

**MINUTES**  
**Ōtorohanga College Board**  
**17th February, 2026**  
5:30pm, Board Room, Ōtorohanga College

**Board Members:** Lyndsay Kurth (Principal), Michael Woodward (Presiding Member), Jennifer Roughton (Staff Representative), Kim Ingham, Neven Harland (Parent Representatives), Jessica Buckley (Student Representative).

**In Attendance:** Stoffel Wilken (DP Student Achievement), Monica Clark (Board Secretary).

**Vision:** Empowering learners to succeed

**Mission Statement:** To value every student and foster their confidence, abilities, learning potential and sense of responsibility.

**Motto:** Ko te mana mo mua i te whakamana – “Honour Before Honours”

**Strategic Plan Priority Areas**

- **Community** - Create a connected, inclusive College community with students, whānau and iwi as active partners.
- **Hauora** - Support every student to grow, thrive and feel a sense of belonging.
- **Achievement** - Provide a supportive environment where students and staff can thrive, achieve and succeed.

**Meeting opened: 5:32 PM**

**1. Opening and Karakia**

*Led by Michael*

**Apologies:** June Davis, Cheryl Clark, Duncan Coull

**Declarations of Interest:** One interest added regarding squash, recorded in the Interest Register.

**Additions to the agenda:**

- i. EOTC - Squash
- ii. Apologies vs Prior Leave Granted

**Guest Speakers:**

- **6:00pm - 6:37pm Stoffel Wilken - 2025 NCEA Results**
  - Year 12s are achieving well, however results don't look great for 2025's Year 13's, driven by a negative impact on pass rate due to a high number of students who left during the year for work. College to follow up and see how it is panning out for ex-students.
  - Literacy and Numeracy achievement is lifting, as the curriculum changes become embedded.
  - The College is looking to create a Year 11 Academy, specifically focused on set credits that would support a cohort of learners that are not achieving under the current system.

- Gifted students have the ability to be given adapted timetables to support higher learning needs.
- The College is hoping to move towards 'live' reporting, with any results and comments available for parents in real time.

## 2. Board Decisions

*Led by Lyndsay*

- Appointment of Presiding Member:

**Moved: That Michael Woodward be nominated as Presiding Member.**

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

- Adoption of 2026-2030 Strategic Plan:
  - i. This was created with a combination of feedback from community consultation, DP's analysis of variance, feedback from ERO, and MoE's school planning and reporting requirements.
  - ii. As the Board has overall governance of the Strategic Plan, no separate governance pillar has been included this year.
  - iii. AIP to be developed and reported on at future meetings.

**Moved: That the 2026-2030 Strategic Plan be adopted.**

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

## 3. Discussions, Planning and Training

*Led by Michael*

- Code of Conduct, Interest register and Delegations: reviewed.
- Student Election: Date has been set for 3rd Sept, 2026.
- 2026 Board Workplan: tabled. Kim to complete property section, all to monitor.
- Board Community Update: To go out at the end of each term.
- AIP 2025 Governance Pillar: tabled and to be completed.
- Board made aware of NZSBA learning opportunities.

**Moved: That the Code of Conduct, Interest register and Delegations be approved.**

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

**Moved: That the 2026 Board Workplan be approved as it stands, and be updated as required.**

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

## 4. Policies and Assurances

*Led by Michael*

- Policies reviewed:

- **Alcohol, Drugs, and Other Harmful Substances Policy**
  - Smoking and vaping signs at every school entrance to be checked.
  - If alcohol, drugs or substances are an issue, processes for various scenarios are in place, including referral for support, with whānau notified immediately.
  - Shade and shelter to be woven into property planning. Previously installed shade sails degraded and had to be taken down. Will be in the next 5YA, if possible. College has sunblock available. If term times were to be shifted, to meet change in weather patterns, it would need to be approved through MoE.
- **C1 Meeting Protocols**
  - “XX” to be changed to “4 days”.
- **C1.1 Public Attending Board Meetings**
  - Meeting agenda to be shared on Facebook prior to each meeting.
- **Staff Wellbeing and Safety**
- Board assurances: *As per Principal’s report.*

