

MINUTES
Ōtorohanga College Board
30th November, 2023
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Aaron Cornelisson, Yvonne Mita (Parent Representatives), Kim Ingham (Co-chair) and Duncan Coull (Co-chair, Presiding Member).

In Attendance: Ross Brown (Hostel Reviewer), 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: 5:45 PM

1. Opening and Karakia

Led by Duncan

Apologies: Nil.

Conflicts of Interest: *Duncan's son has submitted a quote for building work.*

Additions to the agenda: Nil.

Guest Speaker:

- **Ross Brown:** Ross presented his feasibility review of the Hostel.

Ross joined the meeting at 7:08pm and left at 8:37pm.

2. Board Decisions

Nil.

3. Board Discussions, Planning and Training

Led by Duncan

- **Board Strategy Hui:** This was led by Jo Wilson, highlighting the importance of taking a leadership position on driving culture, empowerment and responsibility around fiscal sustainability. The board also needs to consider succession planning, allowing a seamless transition moving forward and encouraging the next generation of leaders. Also to consider is that only one current parent representative has a child attending Ōtorohanga College.
Motion: That the 2024 Strategic Plan be adopted, with the wording ‘academic’ to be changed to ‘curriculum’.
Moved: Duncan. All in favour. Carried.
- **Student Representative:** Election to be held early 2024.
Motion: That, upon acceptance, Seilala Makesala be appointed returning officer for the 2024 Student Election.
Moved: Duncan. All in favour. Carried.
- **Employment Subcommittee:** Board to note resolution made via email 17.11.23 - Delegation to subcommittee and terms of reference.
- **Assurance Review:** ERO reviewer, Julie Earl, commended the College on assurance outcomes. Thank you to Lyndsay for completing the huge volume of work required and representing the College with passion and commitment. Hostel assurance still to take place. We may be able to get a student assessment facilitator to sit alongside teachers, supporting best practice.
- **Health Curriculum Consultation:** The Tūturu wellbeing umbrella will support this with leading the consultation process early next year.
- **Suspension Hearings Support:** Board to consider extra people to call on should board members not be available. Board to also consider bringing on another board member with skills complementing those of existing members. Community to be approached for considerations.
- **Community Consultation:** The recent NZSTA hui highlighted the requirement to think very carefully on who makes up our school community and ensure we consult and communicate well with them. Termly board updates to resume and be added to the board Annual Plan. Christmas update to go out.

4. Policies and Assurances

Led by Duncan

- The board was advised of SchoolDocs policy updates and actions.
- The following policies were reviewed and approved:
 - Daily Bus Services
 - Bus safety, behaviour and incidents
 - Curriculum and Student Achievement Policy: Julie Earl also went through this with the SLT. No changes were required, however there are aspects that could be improved.
- In future, staff and community should be involved in policy review. The board to complete board level review, with staff to review the procedures that sit underneath.
- **Self review and board assurances:**

- New assurance: That the principal assures the board at least once a year that the bus service provided for the school by the Ministry of Education meets our responsibilities as a PCBU, and our responsibilities to ensure student safety.

Motion: That the policies and assurances, as above, be accepted.

Moved: Duncan. All in favour. Carried.

5. Finance

Led by Lyndsay

- Lyndsay confirmed that the August, September and October bills were paid on the 20th of the month following and that the August, September and October monthly statements were received.
- Aaron to communicate with Lisa and report on finances at future meetings, facilitating better understanding of the College's financial position. Reserves and committed funds need to be clearly defined, enabling the board to make prudent financial decisions. On page 6 of the October accounts income for roofing is mentioned three times. Lyndsay, Aaron and Lisa to meet next week.
- **2024 Budget:** Will be approved in January, allowing time for the Strategic Pillars and Annual Implementation Plan to be developed, with funds allocated accordingly.
- The Board to noted the following resolutions made via email:
 - 14.09.23 - Approval of August Accounts to Pay
 - 16.10.23 - Approval of September Accounts to Pay
 - 13.11.23 - Approval of October Accounts to Pay
- **Motion: That the financial reports be accepted.**

Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- **Property update:** The Certificate for Code of compliance has been received for the Hall.
- **School Houses:** Healthy homes remediation report and quotes tabled. Remediation funding to come from reserves and in advance of selling other properties. Duncan was recused from all discussion regarding acceptance of the quotes due to his son having submitted a quote. Builder names were not presented and the board decided to grant one job to each of the two builders.

Motion: That the quotes be accepted, as presented, subject to Lyndsay, Lisa and Aaron reviewing the accounts, and that Builder One be approved for the quote submitted for Mountain View Road, that Builder 2 be approved for the quote submitted for Hinewai Street and that the roof of Hinewai Street be repaired rather than replaced.

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

- **Painting:** This will continue on the Quad. A Block offices, toilets, corridor etc to be considered at the next meeting. We are thankful to those in our community who have supplied quotes thus far, with generosity and enthusiasm.
- **AIA Catering Third Party Occupancy Application:** AIA provides lunches under the Healthy Lunches scheme, which will be ending in Dec 2024.

Motion: That AIA Catering be granted a one year contract to provide Healthy Lunches and run the school canteen.

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

6. Hostel

Nil.

7. Principal Report

Led by Lyndsay

- The November 2023 Principal's report was tabled.
- **2024 Professional Growth Cycle/Appraisal:** Rakesh Govind, Piopio College, has signed Lyndsay's endorsement letter.

Motion: That the Principal's report be accepted.

Moved: Duncan. All in favour. Carried.

Aaron left the meeting: 8:43pm

8. PEB:

Time entered: 7:10pm Time Exited:8:40pm

Time entered: 8:50pm Time Exited:9:28pm

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. Matters relating to the Hostel.

Moved: Duncan. All in favour. Carried.

9. Administration

Led by Duncan

- **Motion: That the September 14th, 2023 minutes be accepted as a true and accurate record.**

Moved: Duncan. All in favour. Carried.

- Matters arising: *Nil.*
- Board informed of relevant correspondence:
 - Inward:
 - i. 03.11.23 Vanessa Te Huia - Expulsion Appeal
 - ii. 14.11.23 Kathleen West / PPTA - PG
 - Outward:
 - Internal:
 - i. NZSTA - Health and Safety Workshops, 28.08.23
 - ii. Lyndsay Kurth - Board Update, 29.08.23
- Action Points reviewed.

- Agenda items for next meeting: *Nil*.

10. Meeting closed at 9:30pm

Next meeting: December 20th, 5:30pm to 6:30pm.

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: 21.03.24