

**MINUTES**  
**Ōtorohanga College Board**  
**16th October, 2024**  
5:30pm, College Board Room

**Board Members:** Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Yvonne Mita (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: 5:37 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** Aaron Cornelisson.

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

**Additions to the agenda:** Nil.

**2. Board Decisions**

*Led by Presiding Member*

- **Board Strategy Hui:** The Board will hold a Strategy Hui on the 23rd November, facilitator to be decided. Agenda to be circulated prior, covering key themes.
- **College Van:** To be followed up. Kim able to action, if required.

## 2. Board Discussions, Planning and Training

*Led by Duncan*

- **Student Representative Update:** The elected student representative is Quincey-lee Marsters. She will complete Student Rep training and meet with the chairs for induction.

## 3. Policies and Assurances

*Led by Duncan*

- **Policy for review:**
  - Finance and Asset Management: Reviewed and discussed. Identified as a possible area for professional development.
  - Asset Management and Protection: Reviewed and discussed.

**Motion: That the policies be accepted as presented.**

*Moved: Duncan. All in favour. Carried.*

## 4. Finance

*Led by Lyndsay*

- Lyndsay confirmed that the September bills were paid on the 20th of the month following and that the August monthly statements were received.
  - The College is tracking well, with some funds in reserve to apply to strategic initiatives. Board to review surplus funds policy, specifically around requirements for short term investment prior to funds being required for a project. There is an incorrect graph on Page 4, Monica to follow up with Santjie.
- The Board to noted the following resolution/s made via email:
  - 13.09.24 - Approval of August Accounts to Pay
- Midyear budget review conducted, with a further meeting to be held after the Strategy Hui, to set the budget for 2025. Santjie (Accountant) to facilitate a budget setting meeting with HoFs. Curriculum Budget Requests are currently linked to the College's strategic priorities. A box to be added to the request form for stating the faculty's key objectives and how the requested spending will achieve this.

**Motion: That the financial reports be accepted.**

*Moved: Duncan. All in favour. Carried.*

## 5. Property

*Led by Kim*

- **Property update:** Steady progress has been made, new door installed in Hall kitchen, builders have completed most of the work on A Block over the holidays, with only a few things remaining to be finished off. Quotes to be sought for further programme of works, continuing down A Block hallway. Work to possibly go ahead during the next holidays.

- **Science Block update:** Five quotes have been received from architects, three have been invited to present to the College, after which the preferred architect will be selected.
- **Hostel Update:** Quotes and further information has been sought to better understand options and implications.
- **Motion: That work continues down the path of readying Hostel buildings for removal and seeking expressions of interest from parties who may wish to obtain the buildings. Flat and rec room to be retained by the College. Decision to be made before the end of the year to enable work to progress over the holidays.**

*Moved: Duncan. All in favour. Carried.*

## 6. Principal Report

*Led by Lyndsay*

- **Principal's report:** tabled. Rongohia Te Hau facilitator Tania Savage and her support person visited on Monday to share and review data with SLT and Board co-chair. Next steps will be identified, with a proposal for PLD and staff support, through coaching and mentoring to be provided. Changes are pending to school Board objectives and NELPS.
- **Dates to be aware of:**
  - 29th October, 11.30am, Ben Purua, Ahuwhenua Young Māori Farmer of the Year, Country Calendar will be filming.
  - Wednesday, 30th of October, Senior Prizegiving, 7pm - Kim to speak.
- **Motion: That the Health Education Delivery Statement be adopted.**  
*Moved: Lyndsay. Seconded: Michael. All in favour. Carried.*
- **Motion: That the Principal's report be accepted.**  
*Moved: Duncan. All in favour. Carried.*

## 7. Administration

*Led by Duncan*

- **Motion: That the August 21st, 2024 Minutes be accepted as a true and accurate record.**  
*Moved: Duncan. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action Points reviewed.
- Agenda items for next meeting: College 'walkaround'

## 8. PEB: Entered: 7:47pm, Exited 8:00pm

**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.

- Employment
- Health and Safety

**9. Meeting closed at 8:03pm**

*Next meeting: Wednesday the 13th of November, 5:15pm.*

Minutes are true and correct:

A handwritten signature in black ink, appearing to read 'D Coull', followed by a period.

Duncan Coull

**BoT Presiding Member**

Date: 13.11.2024