

MINUTES
Ōtorohanga College Board
1st May, 2025
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Quincey-lee Marsters (Student Representative), Lyndsay Kurth (Principal), Michael Ritch, 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: Aaron Cornelissen

Declarations of Interest: *Nil.*

Additions to the agenda: *Nil.*

Guest Speaker: Stoffel Wilken - NCEA

Stoffel presented the Senior Schools vocational pathways curriculum.

Motion: That the Board fully supports pursuing a vocational pathways curriculum, as presented.

Moved: Duncan. All in favour. Carried.

2. Board Decisions

Led by Duncan

- Approval for the UNISS Netball Tournament: LK is the teacher in charge of netball. Accommodation will not be shared, which reduces risks. Sponsorship amount to be considered for budget next year.

Moved: That the EOTC UNISS Netball Tournament be approved.

Moved: Duncan. All in favour. Carried.

- **2025 Annual Plan:** At the end of this year the Strategic Plan will need to be redone for next three years, to be implemented in 2026. The focus will be attendance and achievement. The Board will conduct quarterly/termly reviews on how they are meeting the Strategic Plan Governance Pillar in the Annual Implementation Plan.

Moved: That the Annual Plan 2025 be approved.

Moved: Duncan. All in favour. Carried.

3. Discussions, Planning and Training

Led by Duncan

- **2025 Board work plan:** to be approved at next meeting.
- **2025 Board Elections:** The Board will run an information evening, covering what school board governance entails, our vision and the skills required. These include: financial knowledge, te ao maori knowledge, chair experience, community connection. Community to be invited to the next few Board meetings for anyone interested to experience what it is like. A buddy system will be implemented post elections to support new Board members.

4. Policies and Assurances

Led by Duncan

- **Policies reviewed:** Risk Management and Healthcare.
Reviewed, comments collected through SchoolDocs. Some parts need to be flexible to the issue and the time it happens, e.g. a lockdown during break times needs to be managed differently than one during class.
- **Board assurances:** As per Principal's report.

Moved: That the Policies and Assurances be approved.

Moved: Duncan. All in favour. Carried.

5. Finance

Led by Lyndsay

- Lyndsay confirmed that the February and March bills were paid on the 20th of the month following and the January, February and March monthly statements were received.

- The College finances are in good shape with no concerning anomalies.
- 2025 Budget: Reviewed. Budgeted amount to support sports teams to be looked at at the end of the year, for implementation in the 2026 financial year.
- Annual Accounts 2024: Reviewed. The cyclical maintenance amount relates to painting. Figures in the 10YPP are incorrect - Kim to correct these. Duncan and Lyndsay to sign on behalf of the board.

Moved: That the 2025 Budget be approved.

Moved: Duncan. All in favour. Carried.

Moved: That the 2024 Annual Accounts be approved.

Moved: Duncan. All in favour. Carried.

6. **Property**

Led by Kim

- **Property update:** Property report tabled, with the following of note:
 - T4 has now been repurposed as a classroom and needs curtains.
 - Board to consider whether to recarpet B Block and if this is fiscally achievable.
 - Science block project: Due to a change in rules, the architects are now unable to sign off MoE paperwork. Colliers can complete the documentation on our behalf.
- **The process for dispersal of Hostel assets:** On the 24th of this month representatives from coastal marae will be given the opportunity to take fixtures / fittings. A plumber and gas-fitter will be onsite to assist. The next wave to be invited after that, then plan to be made for building. Duncan has registered his interest in possibly considering purchasing the bedsit. Insurance will be cancelled once utilities are disconnected.
- **Staff room upgrade:** Quotes for furniture, vinyl, carpet and paint tabled. This will be revisited mid-year when we have a better understanding of where we are with the budget.

Motion: That the property report be accepted.

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

Motion: That the process for dispersal of Hostel assets be approved as presented.

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

Motion: That the purchase of curtains for T4 be approved.

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

Motion: That Colliers be appointed to project manage completing the documentation for MoE.

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

7. Principal Report

Led by Lyndsay

- **Principal's report:** tabled and discussed.
 - The new College van has been collected. Strong operating procedures for use and preservation have been implemented. Kim/Duncan to work with Lyndsay on sharing policy for now and return to Board with a policy for ongoing use.
 - Active As: Great ideas have been received from student leaders.
 - **Attendance:** This remains an issue. Businesses to be reminded to not let students purchase during school times. The College has looked at barriers for attendance and have tried to address issues for each individual student. Funding and community support to be found to support students/whānau facing hardship. Funding for a truancy officer to be secured. Modules and vocational pathway initiatives should make classes more engaging and relevant and drive up attendance.

Motion: That the Principal's report be accepted.

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

8. Administration

Led by Duncan

- **Motion: That the March 5th, 2025 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: 8.13 Exited: 8.30pm

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

9. Meeting closed at 8:36 pm

Next meeting: Tuesday, 17th June, 2025

Minutes are true and correct:

A handwritten signature in black ink, appearing to be 'Kim Ingham', written over a horizontal line.

Kim Ingham

BoT Co-chair

Date: 17.06.2025