

MINUTES
Ōtorohanga College Board
29th September, 2022
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Takarei Bidois (Incoming Student Representative), Michael Ritch, Jaimee Tamaki, Kim Ingham (Parent Trustees) and Duncan Coull (Presiding Member).

In Attendance: Monica Clark (BOT secretary) and via Zoom, Gillian Diprose (Specialist Advisor).

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: 5:39 PM

1. Opening and Karakia

Led by Duncan

Apologies: Chloe Cawte. Kim to get small token of appreciation for Chloe for her valued mahi with the board this year.

Additions to the agenda:

- Principal recommendation - Accounts providers/finance support
- ‘Better Off’ funding
- MoE Debt
- The Board warmly welcomed Takarei Bidois as the new student representative. Congratulations Takarei and ngā mihi to all students who put themselves forward.
- The following agenda items were deferred to the next meeting due to the Triennial Election results not being finalised.
 - Induction tour.
 - Specialist Advisor to speak on governance.
 - Appointment of Presiding Member.
 - Honoraria review.

2. Strategic Decisions

Led by Duncan

- The draft Governance Statement was tabled. Monica to type it and add it to the shared drive. To be approved at the next meeting.
- The College has an issue with rodents and possums. Annual pest control to be included in the operational budget in future.

Motion: That Lyndsay be given approval to seek quotes and engage initial and ongoing pest control. Lyndsay to come back to Kim and Duncan for approval if initial costs are over \$5,000.

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

- Lyndsay presented the following recommendations in regards to Junior Curriculum and the College timetable:
 - English, Mathematics, Science, Social Sciences, Māori and Health And Physical Education continue as core classes.
 - Year 9 Rotations and Year 10 Options will cease and we offer mixed Year 9 and 10 Modules instead under Art, Performing Arts, Materials And Processing Technology, Digital Technologies, Agriculture, Athlete Development Programme, Business Studies and Food Technology.
 - A draft timetable to support the curriculum change to include two semesters, a 10 day timetable and 5 Learning Blocks of 60 minutes Monday to Friday.

Motion: That the Board gives full support to initiate the curriculum changes as outlined and as part of that support would like to see a budget/business plan completed and returned to the Board by the next meeting.

Moved: Duncan. All in favour. Carried.

The following points were raised in reaching this decision:

- Lyndsay outlined the curriculum journey thus far, beginning in 2020, and the need for change, as identified by staff, students, the MoE and ERO.
- The kura needs to reflect who we are and the curriculum offered should engage students from the get go.
- There is huge confidence in staff to deliver this programme. Students can choose their passions, staff can teach theirs.
- The modules need to reflect mātauranga māori: Not all students are in a position to learn Te Reo Māori, but can connect with te ao māori through other avenues such as toi, raranga, whakairo and mau rākau. It would be more usual for Te Reo Māori to be taught holistically in conjunction with these, rather than separately with just the language/whakarongo component.
- Local experts and connections within the community would be easier to utilise/connect with with the module system. Lots is happening locally which means now is the right time, and there are the right people available, to make things happen.
- The modules will be agile in order to suit each cohort and keep options available.
- There was reluctance to change class length again without solid reasoning. The module approach will enable greater flexibility to enable sustained engagement

and learning where needed and shorter timeframes where attention would otherwise wane.

- The Board needs to assure the curriculum is funded sustainably and sufficiently in order to deliver quality outcomes and long term stability and success. Module start up costs will be funded with reserves, ongoing running costs to come from the operations budget.
- A strong stakeholder engagement and management plan with students, staff and the wider community to be developed.

3. Strategic Discussions

Led by Duncan

- Community Engagement Plan. *Deferred to next meeting.*

4. General Discussion

Led by Duncan

- Board to discuss future Board training needs. *Deferred to next meeting.*
- Board to discuss Policy. *Deferred to next meeting.*
- **Motion: That all current board members, except the principal, are delegated authority to be members of the board's student suspension committee acting under the [terms of reference](#) for this committee. There must be a minimum of two Board members in attendance and other suitably qualified individuals can sit in the committee if required.**
Moved: Duncan. All in favour. Carried.

