MINUTES
Ōtorohanga College Board
9th September, 2025
4:30pm, Board Room, Ōtorohanga College

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Kim Ingham (Acting Presiding Member), Cheryl Clark, June Davis, Michael Woodward (Parent Representatives) Duncan Coull (Co-opted).
In Attendance: College Head of Faculties (HoFs), Deans, SENCOs and 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: 4:31 PM

1. Opening and Karakia
Led by Kim
Apologies: Neven Harland, Duncan arrived at 5:46pm
Declarations of Interest: *Nil.*
Additions to the agenda: *Nil.*
Leadership Presentations: Reporting To The Board
The Deans, HoF's and SENCO reported to the Board on attendance and achievement data, captured in notes: 09.09.25 - Reporting To The Board. A huge thank you to staff for their presentations. To be repeated in Term One and Three 2026, DPs to present in Term Two and Four.

2. Board Decisions
Led by Duncan
- **Moved: That Michael Woodward be nominated as Presiding Member. Duncan to chair remainder of the meeting.**
  Moved: Kim. Seconded: Jen. Accepted: Michael. All in favour. Carried.

3. Discussions, Planning and Training

Led by Duncan

- **Deferred:** The following agenda items were deferred to next meeting. Interests policy to be shared via email.
    - Board to approve Code of Conduct.
    - Board members to declare any Interests.
    - Board to review Delegations.
    - Board to review Remuneration Policy and payments.
- **Annual Work Plan:** Shared. December meeting to be changed to the 2nd of December.
- **NZSBA learning opportunities:** Shared.
- **Student Election update:** Thank you to all students who put their name forward. Congratulations to the successful candidate, Jessica Buckley.
- **Community Consultation ahead of the 2026-28 Strategic Plan:** Jo WIlson to be asked to put a plan together to gather stakeholder voice and return to the Board with a proposal.
- **Te Kōhanga reo ki Tārewanga:** An intention has been expressed regarding shifting Hostel Buildings to the marae or where C Block currently stands, with the intention of creating a health space, Māori unit, kohanga reo and/or kura kaupapa. Tārewanga would need to apply to the MoE for approval. The Board agrees in principle that Tārewanga can have the buildings to site on its own land - with a timeline attached. Otherwise, the proposal is worth exploring, but need we need to first understand:
    - Implications from a legal standpoint,
    - The College's Strategic Plan must be in place first, to ensure the space isn't required for our own initiatives, and
    - If Plan A and Plan B couldn't happen - what would Plan C be?

4. Policies and Assurances

Led by Duncan

- **Policies reviewed:** *Nil.*
- **Board assurances:** Presented, as per Principal's report.

Moved: That the Assurances be approved.

Moved: Michael. All in favour. Carried.

5. Finance

Led by Duncan

- Lyndsay confirmed that the July bills were paid on the 20th of the month following and the July monthly statements were received.
- **Budget:** Expenses are below budget, leaving us in good shape to complete the planned property projects.
- **Ratified:**
    - 15.08.2025 Approval of July Bills to Pay

Moved: That the financial reports be accepted and the Bills to pay be ratified.

Moved: Duncan. Seconded: Michael. All in favour. Carried.

6. Property

Led by Kim

- **Property update:** Verbal property update given. Jason McCarthy and Colliers have received MoE sign off. Agreement to be forwarded to Michael to sign. Science Project Meeting to be held, Michael to be included. Property plan to be developed for next.
- **Ratified:**
    - 02.09.25 email motion for sale of 20 Gradara Ave.

Motion: That the property report be accepted and email motion be ratified.
Moved: Kim Seconded: Duncan. All in favour. Carried.

7. Principal Report

Led by Lyndsay

- **Principal's report:** tabled.
    - Attendance Management Plan is looking great, now with Vanessa for final review, to be approved at next Board meeting.
    - Absences for CAAs: will be reviewed further to understand why some students did not attend as the next opportunity to sit is not until next year.

Motion: That the Principal's report be accepted.
Moved: Lyndsay. Seconded: Duncan. All in favour. Carried.

8. Administration

Led by Duncan

- **Motion: That the 12th of August, 2025 Minutes and the 24th of August, 2025 Special Meeting Minutes be accepted as a true and accurate record.**
  Moved: Michael. Seconded: Duncan. All in favour. Carried.
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action Points reviewed.
- Agenda items for next meeting considered.

8. PEB: *Nil.*

9. Meeting closed at 8:02 pm

Next meeting:

- Tuesday 4th November
- Tuesday 2nd December

Minutes are true and correct:

Michael Woodward
Ōtorohanga College Board
Presiding Member
Date: 04.11.2025