

**MINUTES**  
**Ōtorohanga College Board**  
**13th November, 2024**  
5:30pm, College Board Room

**Board Members:** Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Yvonne Mita (Parent Representatives), Quincey-lee Marsters (Student Representative), Duncan Coull (Co-chair, Presiding Member).

**In Attendance:** Tanya Savage, Monica Clark (Board 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: 5:39 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** Aaron Cornelisson, Kim Ingham.

**Conflicts of Interest:** As per interest register. No new interests declared.

**Additions to the agenda:** Wilson Cabling quote.

- **Guest Speaker:** Tanya Savage, Rongohia te Hau provider.  
Tanya presented a Professional Development Strategy, furthering recent work completed on Rongohia te Hau, which will comprise of 270 hours of support across 10 staff hui over Terms 1, 2 and 3 next year as well as online resources and interaction. The quoted amount comes in under budgeted PLD spending and will give the College invaluable support to address the issues identified in the collected Rth data.

**Motion:** That the Board support this program of work, as presented, over 2025.

*Moved: Duncan. All in favour. Carried.*

## **2. Board Decisions**

*Nil.*

## **2. Board Discussions, Planning and Training**

*Led by Duncan*

- **Student Representative Update:** Warm welcome to Quincey-lee Marsters, in attendance at her first College Board meeting.
- Update on Strategy Hui: We have been advised to think in a 5 year timeframe, due to the changeable nature of the education landscape. The Student Leadership and Rongohia Te Hau teams to be invited to attend. Session for students to be held beforehand so they know what to expect.

## **3. Policies and Assurances**

*Led by Duncan*

- **Policy for review:**
  - Managing Income and Expenditure
  - Financial Conflicts of Interest
- **Board assurances:** as per Principal's Report, reviewed and discussed.

**Motion: That the policies and assurances be accepted as presented.**

*Moved: Duncan. All in favour. Carried.*

## **4. Finance**

*Led by Lyndsay*

- Lyndsay confirmed that the October bills were paid on the 20th of the month following and that the September and October monthly statements were received.
- We are tracking well relative to budget. Depreciation is up, due to replacing assets resulting in increased total asset value, thus increasing depreciation.
- The Board noted the following resolution/s made via email:
  - 21.10.24 - Approval of September Accounts to Pay
  - 25.10.24 - Approval of the purchase of a school van

**Motion: That the additional cabling, as outlined in Wilson's Quote, be accepted.**

*Moved: Lyndsay. Seconded: Duncan. All in favour. Carried.*

**Motion: That the financial reports be accepted.**

*Moved: Duncan. All in favour. Carried.*

## 5. **Property**

*Led by Duncan*

- **Property update:**

- Hostel - We will be unable to retain parts as this will incur greater cost than benefit, so facilities will have to be built if the College progresses with the idea to develop an Ag department. The Hostel flat will need to be closed off.
- School Houses - The issues faced with selling have not been resolved. \$1.5 million is allocated for the Science Block, we have some funds in reserve to act as a buffer if houses are not sold quickly.
- A Block refurbishment - Quotes presented for painting and carpeting, with Option A, to complete the remainder of the corridor, including the two entrances – to the quad and the left of A Block, and Option B, to also include the remaining offices and toilets. Lino will be replaced in the toilets if required, Lyndsay to seek quote if necessary. Plumber to check facilities to ensure all plumbing is up to scratch before work begins.

**Motion: That the Board supports Option B.**

*Moved: Duncan. All in favour. Carried.*

## 6. **Principal Report**

*Led by Lyndsay*

- **Principal's report:** tabled and discussed. Hazard incidents are well down, a full H&S walkthrough has been conducted recently. Annual leave: there will be a schedule to cover alarms and responsibilities so annual leave can be taken. Healthy School Lunches: Webinar attended, the College will receive prepared and heated lunches, with rubbish collected for recycling by the provider.

**Motion: That the Principal's report be accepted.**

*Moved: Duncan. All in favour. Carried.*

## 7. **Administration**

*Led by Duncan*

- **Motion: That the October 16th, 2024 Minutes be accepted as a true and accurate record.**  
*Moved: Duncan. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action Points reviewed.
- Agenda items for next meeting: *Nil.*

## 8. **PEB: Entered: 7:39pm, Exited 7:43pm**

**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.

a. Employment

*Moved: Duncan. All in favour. Carried.*

**9. Meeting closed at 7:44pm**

*Next meeting: Wednesday the 11th of December, 5:30pm.*

*Junior prizegiving: Friday the 13th December, 9:30am, Duncan to Share a few words.*

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 11.12.2024