

MINUTES
Ōtorohanga College Board
5th March, 2025
5:30pm, College Board Room

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

In Attendance: Stoffel Wilken (Deputy Principal 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: Quincey-lee Marsters.

Conflicts of Interest: *Nil.*

Additions to the agenda: Budget, sign off for audit process.

Guest Speaker: Stoffel Wilken - NCEA

Stoffel presented the 2024 NCEA results, and went through comprehensive next steps and areas of responsibility for ensuring students have the best opportunity to achieve moving forwards. Stoffel to report student results every term.

Stoffel left the meeting at 7:00pm.

2. Discussions, Planning and Training

Led by Duncan

- The Board considered succession planning. Skills matrix for board needs to be developed.
Motion: That the Triennial Election date be set as the 10th of September, 2025, and the Student Election date be set as the 4th of September, 2025.
Moved: Duncan. All in favour. Carried.
- The Board reviewed the Code of Conduct. Principal/PM hui to be held earlier to ensure Board docs are available to all with enough time to properly review them.
Motion: That the Code of Conduct be accepted and endorsed.
Moved: Duncan. All in favour. Carried.
- Board to review [delegations](#). Updates are required, to be presented at next meeting.
- The Board reviewed the [conflict of interest register](#), noting it is all correct as it stands.
Motion: That the Conflict of Interest register be approved as presented and updated as/when conflicts arise.
Moved: Duncan. All in favour. Carried.
- The Board discussed College Safety. There are strong policies and procedures in place but the College needs to ensure we are doing the best we can to ensure the safety of staff and students. After any drill a KISS document goes to staff, with feedback sought and implemented. After the fighting incident, management reviewed the lockdown procedure (in class and out of class) and phone policy. Information posters were updated. The SLT met with police, students, whānau, and Board and community members. Additional security cameras were installed and some were repositioned for better coverage. A site map was also reviewed with out of bounds areas and areas students congregates assessed.
 - The College will approach MoE or another organisation better equipped to help. Yvonne to see if TNN Trust is able to support the College with this from a te ao maori aspect.
 - **Motion: That Yvonne and Duncan be delegated the authority to work through a review of safety and security.**
Moved: Kim. Seconded: Michael. All in favour. Carried.
- The 2024 Analysis Of Variance, 2025 Strategic Plan and 2025 Annual Implementation Plan were covered in the Principal's report.

3. Policies and Assurances

Led by Duncan

- **Policies reviewed:** Health, Safety and Welfare, Safety Management System. More work to be done on ensuring the College is doing all it can to ensure safety of staff and students.
- **Board assurances:** *Nil.*
- **Board aware of:** Closing for Instruction criteria changes. Two half days scheduled at present for curriculum and vocational pathways, on the 7th of May and the 23rd of July. Six weeks notice to whanau required. There are an additional four half days available which are not needed at present.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the November, December and January bills were paid on the 20th of the month following and the November and December monthly statements were received.
- The Board noted the following resolution/s made via email:
 - 13.11.24 - Approval of October Accounts to Pay
 - 16.12.24 - Approval of November Accounts to Pay
 - 13.01.24 - Approval of December Accounts to Pay
- **2025 Budget:** Was thoroughly reviewed. There is still an amount of capital expenditure in the budget, due to BoF funding, which makes it look worse than it is. We will spend approx \$100k more than income, but this reflects the Boards strategic aim of developing a modern learning environment and is funded by reserves not operating expenditure.
 - There are still costs associated with the Hostel remaining onsite, equating to upwards of \$16,000 per year. We need to move to getting the MoE to take ownership. Chattel stocktake to be shared with the board, then divesting of chattels to begin.
Motion: That Hostel utilities be disconnected, then insurance be discontinued. Ongoing costs to be removed from the Budget.
Moved: Duncan. All in favour. Carried.
 - Power - costs are expected to rise. We can ask the MoE to review the amount they give us, or possibly combine with local schools for joint tender savings.
 - Kim to follow up on toilet block - purchase has been previously approved.
 - Repairs and maintenance costs are up, due to removal of radiators etc, to enable painting and renovations.
 - Depreciation costs need to be increased due to the amount invested in upgrades recently.
 - Staff development costs need to be reviewed, along with PLD policy.
 - Lyndsay delegated the authority to refine the budget, then return the revised version to the board.

Motion: That the Board is happy to approve a breakeven operating budget.

Moved: Aaron. Seconded: Kim. All in favour. Carried.

Motion: That the 2024 Draft Annual Accounts 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:** Property report tabled. Staff toilets - appreciation received from staff. The decision regarding vinyl for the Canteen has been deferred.
- The Board discussed the next phase for refurbishments, the Hostel flat and shelter options for students.
- The Board ratified the approval for the [sale of MOE Property, 39 Mountain View Road](#).

Motion: That the property report be accepted.

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

6. Principal Report

Led by Lyndsay

- **Principal's report:** tabled and discussed. The roll now at 366.
 - Strategic Plan/AIP/AoV discussed. Due to MoE 31st March. Mostly done, just needs refining/formatting. Plan moving forward to include keeping our community informed, supporting accountability with student achievement and continuing to upgrade the environment in which our students and staff operate.
 - Discussion held with Nicki Dealy, ŌDC r.e. opportunities for students to connect with the community, including Beattie Home, the Menshed and making a new Kāwhia sign.
- Board to note resolution via email [Approval of Professional Development](#).

Motion: That the Principal's report be accepted.

Moved: Duncan. All in favour. Carried.

7. Administration

Led by Duncan

- **Motion: That the December 11th, 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: 8.44 Exited:9.18pm

- **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. Matters relating to:
 - Employment
 - Fighting incident

Moved: Duncan. All in favour. Carried.

9. Meeting closed at 9:20 pm

Next meeting: Thursday, 1st May, 2025

Minutes are true and correct:

A handwritten signature in cursive script, appearing to read 'D Coull', followed by a period.

Duncan Coull

BoT Presiding Member

Date: 01.05.2025