

**MINUTES**  
**Ōtorohanga College Board**  
**17th June, 2025**

5:30pm, The Beehive Cafe, Ōtorohanga College

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

**In Attendance:** Gwen Buckley (HoF Technology and Hospitality), Monica Clark (Board Secretary), Cheryl Clark

**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: 5:49 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** Kim Ingham.

**Declarations of Interest:** *Nil.*

**Additions to the agenda:** Quote - Waitomo Glass (Property)

**Guest Speaker: Gwen Buckley** - The B-Hive Cafe

Gwen shared the journey of establishing a Cafe at the College. Students have been involved from the get go, from designing the cafe layout and decorations to building the furniture. The opportunity for students to gain hands-on learning and experience in talking to customers and working under pressure, as well as earn NCEA credits has been invaluable. Gwen and students have also worked together to: create recipes, investigate and implement point of sales systems, source equipment and learn bank reconciliation and self management. There are opportunities for involvement from other classes, e.g art students could display/sell artwork in the Cafe.

## 2. Board Decisions

*Led by Duncan*

- Approval for the Wellington Squash Tournament: EOTC Forms reviewed. The trip is self funded and will be the first opportunity for students to attend a national squash tournament.
- Sale of 20 Gradara Avenue:  
Motion emailed 9th May, 2025: *I move we approve to offer 20 Gradara Avenue to Mapou Trust, at the purchase price of \$500,000 (Five Hundred Thousand Dollars) inclusive of GST, pursuant to Section 40(2)(c) Public Works Act 1981, subject to the Board of Trustees approval and LINZ Clearances final approval.*

**Moved: That the above email motion be ratified.**

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

**Moved: That the Wellington Squash Tournament trip be approved.**

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

## 3. Discussions, Planning and Training

*Led by Duncan*

- **2025 Board work plan:** approved as presented. Will be a work in progress going forward. More work to be done on keeping the College Community updated on the Board, who they are and what they do.
- **Delegations Schedule:** *deferred.*
- **Triennial Election update:** Election organisation is on track. Information has been posted on the College Facebook page. Regular updates to go out, keeping everyone aware of key dates and actions. Returning Officer appointed.
- **Strategic Plan / Annual plan:** Board to plan approach for Community Consultation ahead of developing the 2026-2028 Strategic Plan, considering who is in our community, how we identify them and how to best connect and engage with them.
- **Te Ao Māori: Current reflections:**
  - Matariki: Planning well underway to celebrate this important time.
  - Karakia: We say this at the start of each hui. The meeting is a safe space, it is ok to have a prayer in any language.
  - When should the Board attend a tangi? When the Principal attends, a representative from the Board should also attend to support them.

**Moved: That the 2025 Board work plan be approved.**

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

**Moved: That Bernadine Vester of Myschool Elections, be appointed as Returning Officer for the 2025 Elections.**

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

#### 4. Policies and Assurances

*Led by Duncan*

- **Policies reviewed:**

- Planning and Preparing for Emergencies
- Disasters, and Crises, Communication During an Emergency, Disaster, or Crisis
- Emergency Closure

Management have emergency plans and procedures in place. The Board should also sight those, ensuring they are robust. Lyndsay is meeting with the College Health and Safety Liaison during the school holidays to review the current emergency plans against the policies.

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

**Moved: That the Policies and Assurances be approved.**

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

#### 5. Finance

*Led by Duncan*

- Lyndsay confirmed that the April bills were paid on the 20th of the month following and the April monthly statements were received.
- Expenditure is running behind budget at present with forecasts predicting we will end the year on a surplus. Next BoF submission to be submitted next term. The goal is to ensure the College remains sustainable once BoF funding ends.

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

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

#### 6. Property

*Led by Duncan*

- **Property update:** Verbal property update given. .
- **Tārewanga Marae:** MoE has given permission for Tārewanga Marae to access the sewer connection. Wish to have a kohanga reo revisited. Hostel buildings could possibly be moved for this. Further discussions required.
- **Hostel:** It has been lovely to have marae representatives come through and it's good to have parts of the Hostel find new life in great homes. McCloud Cranes and Transport was onsite today looking at possibilities for shifting the Hostel flat as there is a party interested in shifting it to Kāwhia. McClouds may be interested in other Hostel buildings.
- **B Block stormwater:** Scope of works tabled.
- **Email resolution:** on the 7th May, 2025, for approval for offer of sale of school houses, ratified. That: 26 Domain Drive be offered to Te Nehenehenui, at the purchase price of \$460,000 including GST (if any), 66 Haerehuka Street be offered to Te Nehenehenui, at the purchase price of \$415,000, including GST (if any), and that 33 Gradara Avenue be offered to Te Nehenehenui, at the purchase price of \$450,000, including GST (if any), under the

Right of First Refusal provisions as set out in the Maniapoto Claims Settlement Act 2022, subject to LINZ Clearances final approval.

- **Quotes tabled:**

- Big Softy - Property washing **Approved**
- Clear Environmental Ltd - Chemical removal **Further investigation required**  
This is a huge bill, but these are legacy chemicals that need to be dealt with correctly. Additional quotes to be sought.
- Wilson Cabling - B6 Network and CCTV Cabling **Approved**  
This is necessary as during the CAA exam students, the approx 100 students struggled to log on due to traffic issues. NetWork for Learning will fund a network upgrade, however the College needs to sort the parts identified in the quote for this to be successful. It needs to be done before the CAAs in September.
- Furnware / Dave Rowe - [Staffroom refurbishment](#)
  - i. Painting, carpet tiles and lino **Approved**  
To go ahead during the holidays.
  - ii. Furniture **Further investigation required**  
Staff group to be asked for thoughts on furnishings. Possibly look at a Smart Screen, as in the Board Room, for holding staff meetings.
- Waitomo Glass - Window security bars **Further investigation required**  
Policies / processes reviewed after the fight. This will create a safe room that would be used as a control room in a lockdown emergency. Quote to be sought for shutters and safety glass.
- B Corridor Carpet **Approved**

**Motion: That the quotes be approved, as above, with further investigation to be carried out as indicated.**

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

**Motion: That the property report be accepted.**

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

## 7. Principal Report

*Led by Lyndsay*

- **Principal's report:** tabled.

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

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

## 8. Administration

*Led by Duncan*

- **Motion: That the May 1st, 2025 Minutes be accepted as a true and accurate record, with one correction: the staffroom upgrade review to be held "midyear".**

*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:8.25 Exited:7.51pm**

- **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
- PLD

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

**9. Meeting closed at 7:58 pm**

*Next meeting:*

- Term Three
  - Week 5: Tuesday 12th August
  - Week 10: Tuesday 16th September
- Term Four
  - Week 5: Tuesday 4th November
  - Week 10: Tuesday 9th December

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 12.08.2025