5. Finance

Led by Lyndsay/Duncan

- Lyndsay confirmed that the July bills were paid on the 20th of August, the August bills were paid on the 20th of September and the July monthly statement was received.
 - Only 8% of the yearly staff development budget has been used, Lyndsay to investigate.
- **Motion: That the Financials be accepted.**
Moved: Duncan. All in favour. Carried.
- **Motion: That the Board initiate the repayment of \$81,445.50, for previous intervention costs, to the MoE, from uncommitted funds.**
Moved: Duncan. All in favour. Carried.
- Accounting for Schools continue to provide monthly statements late and also charged overenthusiastically for a few simple queries. Lyndsay to investigate other options for more local accounting support. The monthly accounts provided will need to meet MoE reporting requirements.
- The Board discussed the acceptance of the offer for "Better Off" funding. Disappointment to be expressed to the Council that the proposal was shared publicly before it was confirmed by the board or shared with staff. Duncan has prepared an email to inform staff.

Motion: That the Board accept the offer of 'Better Off' funding from Council and approve the channeling of funding into the following areas: curriculum, staffing, technology, leadership opportunities, the Hostel, infrastructure and wellbeing.

Moved: Duncan. All in favour. Carried.

6. Property

Led by Kim

- Board to be updated on the progress of work on 65 Kakamutu Road. *Lyndsay to follow up with Chris.*
- Board to be updated on the situation with the school houses. *No information received yet.*
- The Board was updated on the progress of the Hall Upgrade. The project is running on time with no variation orders at this point. Council CPU has been issued. The new joinery has been installed and looks great!
- Quote tabled for painting of the Office Block, Music Block, Canteen Block, Hall and A Block. Lyndsay to liaise with Chris for inclusion of higher scaffolding in the Office Block Quote and to seek a quote from another supplier in order to meet MoE requirements. Work to be carried out once the Hall Upgrade is completed.

7. Hostel/Hostel Review

Led by Lyndsay/Kim

- The Board discussed Hostel strategic planning, including outgoings and employment.
 - Coastal Hui: Catering confirmed. Tech needed to enable Zoom for whānau unable to attend in person. A further Zoom to be held if required for those who can't make it on the 11th or 12th of October.
 - Thanks to Roy and Caroline for a comprehensive report. Board to ensure staff wellbeing remains positive with recent staffing changes.

8. Employment

Led by Duncan

- The August 2022 Specialist Advisor report was tabled.

9. Principal Report

Led by Lyndsay

- The September Principal's report was tabled, with the following points noted:
 - The role has dropped by approx 20 students. This is mostly due to families moving, with health another reason. Reporting to be broken down further to enable the Board to ascertain potential issues that need addressing vs natural and unavoidable movement of role numbers.
 - There has been a real shift in achievement in Junior Mathematics. Congratulations and appreciation to be conveyed to the Maths Faculty.
- The Curriculum Consultation Hui document was tabled.

- The Health and Safety Term Assurance was tabled. Report format to be reviewed. Duncan to provide template examples.

10. Administration

Led by Duncan

- **Motion: That the August 25th, 2022 minutes be accepted as a true and accurate record.**
Moved: Duncan. All in favour. Carried.
- Matters arising:
 - Quote approval limits and requirements tabled.
 - New Policy folder tabled.
- Board informed of relevant correspondence:
 - Inward:
 - MoE - [2023 Provisional Roll and Resourcing Entitlement](#)
 - MoE - [2023 Equity and Isolation Index Funding](#)
 - Outward:
 - Invitation to Hostel Hui

Action points for the 29th of September meeting:

WHO	WHAT	WHEN
Kim	Small appreciation gift/card for Chloe.	Immediate start
Monica	Type out Governance statement.	Immediate start
Lyndsay	Organise pest control.	Immediate start
Lyndsay	Coordinate budgeting for 2023 curriculum.	For next meeting
Lyndsay	Investigate staff development expenditure.	Immediate start
Lyndsay	Investigate other options for accounts providers.	Immediate start
Lyndsay	Follow up with Chris: Kakamutu Rd progress, inclusion of higher scaffolding in the Office Block Quote, additional quote for painting of office block etc.	Immediate start
Lyndsay	Coordinate report changes for role and H&S.	For next meeting
Duncan	Share H&S report templates with Lyndsay.	Immediate start
Kim	Manage initiation of repayment of MoE debt.	Immediate start
Hostel Committee	Monitor/ensure staff wellbeing	Immediate start

11. Meeting closed at 8:33pm

Next meeting: Tuesday the 15th of November, 5:30pm

Minutes are true and correct:

A handwritten signature in cursive script, appearing to read 'D Coull', followed by a period.

Duncan Coull

BoT Presiding Member

Date: 15.11.22