**Moved: That the policies and assurances be approved.**

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

## 5. Finance

*Led by Michael*

- Lyndsay confirmed that the November, December bills were paid on the 20th of the month following and the November, December and January monthly statements were received.
- Ratified:
  - 15.12.2025 Approval of November Bills to Pay
  - 14.01.2026 Approval of December Bills to Pay

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

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

## 6. Property

*Led by Kim*

- a. Verbal Property update given.
- b. [2026 Property Schedule](#) tabled.
- c. [Tender Recommendation Report](#): This will go to the MoE to get approval for actioning the Science Block Project. School Properties, which will support funding the project, are still going through the sale process.

**Moved: That the tender recommendation be approved as presented, with ASAP Contracting Ltd as the preferred Tenderer.**

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

- d. [Board Infrastructure Meeting Notes](#) tabled.
  - i. Two corrections: Electricity cost will be approx 100k, not 600k and under actions, Kim, add “ in regard to electrical infrastructure capacity”.
  - ii. There is no funding available for quick roll expansion.
  - iii. School properties: Price of one had to be reduced due to need for re-roofing, then had to go back to TNN, so they also had the option to review the reduced offer.
- e. Board ratification/s:
  - i. 03.02.2026 [Approval to offer building to Te Nehenehenui](#)
- f. Approval sought for the following:
  - i. **Netball Courts:** These flooded during the February 13th extreme weather event. Staff shouldn't be parking on it due to potential damage and loading risk. Damage may possibly be covered by insurance.  
*Recommendation: That a geotech assessment be sought, at an approximate cost of \$5k.*
  - ii. **B Block painting:** This is the next Block due in the painting rotation. Quotes have been sought, we have sufficient money in the cyclical maintenance fund, which must be spent on painting. Valley Coatings of Cambridge have quoted for the whole school and have the College colours and will continue as per our other painting.  
*Recommendation: That Valley Coatings be approved to complete work on B Block, not the whole school, at quoted cost of \$33,028.*
  - iii. **Reclad rest of library:** Just needs to be done.  
*Recommendation: That recladding go ahead, at a cost of \$16,523.*
  - iv. **Foodtech Extract and AC:** Required to logicalise air con and for installation of ducting and insulation.  
*Recommendation: That King County Cool Air be approved to carry out the work, quoted cost of \$6,885.00.*
  - v. **Sitewide infrastructure plan: Recommended that** quotes be sought to cost a sitewide infrastructure plan.

**Motion: That the recommendations in Agenda section 6.e be approved, as presented and recorded above.**

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

**Motion: That the property report and ratification/s be approved.**

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

## 7. Principal Report

Led by Lyndsay

- **Principal's report:** tabled. The new attendance graph in the report is linked to MoE attendance recommendations. With 381 students enrolled, including 92 Year Nines, we are running short of classes and space in the hall. Another Dean will be required next year to accommodate this growth.

The Canteen contract has been advertised, Council are able to support the new contractor with a session on requirements and regulations.

All Board members to read the new guidelines for standdowns, suspensions, exclusions and expulsions.

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

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

## 8. Administration

*Led by Michael*

- **Motion: That the 2nd of December, 2025 Minutes be accepted as a true and accurate record, with the correction of: Remove Duncan as leading finance section as was an apology for that meeting.**  
*Moved: Michael. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action items reviewed.
- Agenda items for next meeting considered, Deans, HoFs and SENCO to report to the Board.

## 8. Public Excluded Business:

**Time entered: 7:19pm**

**Time Exited: 7:29pm**

**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.

- a. Historical complaint discussion

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

## 9. Meeting closed at 7:31pm

*Next meeting:*

- Tuesday 24th March. 4:30pm

**9. Meeting closed at 7:31pm**

Minutes are true and correct:

A handwritten signature in black ink, appearing to read 'Michael Woodward', written over a horizontal line.

Michael Woodward

**Ōtorohanga College Board**

**Presiding Member**

Date: 24.03.2026