

MINUTES
Ōtorohanga College Board
14th December, 2022
5:30pm, College Board Room

BOT Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Takarei Bidois (Student Representative), Kim Ingham and Duncan Coull (Parent Representatives).

In Attendance: Vanessa Te Huia, Stoffel Wilken (DPs) and 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: 5:33 PM

1. Opening and Karakia

Led by Duncan

Apologies: Michael Ritch, Jaimee Tamaki and Aaron Cornelisson.

Additions to the agenda: Nil.

Guest Speakers:

- Vanessa Te Huia presented the Pastoral and Wellbeing End of Year Report, with the following points discussed/noted:
 - The school has a lot to work on in regards to attendance, with 27% of students meeting the 90% MoE attendance requirement. The College will look at the data, link it to an attendance plan which will then be woven into the Charter/Annual Plan for 2023.
 - Attendance related to achievement: The College needs to be flexible to individual needs, with options for students who can't be in class. There needs to be a system in place for consistency and communication.
 - Uniform related attendance: perhaps subsidise uniforms, or relax uniform rules where necessary.

- The College will also consider student and whānau needs outside of school that impact attendance.
- The focus will be on relationships, connections and resources to ensure educational equity with no student left behind.
- Stoffel Wilken presented the Curriculum End of Year Report, with the following points discussed/noted:
 - LOL's are planning and assessing now for implementation in 2023. Will work with a high trust model, with staff supported to achieve but not micro-managed.
 - Lol's will be empowered to prepare reports/feed into DP reports.
 - A student voice gathering component will be incorporated into learning, with models and guidance in place. Students need to see feedback is followed up and change is considered/made. Student voice to be collected r.e. Canteen lunches in 2023. Hangi to be held Termly.
 - An increase in resources is needed to fund curriculum, such as Education Perfect able to be used across the full school.
 - Contributing school's engagement is great currently and continues to be built upon. Primary schools to be visited in Term One, 2023. Parent interviews to be held out at the coast.
 - The whole college needs to be in the community more. Often Hostel students are relied on to represent the College, but it should/would be valuable to spread this responsibility. Commitment to matauranga Māori to be discussed further in 2023.

2. Strategic Decisions

Led by Duncan

- **MOTION: That the Curriculum Budgets 2023 be approved.**
Moved: Duncan. All in favour. Carried.
- Budgets to be reviewed quarterly and reset if needed to ensure adequate funding for quality resourcing and education.

Vanessa and Stoffel thanked for their incredible contribution and continuing to hold students at the heart of all they do.

6:30pm Vanessa and Stoffel left the meeting.

3. Board Discussions, Planning and Training

Led by Duncan

- The Community Engagement Plan is underway. The SLT are drafting it, with the Board to add in where appropriate.
- Policies: The Role of the Chair was reviewed and no changes deemed necessary.
- The Board discussed the option to join Enviroschools. We do have strong support amongst staff however the College will focus on completing current initiatives to a high standard and revisit joining Enviroschools in 2023. Lyndsay to contact Ana.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the October bills were paid on the 20th of November and the October monthly statement was received.
 - The College is below budgeted costs, due to cost control and slightly increased income. We have approximately \$500k in uncommitted funds, which has dropped due to the Hall refurbishment. We are where we need to be.
- The Board noted the approval via email on the 2nd December, 2022 to appoint [Simply Accounting](#) as provider for monthly accounting services. The terms of engagement letter has been signed.
- The Board reviewed the Draft 2023 Budget. It is showing a \$316k surplus at this point. \$80k needed per year to account for depreciation.
- Approval for Better Off Funding was received via letter from the Ōtorohanga District Council.
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- The board was updated on the progress of work on 65 Kakamutu Road.
- The board was updated on the Property 101 Workshop, confirming that we benefit from strong skills in this area and a close relationship with our MoE Property Advisor.
- The board noted the approval via email on the 24th November, 2022 for a paint colour scheme for A Block, the hall and the music room. Painters were frustrated with issues with access to buildings. Stoffel will also get the alarm app on his phone so there is a bigger team available to share the load of alarm issues.

6. Hostel

Led by Duncan

- The Board discussed Hostel strategic planning.
- Hostel term summary and yearly review: not available for this meeting, to be reviewed at first meeting of 2023.

7. Principal Report

Led by Lyndsay

- The November Principal's report was tabled. The PPTA have advised there will be strikes next year. There may be disruption so the College is planning for staffing and relief teacher shortages in Term One. Lyndsay will keep the Board updated.
- The Health and Safety Term Four report was tabled and taken as read.

8. Employment

Led by Duncan

- The Final Principal Appraisal report was tabled. There was good collective feedback from all parties, Lyndsay has done an amazing job. Graeme to be contacted regarding reporting and goal setting.

9. Administration

Led by Duncan

- **Motion: That the November 15th, 2022 minutes be accepted as a true and accurate record.**
Moved: Duncan. All in favour. Carried.
- Matters arising:
 - Information pertaining to community engagement and reporting requirements was shared with the Board.
- Board informed of relevant correspondence: Nil.
- Agenda items for next meeting: Nil.

10. PEB: Entered: 7.28pm Exited: 7.38pm

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

11. Meeting closed at 7:40pm

Next meeting: TBC, but aim for Week Five and Week 10 of each Term, with the Principal/Presiding Member Hui to be held the Friday prior to a Board meeting.

Minutes are true and correct:



Kim Ingham

BoT Presiding Member

Date: 23.02.23