

MINUTES
Ōtorohanga College Board
11th December, 2024
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Aaron Cornelissen, Yvonne Mita (Parent Representatives), Quincey-lee Marsters (Student Representative), 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: 5:35 PM

1. Opening and Karakia

Led by Duncan

Apologies: Nil.

Conflicts of Interest: As per interest register. Kim Ingham declared an interest, as a member of the Ōtorohanga Housing Committee. Lyndsay Kurth recused for Principal Endorsement.

Additions to the agenda: Hostel.

2. Board Decisions

Led by Duncan

- **Policy for supporting staff furthering education:** The College PD procedure needs to be updated to support a fair and transparent process for awarding PD funds.
 - A fixed yearly PD funding pool will be set as part of annual budgeting.

- Applications will be considered against a funding criteria matrix, and successful applications will be funded at a minimum of 40% and maximum of 80%.
- Applications will be considered twice a year, at the ends of Term One and Two. Funding requests must be forward focused, not reimbursements.
- Policy to be updated to reflect that applications will be shared with the Board and that Principal endorsement will be made through the Board.

Motion: That all three PD applications, as presented, be endorsed.

Moved: Duncan. All in favour. Carried.

- **Board to consider expression of interest for the College Hostel Flat:** Kim to confirm in writing on behalf of the board that we are unfortunately not in a position to be able to offer the flat for lease.

3. Board Discussions, Planning and Training

Led by Duncan

- Board update to go out in King Country News, Monica to coordinate.
- Board Yearly Plan 2025 to be developed, Monica to coordinate.

4. Policies and Assurances

Led by Duncan

- **Policy for review:** Nil.
- **Board assurances:** as per Principal's Report, reviewed and discussed.

Motion: That the assurances be accepted as presented.

Moved: Duncan. All in favour. Carried.

5. Finance

Led by Lyndsay

- **2025 Budget:** Curriculum budget requests have come through, overall 2025 budget creation is underway, with the Science block to be a priority area.
- **Waiwaia:** Next year, we will host Waiwaia, and will need funding set aside, as well as exploring other funding sources, such as Te Nehenehenui, ŌDC and the Ōtorohanga Charitable Trust and through koha. *Date: TBC Week 5, Term 3, or Week One, Term 4.*

Motion: That the financial reports be accepted.

Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- **Property update:** Board members went on a property walk-around to view progress and identify focus areas.
- **Hostel relocation:** There is a party interested in removing Hostel buildings. The Board will move with caution and ensure there is a solid agreement and understanding of outcomes in place before agreeing to anything.

6. Principal Report

Led by Lyndsay

- **Principal's report:** tabled and discussed. The MoE has released the Stepped Attendance Response - to be finalised early Term One. Stand downs are up a lot, but suspensions are down, showing interventions and supports are working. Funding of a music based Passion Project linked to the Strategic Plan, Community Pillar, considered.

Motion: That the Board endorse funding of the Passion Project, as presented.

Moved: Duncan. 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 November 13th, 2024 Minutes be accepted as a true and accurate record.**
Moved: Duncan. All in favour. Carried.
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
 - The Managing National Assessment report was very positive, with minimal items identified for follow up.
- Action Points reviewed.
- Agenda items for next meeting: *Nil.*

8. PEB: Nil.

9. Meeting closed at 7:57pm

Next meeting: Term One, Week Five, 2025.

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: 05.03.2025