

**MINUTES**  
**Ōtorohanga College Board**  
**24th March, 2026**  
4:30pm, Board Room, Ōtorohanga College

**Board Members Present:** Lyndsay Kurth (Principal), Jennifer Roughton (Staff Representative), Jessica Buckley (Student Representative), Kim Ingham, Cheryl Clark, June Davis, Michael Woodward (Parent Representatives).

**In Attendance:** Deans, SENCO And HOF, 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: 4:32 PM**

**1. Opening and Karakia**

*Led by Michael*

**Apologies:** Duncan Coull

- Duncan tendered his resignation, due to the terms of his co-option being filled. The Board acknowledged his huge contribution to governance and the school as a whole and begrudgingly accepted his resignation.

**Declarations of Interest:** No new interests declared.

**Additions to the agenda:**

- i. Property report from Jason McCarthy, including quote for property maintenance.

**Guest Speakers:**

- **4:30pm - 6:50pm:** The Deans, SENCO And HOFs each had 10 minutes to share their strategic goals, top issues or priorities and next steps, with the opportunity for the Board to answer any questions. The Board gained valuable insight into the situation faced by these staff, with the following noted:
  - The College is good at collecting data, but needs to ensure best use is made of it and that there is consistent communication across leadership and with whānau, to ensure any issues are identified and dealt with early.
  - Attendance, achievement and behavioural incidents all strongly correlate.

- There have been a lot of changes directed by the MoE. The College is coping with these as best they can, leveraging networks and supports to ensure required changes are met, implemented well and where possible, appropriate for our learners.
- Good resourcing, in terms of support staff, music hours and equipment for various subjects, has been very beneficial in supporting students' learning needs. This needs to remain a focus, especially with the current roll growth, which has strained resources in some areas, including classroom space and available desks.
- ESOL student numbers have risen, an alternative is being sought after MoE ESOL funding cut in Term One.
- Students performed exceptionally in a recent PE assessment. Feedback to be sought, with the motivating factors in play to be brought across to other areas if possible!
- It can be challenging, but teachers are doing their best to provide individual learning plans based on learner strengths and needs.
- Managing multilevel classes remains a challenge in several subjects.
- The student recognition system needs to be more consistently implemented.

## 2. Board Decisions

*Nil.*

## 3. Discussions, Planning and Training

*Led by Michael*

- Te Ao Māori - Current Reflections:
  - The Board appreciates the engagement with Tārewanga Marae and local iwi, which supports and strengthens student learning and achievement.
  - Invitation shared with Board members for celebration of Tom Roa's investiture as a companion of the New Zealand Order of Merit.
- NZSBA Learning Opportunities:
  - [Board Meetings Webinar](#)

## 4. Policies and Assurances

*Led by Michael*

- Policies reviewed:
  - Sun Protection:
    - This will be woven into 5YA planning.
  - Digital Technology and Online Safety:
- Board assurances: *As per Principal's report.*

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

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

## 5. Finance

*Led by Michael*

- Lyndsay confirmed that the January and February bills were paid on the 20th of the month following and the February monthly statements were received.
- Annual Financial Statements: Draft statements pending. To be approved and sent to auditor by 31st March.
- Email resolutions ratified:
  - 16.02.2026 Approval of January Bills to Pay
  - 14.01.2026 Approval of February Bills to Pay

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

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

## 6. Property

*Led by Kim*

- Verbal Property update given and Property Maintenance Report #4 Tabled.
- Sale of school properties: The MoE has informed us that the funds from the sale of school properties will be held by the MoE on behalf of the College, until 5YA funds are paid out next year. These funds were tagged for the Science Block and are needed within the short term to progress the project. The College has sufficient operational funds to proceed, however needs assurance from the MoE that this can be 'paid back' once house sale funds are received, as technically house sale funds must only be spent on property. Kim to investigate further and seek an onsite meeting and assurance from the MoE. Formal sign off from a financial advisor will also be required. An appropriate buffer of funds will remain in the account.
- Quotes to approve:
  - CCTV: for the installation of internal cameras in the photography, wood and music rooms, necessitated by theft and vandalism. The Privacy Policy will be adhered to.
  - Big Softy: This wash will deal to spiders, cobwebs and lichen etc and is part of the regular wash cycle, maintaining the longevity of paint and buildings. Lyndsay to check B Block isn't included as it is to be painted in the holidays.
  - Property maintenance: this furthers the completion of works required, above and beyond capacity of maintenance staff. Bus shelter not to be included as can wait and needs to be part of bigger conversation.
- Email resolutions to ratify:
  - 24.02.2026 [Approval for Offer of Sale](#) - 26 Domain Drive
  - 15.03.2026 [Approval for heat pump WIFI upgrade](#)
    - i. Jason or Michael to attend 30th March staff briefing, 8:15am, to explain reasoning behind power loading management.
  - 20.03.2026 [Approval for Offer of Sale](#) - 66 Haerehuka Street

**Motion: That the quotes, as presented, be approved.**

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

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

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

**7. Principal Report**

*Led by Lyndsay*

- **Principal's report:** tabled. Attendance is being monitored. DP Hauora and Attendance Officer are working with whānau and students. ERO will be onsite next week, meeting with SLT, conducting classroom visits and connecting with the Board.

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

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

**8. Administration**

*Led by Michael*

- **Motion: That the 17 of February, 2026 Minutes be accepted as a true and accurate record.**  
*Moved: Michael. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action items reviewed.
- Agenda items for next meeting considered, Michael to check in with board members to ensure meeting dates are working.

**8. Public Excluded Business:**

**Time entered: 7:51pm**

**Time Exited: 8:00pm**

**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. Complaint received.

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

**9. Meeting closed at 8:01pm**

*Next meeting:*

- ERO Visit - Tuesday 31st March, 4:00pm
- Board Meeting - Tuesday 19th May, 5:30pm

Minutes are true and correct:

A handwritten signature in black ink, appearing to be 'M Woodward', written in a cursive style.

Michael Woodward

**Ōtorohanga College Board**

**Presiding Member**

Date:19.03.2026