

MINUTES
Ōtorohanga College Board
5th June, 2024
5:30pm, College Board Room

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

In Attendance: 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: 5:30 PM

1. Opening and Karakia

Led by Duncan

Apologies: Kim Ingham (Co-chair)

Conflicts of Interest: As per interest register. No new interests raised.

2. Board Discussions, Planning and Training

Led by Duncan

- **Board Workplan:** This is a work-in-progress. A few items still to be assigned.
- **Disciplinary Hui:** Changes have been made to disciplinary hui. The next step is strengthening the feedback loop, so the Board can understand if outcomes are effective or not.

Motion: That attendance at a disciplinary hui be compensated at the same rate as a Board meeting, which is \$55.00 per meeting.

Moved: Duncan. All in favour. Carried.

- **Ka Hikitia, Ka Hāpaitia - The Māori Education Strategy:** This is an important document and mirrors intentions for the whole College. Lyndsay to add to the Treaty of Waitangi to the Strategic Plan.
- **Board Training:** NZSTA The Board's Role in Suspension Meetings Workshop clashed with the Board meeting, however resources can be viewed online.
- **Student Representative Update:** deferred.
- **Board succession planning:** Needs to be proactive, rather than at the end of an election cycle. Focus needs to be on strengthening the Board, moving in a positive direction and assessing gaps, future skills required and vulnerabilities. It would be ideal to have more parents of current students on the Board. Note to go in the next Community Update, future meeting agenda to be posted on Facebook.

3. Policies and Assurances

Led by Duncan

- **Delegations to the Principal:** Monica to look through and confirm delegations match our policies, e.g Protected Disclosure. To be brought back to the Board.
- **Policy for review:**
 - Employer Responsibility Policy: Reviewed. The auditors have questioned how the College meets this requirement and suggests that an Equal Employment Opportunities Programme be set up. There are concerns that this will overburden already stretched staff, thus hindering, rather than enhancing outcomes for students. Duncan to connect with auditors to ascertain what they are trying to achieve and if this is not already covered in our EEO Policy.
 - Appointment Procedure: Reviewed.

Motion: That the above policies be accepted as presented.

Moved: Duncan. All in favour. Carried.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the March and April bills were paid on the 20th of the month following and that the March and April monthly statements were received.
 - A slight deficit is predicted for the year. Lyndsay to check with Lisa regarding Hostel boarding fees, if any were paid in advance they will need to be returned. Two school house shave now been released for sale, which should realise approx \$800k to be put towards the new Science Block. Three more school houses are pending release.
- The YE 2023 Audit report came back with five recommendations regarding: Employment, Payroll, Staff banking and reimbursements.

Motion: That the Board adopt the recommendations in the Audit report and accept the audited accounts.

Moved: Duncan. All in favour. Carried.
- The Board to noted the following resolutions made via email:
 - 15.04.24 - Approval of March Accounts to Pay

- 14.05.24 - Approval of April Accounts to Pay
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Duncan

- **Property report:** tabled, with the following noted:
 - Gym Heaters: Currently only one heater working, with cost estimated at \$38,000 to replace them. Non-gas options to be investigated. Aaron to check who Boys High used for solar.
 - Portable toilet block: these are currently being rented at approx \$10k per year, it would be better to buy them, which would cost \$74,000. We could not build better facilities for similar expenditure.
- Motion: That the Board agrees in principal to purchase the toilet block, dependant on timing, i.e if other expenses need to be prioritised.**
Moved: Duncan. All in favour. Carried.

6. Hostel

Led by Duncan

- **Hostel Alumni/Closing Celebration:** Meeting scheduled for Sunday the 9th of June, at Maketu Marae, to go consult Kāwhia Whānau on the correct way to hold the closing ceremony. Next steps for the Hostel will be decided after the closing ceremony on the 21st of June.
- Hostel Hui notes for 01.05.24 and 15.05.24 tabled.

7. Principal Report

Led by Lyndsay

- **Principal's report:** taken as read. The College roll is at 337. Staff are working hard on lifting attendance. EOTC processes have been reviewed. The Board will also review at the next meeting, ensuring policy, processes and Risk Assessment forms are robust. Accelerating Student Achievement Plan and progress tracking discussed. Cross curricular opportunities will be developed, along with the creation of the junior graduation. The 'munch before lunch' initiative has been very successful.
- Motion: That the Board approves the purchase of a coffee machine, as presented, to support staff wellbeing.**
Moved: Jen. Seconded: Duncan. All in favour. Carried.

7. Administration

Led by Duncan

- **Motion: That the April 10th, 2024 Minutes be accepted as a true and accurate record.**
Moved: Duncan. All in favour. Carried.

- Matters arising: *Nil*.
- Board informed of relevant correspondence: *Nil*.
- Action Points reviewed.
- Agenda items for next meeting: *Nil*.

8. **PEB:** Time entered: 8:05pm Time Exited:8:16pm

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. EOTC

Moved: Duncan. All in favour. Carried.

9. **Meeting closed at 8:18pm**

Next meeting: Wednesday the 29th of May, 5:30pm.

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 03.07.2024