

Board of Trustees of Otorohanga College
Wednesday 26 February 6.30pm in Library.

Minutes

BOT Members: Lorraine Fox (Chair), Anthea Tata (Deputy Chair), Mark Pitts-Brown (Hostel), Corey Wilson (Co-opted – Finance), Chris van der Heyden (Property – Staff Trustee), Rex Fare, Michael Ritch (Policies), Emma Rye (Student Trustee), and Traci Liddall (Principal). In Attendance - Paul Matthews (LSM)

Mission Statement: Ko te mana mo mua ki te whakamana – “Honour before Honours”

Current Strategic Priorities: (Provisionally taken from LSM summary until community consultation)

- To engage the community in positive and respectful partnerships to support student learning and success, both within the college, and in the wider community including our contributing schools
- To sustain an unrelenting focus on raising levels of student achievement in all areas and all year levels, and to accelerate the progress of priority students.
- To build leadership capacity at all levels of the college, including students, staff and parents.

1. Opening and Karakia
Whanaungatanga/any apologies

Meeting Opened: 6:30PM

- Manaakitia tenei hui
- Manaakitia tenei ropu
- Manaakitia tenei whanau
- Tae noa ki tenei kaupapa
- Arahina nga patai
- Arahina nga ture o
- Kia pute te maramatanga

Apologies from Corey and Mark

Corey has declined to proceed with his position on the BOT and is to be sent a formal letter of thanks for his contribution to the BOT.

First half of the internal evaluation personal sheet completed at the start of the meeting.

2. Board Processes, Planning and Training

Led by BOT Chair, LSM

- Update on progress with School. Docs. and the availability of policies on website.
 - *Final reviews to be made by the members of the BOT. Traci is to send everyone a link and ensure each section is reviewed specifically by two members of the BOT.*
- Lorraine to advise Shannon will be BOT secretary until June
- BOT to receive quotes and decide upon website provider
 - *Mentioned in Principal Report*
 - *KS design provided a quote of \$3100 for a new website and a one year hosting fee of \$621 therefore totalling to \$3721 excluding GST.*
 - *Students with an interest in web design are to be offered the opportunity to participate in the process.*

- *MOVE – Accept the quote from KS design as the website designer and provider for a total of \$3721 excluding GST -Traci/Rex, AIF, Carried*
- Confirm annual report and charter to MOE by 1st March
 - *There has already been considerable consultation with the community. Once the report is approved, it will be represented as a working document. The annual plan available is only for the current year.*
 - *The movement from 3 charter strategy goals to 5 focus points came about to incorporate all important matters associated with the main goals as a result of wider consultation.*
 - *MOVE – The 2020 to 2025 charter and annual plan be accepted and approved – Traci/Lorraine , AIF, Carried*
- BOT members to confirm registration at Employer Role workshop 2 April
 - *Michael, Rex, Mark, Chris and Lorraine are currently registered.*
 - *Emma to catch up with Traci about attending the Employer Role workshop.*
- BOT to receive information about overnight camp for juniors
 - *Camp is delayed until Term 4 2020*
- Traci to advise on the Community Consultation on Health Curriculum
 - *Currently has not started.*
 - *Traci has spoken to Leighton (Head of Department) and will set a time within the next week to determine the details.*
 - *The BOT to write a statement every 2 years to be put on the website.*
- Staff handbook and departments to be provided in the BOT shared drive
 - *To be updated to include Michaels name.*

3. Finance

Led by Corey and BOT Chair

Due to Corey's absence, this section was Led by BOT Chair.

