*
 - *A new commercial machine is to either be bought or rented.*
 - *MOVE - Proceed with a rental process for a commercial washing machine at \$80 + GST per month - Mark/Michael, AIF, Carried.*

- BOT to review next steps re. Hostel redevelopment
 - *To be discussed in PEB.*
- Mark and Michael to advise on hire criteria/set lease fee and bond
 - *Not discussed.*
- Kelly and Shani to update BOT on locating records from when Hostel was 'gifted' to the BOT in 2004
 - *Not present to update BOT.*
- Specialist Advisor and Principal to advise of pre ERO review of Health and Safety and Compliance documentation records related to Hostel
 - *A number of areas that need to be checked have been identified and will be updated prior to the ERO review next month.*

6. Employment

Led by Traci and LSM

- Principal to advised BOT of all resignations, positions still being advertised and filled
 - *No resignations.*
 - *Readvertised for Head of Maths.*
- **Chris** to ratify the casual appointment of Connaugh Liddall, Groundsman/Labourer, during the October school holiday period for up to 60 hours.
 - *Traci abstained from voting due to a conflict of interest.*
 - *MOVE - casual appointment of Connaugh Liddall, Groundsman/Labourer, during the October school holiday period for up to 60 hours - Chris/Mark, AIF, Carried.*
 - *Pay rate to be confirmed in PEB.*
- **Decision:** Principal to move that the BOT approve 60 hours of work for librarian to complete filing and archiving - pay rate discussed in PEB.
 - *MOVE - BOT approve 60 hours of work for librarian to complete filing and archiving - Traci/Michael, AIF, Carried.*
- PEB – Employment matters, include motion to go into PEB.
 - *Michael Left 8:02PM.*
 - *Andrea and Emma Left 8:03PM.*
 - *MOVE - Into PEB to protect the privacy of all natural persons- Lorraine, AIF, Carried.*
 - *Time In: 8:03PM.*
 - *Time Out: 8:24PM.*
- Principal, PM and BOT Chair to brief and update trustees on Principal appraisal.
 - *An interim report has been presented and discussed with Traci. The BOT will receive the final report.*
- Specialist Advisor report
 - *Has been shared and to be discussed in PEB.*

7. Student Report

Led by Emma

- Chair to advise the structure for student Trustee reporting to BOT
 - *When a strategy arises, Emily is to speak to peers across the school to gather the student voice to present at the next meeting.*
 - *Emily is to gather the student voice regarding the canteen and free food for schools.*

8. Principal Report

Led by Principal - covers progress related to strategic priorities, not already covered in meeting so far.

Strategic Priorities: Moving towards Principal's reports that will report against our strategic priorities:

- Review Canteen contract for term 4 and 2021
- Student focus groups
- Progress report on pastoral care network
- Review of sport -
- Principal to advise on progress of recommendations in Audit report
- 2021 predicted roll and staffing
- T3 report on target students
- Special needs and ESOL report
- Pathways report
- Review of present MU structure and proposals for changes for 2021
- T3 attendance report
- Confirm emergency planning and resourcing
- H & S report including 1st aid certificates and records
- Staffing profile for 2021 and positions advertised
- Progress report on literacy across the curriculum plan
- T3 interim department reports - defer to define BOT requirements of reporting.
- Pastoral report with recommendations for 2021
- Update on Food in Schools contract
- Report on SPANZ conference

- *A request was made that data being put forward, including attendance data, include recommendations for next steps.*
- *MOVE - Principals report for October be accepted - Traci/Chris, AIF, Carried.*

9. Administration

Led by BOT Chair:

- **Decision:** Chair to move that the August 27 2020 minutes be approved
 - *MOVE - BOT Minutes from the August 27 2020 Meeting be Approved - Lorraine, AIF, Carried.*
- Matters arising
 - *No matters arising.*
- BOT informed of any relevant correspondence inwards/outward

10. Internal Evaluation

- Complete 2nd half of evaluation form and hand back.

11. Date and key reporting/decisions for next meeting

- BOT to discuss plan for November hui in Kawhia (Shani to confirm venue booking)
 - *Details to be confirmed at a later date.*
 - *Other schools in the area need to be reminded that the BOT are meeting there.*
- Approve quotes for heat pump and smart TV for board room
- Approve quotes for new heat pumps in classrooms
- Set December meeting date @ Traci's - emergency, executive decisions only. Max 1 hour. Shared kai.
 - *Tuesday 15 December 6PM meeting.*
 - *Dinner at 7PM.*
- Farewell Emma
- Meeting close/karakia

Plan of Action:

Who	What	When
Chris	<i>Get quotes for the installation of 4 cooling systems for A block.</i>	<i>The next meeting.</i>
	<i>Get quotes for the smart TV, heat pump and chairs for the BOT room.</i>	<i>The next meeting.</i>
Lorraine	<i>Continue the Harcourts property management take over.</i>	
Traci	<i>Draft a warning letter which will be forwarded to the respective Hostel families with overdue fees.</i>	<i>The next meeting.</i>
	<i>Get in contact with the accounting provider regarding the draft 3 - 5 year budget forecast.</i>	<i>The next meeting.</i>
	<i>Get prices for Central Security.</i>	<i>The next meeting.</i>

Meeting Closed: 8:24PM

Minutes are true and correct:



Date: 26/11/2020