

CONFIRMED MINUTES
Ōtorohanga College Board
31st May, 2022
5:30pm, College Board Room

Board Members: Chris van der Heyden (Staff Trustee), Lyndsay Kurth (Acting Principal), Jaimee Tamaki, Micheal Ritch, and Kim Ingham.

In Attendance: 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: 5:37 PM

1. Opening and Karakia

Led by Kim

Apologies: Chloe Cawte (Student Trustee), Duncan Coull (Presiding Member).

Not in attendance: Sonya Hetet.

Additions to the agenda:

- i. 10YPP / Draft
- ii. EOTC approval

2. Board Process, Planning and Training

Led by Kim

- EOTC risk assessments for soccer, netball and skiing excursions were circulated to the Board via email. No issues raised.

Motion: That all three EOTC trips be approved.

Moved: Lyndsay. Seconded: Jaimee. All in favour. Carried.

- The Delegations of Authority document was finalised.

Motion: That the Delegations of Authority be approved.

Moved: Kim. All in favour. Carried.

- The Board finalised the 2022 Annual Work Plan. Kistopher will lead development of curriculum courses for 2023. Students will be supported in choosing their 2023 courses with the Careers Bus, which will be provided by the Ōtorohanga Employment Hub.

Motion: That the 2022 Annual Work Plan be accepted, subject to a system for reviewing policies being further developed.

Moved: Kim. All in favour. Carried.

- The Board ratified the 2022 Charter. A Wellbeing target will be added next week due to staff member being affected by covid.

Motion: That the 2022 Charter be ratified.

Moved: Lyndsay. Seconded: Jaimee. All in favour. Carried.

- The Board discussed policy review and the feedback process. There are four options, each with its own strengths and challenges. The Board will complete a NZSTA workshop to better understand requirements and the best way forward. The workshop should be one hour at the most, with time afterwards for discussion. Kim and Monica to organise. Will be on a Tuesday, could be via Zoom if required.
- The Board discussed the upcoming Triennial Elections and the new ability to have these done electronically. This was seen as a good way to make the process easier for the College and whānau, as long as all can access it. Whānau without internet access will need to be accommodated. Kim will inform Seilala as a courtesy. Thanks go to Seilala for her work as the Returning Officer in the past.

Motion: That the board appoints an accredited provider as their returning office to run electronic elections.

Moved: Kim. All in favour. Carried.

3. Finance

Led by Lyndsay

- Lyndsay confirmed that the March bills were paid on the 20th of April, the April bills were paid on the 20th of May and the March monthly statement was received. The April monthly statement was received at 5:50pm, Lyndsay to forward to Board members.
- The yearly Rental Property income statement was tabled. The 65 Kakamutu Rd property is unable to be tenanted as it does not meet the Healthy Homes requirements. Lyndsay received a quote for \$15,837 from Hokioi Builders to bring the building up to standard. No other quotes could be obtained due to the lack of available builders. \$8,700 will be paid from rent, the remainder will be paid from the capital budget, but will be 'paid back' from future rent. It is best to get this work completed ASAP to avoid further loss of rental income. Chris to liaise with the builder to get work underway. Lyndsay to forward quote to

Board members.

Motion: That the board engage Hokioi Builders to complete the work on the 65 Kakamutu Rd property to bring the building up to healthy homes standards and enable it to be rented.

Moved: Kim. All in favour. Carried.

- Lyndsay suggested it would be useful for the financial officer to be available during the financial section of the meeting. Lyndsay is delegated the authority to liaise with Lisa regarding this.
- The 2021 Audited Accounts will be finalised at the end of June. All auditors have been affected by covid, no schools will be penalised by this delay.

4. Property

Led by Kim

- The strategic property plan recommendation is yet to come. The first quote was received today for the reduced scope of works and looks to be at the right price. Two more quotes are pending arrival.
- The Board discussed the disposal of school houses. Two are already in the disposal process, the College should see the funds this year and they will be spent on property upgrades.

The College needs to balance the ability to have housing available for staff, the cost required to maintain the houses and the benefit of having funds available for property initiatives within the College campus. Some properties may be better to keep than others, the Board also needs to know how many should be retained in order to meet the needs of staff. Kim and Lyndsay will investigate options and present these to the Board.

- The Board discussed the Draft 10 Year Property Plan (10YPP). This was only received recently resulting in insufficient time for adequate consideration, with some areas raising immediate questions. Duncan and Kim will arrange a meeting with Sofia and Marika for clarification and will then report back to the Board. Questions were raised on whether the Board owns the Student Centre.

The Board will postpone visiting other schools until the 10YPP is finalised. Gillian to continue to liaise with schools regarding viewings.

The Auditors questioned Lisa around cyclical maintenance. Kim will follow this up with Gillian and an appropriately knowledgeable person.