- Appointment/co-option of finance person to be discussed
 - *Paul, Traci and Lorraine discussed whether or not to co-opt someone onto the board in a previous, private meeting.*
 - *Due to the current scrutiny surrounding the college and BOT, it is essential to demonstrate that we can soon be financially independent.*
 - *A finance report should be received once a month however, there have been no finance reports from Peter Granville since November.*
 - *Lorraine to find a possible new trustee member and keep Santjie informed of the changes occurring.*
- BOT Chair to confirm that letter has been sent to Peter Granville regarding change of account services provider
 - *Confirmed by Lorraine*
- BOT Chair to confirm that letter includes expectation that accounts will be completed, as required legally, by March 2020.
 - *Confirmed by Lorraine*
- Protocols for managing and overseeing budget variations in 2020.
 - *Confusion regarding budget approval.*
 - *Waikato times subscription for the hostel to be cancelled.*
- BOT to be advised of audit preparation for 2020.
 - *New provider visited 25/02/2020 and is set to visit again in the coming 3 weeks. The current concern is Peter Granville's involvement.*
 - *The financial part of the annual report is due 1st May.*

- *Traci to ask Corey for letter so it can be resent to Peter Granville. BOT to inquire about the date Peter Granville will send the documents and keep email records of communication.*
- Discuss 3 – 5 year finance strategic plan - defer
 - *To be reviewed in the March meeting.*

4. Property

Led by Chris and Traci

- Chris to give proposal to BOT regarding security cameras and recommended actions, with budget implications.
 - *This proposal has been put on hold.*
 - *A proposal to change the project manager is to now be put forward in the March meeting.*
- Chris to present quotes for approval regarding purchase of oven (fridge has been repaired – no quote required).
 - *The funds for the oven are to come from depreciation*
 - *MOVE - Accept the quote to purchase a new oven for \$1299 - Lorraine, AIF, Carried*
- Bot to receive updated report on progress with MOE 5YA property projects
 - *BOT decided it was important to continue to develop their relationship with Manihera.*
- BOT to decide on use of property fund – upgrade/refurbishment of hall.
 - *An upgrade of the sound system, lights within the hall is to be underway by the end of the year.*
 - *BOT is not going to go through Himi, rather an external project manager will be used for the upgrade and refurbishment, preferably one that has recently entered the business.*
 - *Paul confirmed that the new consultant fees will be covered by the fund.*
 - *Whilst refurbishing the hall, there is potential to create a separate room in which the college can host guests. Currently, guests are hosted in either the staffroom or boardroom, both of which are not ideal as confidential material may be displayed as well as size limitations.*
 - *MOVE – Extra ministry property funding to be used for a refurbishment of the hall and to seek to employ a new consultant – Traci/Lorraine , AIF, Carried*
- *Contract for Vanessa's accommodation has been completed. The house is to be inspected quarterly.*
- *Traci to coordinate the renting of the remaining college property.*

5. Hostel

Led by Mark and Traci

Due to Mark's absence, this section was Led by Traci.

- BOT to review where are we at and next steps re. Hostel redevelopment
 - *Traci working on Letter addressing numerous politicians involved in Maori Education. This letter is to be signed by students from Kawhia and that reside in the hostel. The letter outlines the history of what has occurred and what the college requires as it proceeds.*
 - *Meeting on Monday 2nd March at 5:30PM in Kawhia. The minivan is to depart from the college at 4:00PM. Currently, Lorraine, Paul, Traci and Chris are going.*
 - *Propose to host a BOT meeting in Kawhia in July.*
- Hostel numbers to be confirmed

- *In Mark's Report*
- Progress on payment of unpaid 2019 fees
 - *In Mark's Report*
- Hostel hireage to be discussed
 - *In Mark's Report*
- *Mark is currently working with Roy to ensure the board receives a monthly report using or adapting the reporting template provided five days prior to the BOT meeting.*

6. Employment

Led by Traci and LSM

- BOT advised of positions still being advertised
 - The college is *currently still understaffed.*
 - *Application for junior English and social studies to be re-advertised.*
 - *Application for Head of English to be re-advertised*
 - *Ad-live for councillor.*
- LSM/Traci to advise on progress of schedule of delegations
 - *The final schedule of delegations is to be presented in March. These are to be confirmed by Traci and Lorraine at the weekly meeting.*
- LSM Report
- PEB – Employment matters/Complaint. LSM and BOT Chair to brief and update trustees.
 - *MOVE - PEB - Lorraine, AIF, Carried*
 - *Time in: 7:34PM*
 - *Time out: 7:48PM*

