

MINUTES
Ōtorohanga College Board
4th April, 2023
5:30pm, College Board Room

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

In Attendance: Dr Tom Roa, Mere Karena, Grant Hay (NZSTA), 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: 5:36 PM

1. Opening and Karakia

Led by Kim

Apologies: Robbie Neha.

Additions to the agenda:

1. TTS Recommendation and Q&A
2. EOTC Pre Approval for the UNISS netball tournament
3. EOTC Football

Guest Speakers:

- Dr Tom Roa and Mere Karena attended the meeting to begin a conversation around Tārewaanga Marae’s relationship with the College. The importance of education was evident to tūpuna and the Marae wishes to bring focus back to education again. Topics discussed include: How the tipuna Tiraroa and her husband Kite built the school, engaging Johann Baucke as the first teacher; development of the bottom field as a shared space, with native riparian planting and horticultural and agricultural initiatives; the potential to develop a Kohanga Reo; and building stronger connections with the community and the earth. Moving forward:

- Tārewaanga does not want to dominate the scene as relationships and inclusiveness should be nurtured with all marae. The board will connect with Te Whare Waiwaia, which should be established by the end of May, and will have representatives from all local marae.
- Nania Mahuta is keen to facilitate a meeting between Tainui/Maniapoto regarding the Hostel. Duncan to follow up.
- The Board will get guidance from Lyndsay in regards to how agriculture and horticulture fit with the curriculum.
- The charitable arm of Te Nehenehenui Trust is keen to be involved to facilitate plantings.
- The board will explore land use requirements/restrictions with the MoE.
- Tom, Mere and Robbie to be invited to the second meeting in Term Two for further discussion.

6:00pm Tom and Mere left the meeting.

- Grant Hay attended to discuss NZSTA matters.

6:55pm Grant left the meeting.

2. Board Decisions

Led by Duncan

- **2023 Budget:** The Budget predicts a surplus but needs the following amendments: the repair and maintenance budget needs to take depreciation into account, a line needs to be added for housing maintenance, staffing development to be increased to \$50,000. Aaron to liaise with Lisa and make the changes.

Motion: That the 2023 Budget be approved, with the above changes.

Moved: Duncan. All in favour. Carried.

- **Charter/Strategic Plan AoV:** This has been shared with MoE and staff for feedback. There are still hills to climb, but we are making progress, which is tracked in board reports.

Motion: That the Charter/Strategic Plan AoV be approved.

Moved: Duncan. All in favour. Carried.

- **Motion: That the EOTC Proposals for Football, the UNISS Netball Tournament and the Australian Netball Tour be approved.**

Moved: Duncan. All in favour. Carried.

3. Board Discussions, Planning and Training

Led by Duncan

- Commitment to matauranga māori was discussed. An external provider has begun a journey with the college, meeting one on one with Lol's to look at how matauranga maori is delivered with the new NCEA standards.
- The casual vacancy was discussed. The board will connect with mana whenua to call for expressions of interest in a board role. It would be good to fill the spot with a parent of a current Ōtorohanga College student.

- The Board discussion regarding College position within [Te Ara Huarau: School improvement framework](#) was deferred to the next meeting.
- Policies: The Board reviewed the following policies, which comply with the requirements set out by the Education and Training Act, 2020.
 - [DRAFT Acceptable Physical Contact](#)
 - [DRAFT Reducing Student Distress](#)
 - [DRAFT Minimising Physical Restraint](#)

Motion: That the DRAFT Acceptable Physical Contact Policy, DRAFT Reducing Student Distress Policy and the DRAFT Minimising Physical Restraint Policy be approved and implemented.

Moved: Duncan. All in favour. Carried.

Motion: That the Resolution Via Email Policy be adopted as presented.

Moved: Duncan. All in favour. Carried.

Motion: That the Student Management Behaviour Committee Terms of Reference be updated to require a quorum of two board members rather than three.

Moved: Duncan. All in favour. Carried.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the February bills were paid on the 20th of March and the February monthly statements were received.
- **Motion: That the Draft Annual Financial Statements be approved.**
Moved: Duncan. All in favour. Carried.
- The Board was updated on Better Off Funding. Our solicitors have made changes to the contract and it is with now with Council.
- The Board noted the approval via email on the 14.03.23 - Approval of February Accounts to Pay. Accounts are to be separated into hostel and capital expenditure. Aaron to liaise with Lisa.
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- 65 Kakamutu is nearly finished and there is a staff member interested in renting it.
- Progress has stalled on work on E and M Block and the Science Block relocation due to the MoE not processing anything aside from works associated with schools affected by cyclone Gabrielle.
- Hall Upgrade: Quotes are coming in now for the kitchen upgrade. The AV components will be approximately \$18,000 more than what has been assigned from Better Off Funding. This is needed to install a quality system that will last into the future.

Motion: That \$18,000 be added to the budget for AV components for the hall.

Moved: Duncan. All in favour. Carried.

- Board to note resolution made via email 27.02.23 - Approval of Quote for Topographical Drone Survey.

6. Hostel

Led by Kim

- The Board discussed Hostel strategic planning, including outgoings and employment. Accommodation subsidy forms have been given to parents and will be handed out again during the Term 3 visit to feeder schools, in conjunction with a workshop to ensure parents have support needed to complete forms.
- The Term Four 2022 Summary and Yearly Review 2022 reports are due.

7. Principal Report

Led by Lyndsay

- The April 2023 Principal's report was tabled. Suspensions are high due to lack of tolerance for the level of violence that we have had at College. Lyndsay has shared the steps in place for lowering suspensions with the MoE, which they are happy with. We now have a truancy officer on board. An extension and enrichment programme has started. Visits to Year 7 and 8s from contributing primary schools have started to strengthen links with primary schools.

8. Employment

Nil.

9. Administration

Led by Duncan

- **Motion: That the February 23rd, 2023 minutes be accepted as a true and accurate record.**
Moved: Kim. All in favour. Carried.
- Matters arising: *Nil.*
- Board informed of relevant correspondence:
 - Inward:
 - i. SchoolDocs - Update to three [Policies](#), as included in agenda section 3.c.
 - ii. Karen Flay - [EOTC Pre Approval](#), Australian Netball Tour.
 - iii. Lyndsay Kurth - ED Pay Strike Screen for Board Records.
 - iv. Council: Updated rating valuations. Duncan to forward to Aaron to look through in regards to how this affects the rates charged to the College and if there is a process to dispute that valuation if we need to.
- Agenda items for next meeting: School Lunches, Board Funding Support and Board Vision, from good to great.

10. PEB: Entered: 6:30pm Exited: 6:55pm

- **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.
 - NZSTA Matters
 - Employment

Moved: Duncan. All in favour. Carried.

11. Meeting closed at 8:02pm

Next meeting: Tuesday the 6th of June, 2023.

Action points for the 4th of April, 2023 meeting:

WHO	WHAT	WHEN
All board members	Review/rate College on position within Te Ara Huarau: School improvement framework	For next meeting
Aaron/Lyndsay	Investigate Fundraising Policy	For next meeting
Aaron	Liaise with Lisa to make changes to 2023 budget and have 'accounts to pay' differentiate hostel and capital expenditure.	Immediate start
Duncan	Follow up with Nania Mahuta r.e Tainui/Maniapoto Hui	Immediate start
Aaron	Investigate rating valuations and process for disputing if necessary. (Duncan to forward)	

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 08.06.23