

**MINUTES**  
**Ōtorohanga College Board**  
**21st March, 2024**  
5:30pm, College Hostel

**Board Members:** Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Aaron Cornelisson, Yvonne Mita (Parent Representatives), Kim Ingham (Co-chair) and Duncan Coull (Co-chair, Presiding Member).

**In Attendance:** Stoffel Wilken (DP Student Achievement), 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: 5:35 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** *Lisa Koppens, Vanessa Te Huia*

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

**Additions to the agenda:** *Nil.*

**Guest Speaker:**

- **Stoffel Wilken: Analysis of Variance**

Vanessa apologised that she was unable to attend to support Stoffel in presenting the AoV. While there have been positive shifts in levels of attendance, achievement levels in core subjects remain concerning. This is an issue nationwide, not only for Ōtorohanga College. For some students, particularly year 10 males, results were more reflective of attitude rather than ability. The College is working closely with a Student Achievement Function (SAF) Facilitator to get a robust achievement tracking system in place and strengthen and enhance planning documentation. The College supports the learning of accelerated students with activities such as the Genius League and external academic opportunities.

*Kahui Ako:* Review/strengthening required in how we share strategies and support each other. Possibility of establishing highschool clusters to be explored. *Staffing:* Relief teachers remain hard to find. Staff need planning and non-contact time to better support students. The Board appreciates staff efforts, and their covering of classes while two teachers were recruited to meet the demand of increased enrolments. The Board would like to support Staff morale with provision of morning tea? A coffee machine? Staff suggestions to be called for.

**Next steps:** The College will be taking serious steps to address achievement levels.

*Staffel joined the meeting at 5:55pm and left at 7:00pm.*

- **Lisa Koppens: 2024 Budget**

*Lisa unable to attend.*

## 2. Requirements for the first meeting of the year

*Led by Lyndsay*

- **Appointment of Presiding Member**

**Motion: That Kim Ingham and Duncan Coull be nominated as co-chairs.**

*Moved: Yvonne. Seconded: Michael. All in favour. Carried.*

**Motion: That Duncan Coull be nominated as the Presiding Member.**

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

- The following agenda items were deferred until the next meeting:
  - 2.b. Review code of conduct
  - 2.c. Review delegations
  - 2.d. Review conflict of interest register and conflict of interest policy
  - 2.e. Board to review/adopt the 2024 Board Work Plan and review programme

## 3. Board Decisions

*Led by Duncan*

- **EOTC Events:** The EOTC request documents for Netball Tournament Week and Soccer Tournament Week were reviewed by the Board and accepted as presented.

**Motion: That the Netball Tournament Week and Soccer Tournament Week EOTC documents be approved.**

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

## 3. Board Discussions, Planning and Training

*Led by Duncan*

- **Strategic Planning:** The updated Strategic Plan was tabled. The Board to complete the Governance Actions and Success Measures section before Tuesday next week. Lyndsay to wordsmith contributions, then to be circulated for final approval via email.
- **Student Representative update:** Expressions of interest to be called for. Board to also be aware of succession planning and the need to develop upcoming Board members. Back-up suspension hearing support required.
- **Community consultation and engagement plan:** Board Update to go out. Possibly to go in the KC News.

#### 4. Policies and Assurances

*Led by Duncan*

- **Phones away for the day:** the new policy has been shared with parents and the College Community.
- **Policy for review:** Te Tiriti o Waitangi, Board Responsibility, Documentation and Self-review policy. *Deferred until next meeting.*
- Assurances: Accepted as presented in the Principal's report.