7. Student Report

Led by Emma

- Emma to report on student agency planning for 2020
 - *Parents to have access to a portal which will display an average number that demonstrates the student's commitment to school, particularly attendance. If the number is too low, parents will be informed about their child's attitude.*
 - *Further discussion on how to communicate with families that do not have access to the internet is required.*
 - *The attendance expectation is to be streamlined across all documents to 90%.*
 - *MOVE – Report be accepted – Emma, Lorraine/AIF/Carried*

8. Principal Report

Led by Principal - covers progress related to strategic priorities, not already covered in meeting so far. *See Principal's Report.*

- Tournament Week
 - *Tournament week accomodation for netball of \$3995 for 10 students is too excessive. The college is currently under financial scrutiny therefore, the proposed accommodation for netball has been denied.*
 - *Lorraine to be a part of the group that reviews fundraising.*

- *There was discussion regarding the netball team competing in an alternative, potentially more appropriate tournament.*
- *The Netball A team is to provide a more respectable proposal to the BOT.*
- *There are major concerns regarding staffing during tournament week as the majority of staff take teams to the tournaments as opposed to utilizing parent help.*
- *Paul and Emma to be on a sporting review board which will discuss concerns such as; the distortion of fundraising, funds and how to control budgets as well as staffing.*
- *MOVE – the netball trip is to go ahead in principal however, the cost for accommodation is to be reviewed significantly– Michael/Anthea, AIF, Carried*
- **Dance teacher**
 - *Dance is a creditable and relevant subject. It will cost approximately \$1200 a year to fund lessons.*
 - *MOVE – approve dance – Traci/Michael, AIF, Carried*
- **Engaging college and wider community in partnerships to support student learning and success**
 - *Pastoral care and behaviour management plan recommendations and implementation (summary circulated)*
 - *Evaluation of student transition and staff induction at start of 2020.*
 - *BOT to receive information about overnight camp for juniors*
- **Raising student achievement and accelerating progress of priority students**
 - *Interim NCEA results and report*
 - *Y9/10 curriculum and assessment plan*
 - *Confirm special needs and ESOL programmes in place*
 - *IT strategy plan to support learning and administration*
- **Building leadership at all levels**
 - *Propose that a Maori Liaison role be created and advertised, consultation with Maniapoto Marae Trust Board.*
 - *Confirm allocation of MU's and MMA's all with job descriptors and monitoring*
 - *Confirm PCT advice and guidance programme*
 - *Confirm 2020 school wide teacher PLD and induction programmes*
- **Compliance**
 - *Confirm all teacher registrations and 6-month renewals*
 - *Confirm roll and year/class sizes*
 - *Confirm year dates to meet open for tuition requirements*

MOVE – Report be accepted – Traci/Rex, AIF, Carried

9. Administration

Led by BOT Chair:

- **BOT to ratify Minutes of Last (30/01/20) Meeting**
 - *MOVE – Minutes from the Last meeting (30/01/2020) to be approved - Lorraine, AIF, Carried*
- **BOT to check for any matters from minutes arising, not already covered in meeting**
 - *No matters arising.*
- **BOT informed of any relevant correspondence inwards/outward.**
 - *One letter of complaint received*
 - *One letter to the media council.*

10. Internal Evaluation

- **Complete the second half of personal sheet and return to BOT Chair for collation.**
 - *Completed at 8:14PM*

11. Data and Key Reporting/Decisions for Next Meeting

- Thursday 26th March 2020 at 6.30pm
- BOT to receive proposed protocols for financial planning expectations for EOTC

Meeting Closed: 8:15PM

Minutes are true and correct:

A handwritten signature in black ink, consisting of a stylized, cursive 'P' followed by a horizontal line extending to the right.

Date: 02/04/2020