5. Hostel/Hostel Review

Led by Lyndsay/Kim

- The Board discussed Hostel strategic planning, including outgoings and employment. Meetings have happened. Another strategic planning meeting is scheduled for Tuesday the 7th. Lyndsay and Kim will report back to the Board via email afterwards.

- Boardingware International Limited has been contacted by lawyers representing the College, no further correspondence has been forthcoming.

6. **Employment - Lyndsay recused herself at 7:18pm, returned 7:30pm.**

Led by Kim

- The Board discussed the progress of the Principal appointment process.
 - All stakeholder groups have been consulted with valuable feedback received, and people happy to have the opportunity to be involved. We are still awaiting lwi feedback, Jaimee to follow up on this. Collation of the results for each stakeholder group is either completed or underway, pending consultation end dates being reached.
 - The Board, except Lyndsay, will meet to craft a job description and person specification using qualities and competencies identified through the stakeholder consultation. Monica to notify participants.

Meeting: Tuesday the 7th, 6.30 in the College Board room.

8. **Acting Principal Report**

Led by Lyndsay

- Acting Principal's report tabled.
 - The school roll currently sits at 275.
 - Attendance is down compared with March data. This can partly be explained by covid and winter illness. Lyndsay is taking part in MoE webinars to address the issue of students that have not returned from covid lockdowns.
 - Literacy rates are of concern, measures taken to address this include: Using the Students Centre as a base for supporting Tier Three students to achieve accelerated learning progress; learning plans co-constructed with whānau, student and the SLT; PLD - staff are very motivated/engaged; and, engagement with the Kahui Ako. The Board needs to understand if all schools are equally affected by low literacy rates or if one or two schools need targeted support.
 - Teacher conferences: Consultation with staff underway. Will also go to parents.
 - Business Breakfast: The College would like to host this again, with more student voice and a presentation on NCEA qualifications to further businesses' understanding of them.
 - Transition to College: Talks to happen with all contributing primary schools. Lyndsay to investigate whether Information is sent to them on a regular basis.
 - Suzanne Wright, the Principal of Otewa Primary, interviewed past pupils in year 9 and 10 on how well the school prepared them for college. Lyndsay will speak to the Kahui Ako about this initiative.

9. **Internal Evaluation**

Nil.

10. Administration

Led by Kim

- The Google drive is not organised in the way we are currently working. Gillian's suggested file structure to be sent out to Board members. Monica to apply the changes, tweaks to be made if necessary.
- **Motion:** That the the April 5th, 2022 minutes be accepted as a true and accurate record, with the following corrections:
 - i. Correction of spelling of Gaeme McFadyen.

Moved: Kim. All in favour. Carried.
- The May 19th, 2022 Special Meeting minutes have not been viewed by all, will be confirmed at the next Board meeting. Monica to redistribute.
- Matters arising:
 - *NELPS feedback:* Monica to format the information as a Google Form and forward to Board Members.
 - *Feedback from Leaders of Learning Student Assessment evening:* Feedback was very positive. The Board were pleased to have met in a relaxed, supportive and safe environment and found the information shared incredibly useful. They were proud to see how passionate teachers were and how they owned the data, despite some of it not being 100% positive. Ngā mihi nui to the Ōtorohanga College staff for their presentations and their mahi with our rangitahi.

For future meetings it would be helpful to have the data before the meeting in order to be better prepared with questions, for the results to be further broken down over subject areas to better understand where help is needed and that these results be presented the same so they are easy to compare.

- BOT informed of relevant correspondence: Nil.

11. PEB: Entered: 8.11pm Exited: 8.19pm

- **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

Moved: Kim. All in favour. Carried.

Action points for the May 31st meeting:

WHO	WHAT	WHEN
Kim/Monica	Organise NZTSA Policy workshop	Immediate start
Lyndsay	Forward to Board members: April Monthly Statement, Hokioi Builders quote,	Immediate start

Chris	Liaise with Hokioi Builders to begin work	Immediate start
Lyndsay	Liaise with Lisa r.e. providing support in meetings	Immediate start
Kim	Present strategic property plan recommendations to Board members	When available
Kim/Lyndsay	Investigate disposal/retention of College/MoE properties and present options to Board.	For next meeting
Duncan/Kim	Meet with Sophia/Marika r.e 10YPP, report back to Board.	Immediate start
Gillian	Liaise with inspirational schools for property visits	As required
Kim	Investigate Cyclical Maintenance	Immediate start
Lyndsay/Kim	Report to Board r.e Hostel Strategic Planning	After Tues 7th meeting
Jaimee	Follow up with iwi r.e consultation	Immediate start
Board excl Lyndsay	Meet to develop JD and PS	Tuesday 7th June, 6.30
Monica	Google drive - forward Gillian's suggestions to Board, make changes to drive.	Immediate start
Monica	Format NELP reflection tool as Google form, forward to Board	Immediate start

12. Meeting closed at 8:20pm

Next meeting: Tuesday the 5th of July, 5:30pm.

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 25.08.22