**Motion: That the assurances be accepted.**

*Moved: Lynsday. Seconded: Michael. All in favour. Carried.*

#### 5. Finance

*Led by Lyndsay*

- Lyndsay confirmed that the November, December, January and February bills were paid on the 20th of the month following and that the November through to February monthly statements were received.
- The Board ratified the resolutions made via email for November, December and January Accounts to Pay.
- The February accounts were discussed. Expenditure on a door was queried, due to being a large amount. The expenditure was necessary and appropriate as it is a double door constructed of safety glass.
- The Board reviewed the Draft Annual Financial Statements (AFS), guided by Aaron. The AFS shows a surplus for the year due to Better Off Funding allocated to projects but yet to be spent. There were two minor corrections noted, including the spelling of "Kurth" and board term expiry dates. BOF put the College in a strong financial position to be able to invest resources back into students.
- **Motion: That the Draft Annual Financial Statements be approved as presented.**  
*Moved: Duncan. All in favour. Carried.*
- **2024 Budget:** The 2024 Budget was reviewed with the following noted:
  - There can be issues predicting student numbers so conservative figures were used. Predicted income is in line with last year, expenses have increased. While Operating costs will be covered, we will draw on reserves to fund progression of CapEx projects. Funds are needed to cover Hostel redundancy costs, but will be less than the ongoing losses from operation. Work still to be done finishing off Office Block and road frontage.
  - Lisa and Lyndsay to meet with Sashtree next week to go through BOF. BOF has supported spending on infrastructure and capital which will be used for years to come. Funding will be drawn down upon for planned projects throughout the year. Funds must be spent by 2025.
  - Staff have submitted applications for class equipment and resources.
  - An extra \$10k needs to be allocated to finishing off the Quad upgrade, which will mean CapEx also needs to be increased, from \$127k to \$137k.

**Motion: That the 2024 Budget be approved.**

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

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

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

## 5. Property

*Led by Kim*

- **Property update:** P2 projects are all complete and work is beginning on the new Science block, which will be funded through 5YA and sale of school houses. Work is progressing on the provision of extra toilet facilities. The current 5YA ends in July 2025.
- **School Houses:** Remediation work progressing well.
- **Motion: That proceeds from the sale of school houses be tagged for the Science block.**

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

- The Board noted the following resolutions made via email:
  - 13.03.24 - Quote for additional security cameras.
  - 16.01.24 - Admin block carpet/Autex, including quote for works.
  - 19.12.23 - Building works for the Hub in B Block, including quote for works.

## 6. Hostel

*Led by Duncan*

- **Alumni Celebration:** to be organised, to be held before June. Board working group to be established, including Roy and Caroline.
- **Hostel grounds and buildings:** The College needs to plot a way forward for Hostel grounds and buildings. The buildings potentially have further life as emergency or transitional community housing, provided they can be relocated, or for use in a College agricultural facility and/or Year 13 common room.

## 7. Principal Report

*Led by Lyndsay*

- The March 2024 Principal's report was tabled and taken as read.  
**Motion: That the recommendation for jackets from Haddads be approved as presented.**  
*Moved: Duncan. All in favour. Carried.*
- The 2024 Professional Growth Cycle was discussed. Julie Earl has completed the ERO report which has been signed off by Duncan. Julie will now work alongside the College to complete the enquiry into planning, assessment and reporting. AoV documents will be shared with Julie, results to be worked on with ERO and SAF - who are also able to tap into other supports.
- Board to note resolution made via email:
  - 26.01.24 - [Approval to appoint SAF Support, Mara Salesa.](#)
- **Motion: That the Principal's report be accepted.**

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

## 8. PEB:

*Nil*

**9. Administration**

*Led by Duncan*

- **Motion: That the December 20th, 2023 and the November 30th, 2023 Minutes be accepted as a true and accurate record.**  
*Moved: Duncan. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence:
  - Inward: *Nil.*
  - Outward: *Nil.*
  - Internal:
    - i. 20.02.24 Kim Ingham - [Property Update](#): Toilet facilities
- Action Points reviewed.
- Agenda items for next meeting: *Nil.*

**10. Meeting closed at 8:40pm**

*Next meeting: Wednesday the 10th of April, 5:30pm to 6:30pm.*

*Board meetings to be held on Wednesdays, Week 5 and Week 10 of every Term, at 5:30pm.*

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 10.04.24