

MINUTES
Ōtorohanga College Board
21st August, 2024
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Aaron Cornelissson (Parent Representatives), Kim Ingham (Co-chair) 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: 5:13 PM

1. Opening and Karakia

Led by Duncan

Apologies: Yvonne Mita.

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

Additions to the agenda: Nil.

2. Board Decisions

Led by Presiding Member

- **College Van:** The current vehicle is no longer fit for purpose and needs to be replaced. The Board delegates authority to Stoffel Wilken to look at prices and options and return to the Board with a recommendation.

Motion: That the Board approve in principle, the purchase of a new College van, subject to sufficient funds and a reasonable price

Moved: Duncan. All in favour. Carried.

- **Koha and reimbursement** - Receipts are needed for any reimbursement, as per school policy. Koha doesn't always work this way, so a proactive approach ahead of time is required, ie consider vouchers rather than cash. When completing the EOTC process identify if koha is likely to be needed, and how it can best/most transparently be given.

2. Board Discussions, Planning and Training

Led by Duncan

- **Student Representative Update:** Student election planning progressing well.
- **Board Strategy Session:** To be planned early Term Four, with Board, Staff and an external facilitator. The aim will be to set a long term plan (10 years plus), a strategic plan (3 years) and a yearly plan (1 year) to ensure there is a roadmap for the future direction of the College.

3. Policies and Assurances

Led by Duncan

- **Policy for review:**
 - **Safety Checking:** The College goes above and beyond and police vets everybody. Safety Checking processes were recently reviewed by Julie Earl (ERO) and found to be robust.
 - **Concerns and complaints:** The policy was reviewed and assurance received from the Principal that we have good systems in place to transparently and fairly respond to and deal with complaints.
 - **EOTC:** The College EOTC process is fit for purpose, with all EOTC events also linked to the strategic plan. Everything we do meets or exceeds current guidelines and legislative requirements. EOTC events are linked to KAMAR, providing a thorough process with multiple checks. One area identified for improvement is for all to complete the post-event review. The College and Board have a duty of care to ensure that all those involved in EOTC are kept safe. This needs to be included in the bullet pointed section, at the top.

Motion: That the policies be accepted as presented, with the additional bullet point added to the EOTC policy.

Moved: Duncan. All in favour. Carried.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the June, July and August bills were paid on the 20th of the month following and that the June and July monthly statements were received.

- The College is tracking well. Time to be spent at the next board meeting discussing strategic allocation of available funds.
- The Board to noted the following resolutions made via email:
 - 12.07.24 - Approval of June Accounts to Pay
 - 14.08.24 - Approval of July Accounts to Pay
- Midyear budget review, including consideration of yearly budgeted support of sports teams, *deferred to next meeting.*
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- **Property report:** Tabled. The sale of two school houses has been paused by the MoE for further consultation. Letter and call to be made to MoE. Roof maintenance (spraying for moss, algae and lichen needs to be budgeted for every year to maintain life of roofing materials. 65 Kākāmutu Road exterior painting to be deferred until summer.
- **Motion: That the roof treatment, A Block finishing and A Block - Phase 3 upgrades be approved, as per the property report.**
Moved: Duncan. All in favour. Carried.
- **Watershed 5YA Project Delivery Report - July 2024:** Tabled.
- The Board noted the resolution made via email on the 13.08.24, quote for composition installation.

6. Hostel

Led by Duncan

- **Hostel Closure Update:** Destructive testing has been completed. Price for disconnection of services, lifting, re-siting and area remediation to be investigated. Cost benefit analysis on flat to be conducted. Options for supporting community housing to be investigated. Options to be costed and presented back to the board to make an informed decision on future plan for buildings.

7. Principal Report

Led by Lyndsay

- **Principal's report:** tabled. The Health Education Delivery Statement will be shared with the community and all feedback reviewed. Rongohia Te Hau, cultural responsiveness workshops underway. Improving cultural responsiveness, mātauranga maori, to be woven through standards that HoFs teach in. Tania Savage is available to help the Board with upskilling.
- **Motion: That the Principal's report be accepted.**
Moved: Duncan. All in favour. Carried.

7. Administration

Led by Duncan

- **Motion: That the July 3rd, 2024 Minutes be accepted as a true and accurate record.**
Moved: Duncan. All in favour. Carried.
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
 - Girls' Football Tournament Week [EOTC Forms](#) were reviewed, with a few corrections to be made, then to be reshared with Board.
- Action Points reviewed.
- Agenda items for next meeting: *Nil.*

8. PEB: Nil.

9. Meeting closed at 8:09pm

Next meeting: Wednesday the 16th of October, 5:30pm.

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 16.10.2024