

**MINUTES**  
**Ōtorohanga College Board**  
**4th November, 2025**  
5:30pm, Board Room, Ōtorohanga College

**Board Members:** Lyndsay Kurth (Principal), Jennifer Roughton (Staff Representative), Kim Ingham, Cheryl Clark, June Davis, Neven Harland (Parent Representatives), Duncan Coull (Co-opted, Meeting Chair), Jessica Buckley (Student Representative).

**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:** Michael Woodward (Presiding Member)

**Declarations of Interest:** Cheryl added her standing interests to the register.

**Additions to the agenda:** *Nil.*

**2. Board Decisions**

*Led by Duncan*

- **Code of Conduct:** Reviewed.
- **Delegations:** Kim to continue property role, with Cheryl to join her. By default, as the Presiding Member, Michael to be included a member of any subcommittee - if any issue of conflict arises he would opt out of that subcommittee or project.
- **Remuneration Policy and payments:** Reviewed.

**Moved: That the Code of Conduct, Delegations and Remuneration Policy and Payments be approved.**

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

### **3. Discussions, Planning and Training**

*Led by Duncan*

- **Community Consultation ahead of the 2026-28 Strategic Plan:**
  - Quote: [Community Consultation Meeting Proposal](#), Jo Wilson and [FIRST DRAFT Strategic Plan 2026 - 2029](#) tabled.
  - MoE has extended the start date for boards' next strategic plans by a year from 1 January 2026 to 1 January 2027. As Ōtorohanga College has ticked off most of the goals on the previous Strategic Plan, it was agreed to continue with the review and community consultation process to stay on track with identifying new strategic goals.
  - Strat plan to be revisited by SLT, with recommendations from ERO partner to be woven in.
  - Board to meet r.e. Strategic Plan, possibly prior to next meeting. (Meet at 4:30pm.) Lyndsay to check with Jo on Thursday, return with a date or two to see where we are at.
- **Te Ao Māori - Current Reflections:** *Nil.*

**Moved: That the quote from Jo and the proposed process be approved.**

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

### **4. Policies and Assurances**

*Led by Duncan*

- **Policies reviewed:**
  - Bullying and Harassment
  - Behaviour Management
- **Board assurances:** Presented, as per Principal's report.

**Moved: That the Policies and Assurances be approved.**

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

### **5. Finance**

*Led by Duncan*

- Lyndsay confirmed that the August and September bills were paid on the 20th of the month following and the August and September monthly statements were received.
  - The College continues to operate above budgeted expectations. Property expenditure is as expected. We are in a good position to plan capital expenditure for the College for next year, with a buffer once BoF ends. Setting curriculum budgets, but not executing them needs to be worked through. Budgets due EO

week eight, Michael, Duncan and Lyndsay will meet in Week 9 to go through. All other board members welcome to join.

- **Ratified:**
  - 15.09.2025 Approval of August Bills to Pay
  - 14.10.2025 Approval of September Bills to Pay

**Moved: That the financial reports be accepted and the Bills to pay be ratified.**

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

## 6. Property

*Led by Kim*

- **Property update:**
  - Property maintenance report tabled. Board to get together and look at the high level vision for the whole College - working through rectifying old infrastructure across the whole College. New Science Block is on track, very exciting to see the progress.
    - i. **Hostel:** May need to face the reality of demolition of the hostel buildings as no solid interest from parties to relocate. Kim to follow up with Arana. Lyndsay to follow up with Jason r.e. Small flat. Kim to revisit demolition costs, seek quote/tender from 3-4 companies, return to Board with recommendation. Job poss to be completed in the school holidays.
    - ii. **Painting** to continue in B Block and further works around the school.
    - iii. **Building condition carpentry works:** needs to be looked at in more detail, to be left tonight. Possibly requires a bringing in a building team as too much for staff.
    - iv. **Air conditioning replacement and maintenance:** Cost of \$11,159, to be done before start of next year. Will be future proofed, able to be on a system that is centrally controlled.
    - v. **C Block wastewater station upgrade:** This is a P1 item so needs to be rectified, with future proofing also taken into consideration, i.e if the C Block space is to be used in the future. Smell is often noticed onsite.
  - Project Status Reports tabled: L Block Refurbishment, VARIATION: ELECTRICAL INFRASTRUCTURE UPGRADE RELATED WORKS.
    - i. Meeting held with TLC and electrical engineers to understand College load and requirements, resulting in the proposed variation to electrical works.
  - A property folder has been created, it contains all property condition assessments.
- **School Houses:**
  - Surplus School Houses: Three pending sale, two in the process. Hold up due to theft/vandalism at one property.
  - Harcourts Rental Appraisal and Rental review tabled. Board obligated to review rents. Rent collected goes towards property maintenance. Buildings are now at Healthy Homes standards. Rents to be set as per policy and appraisal, Board to ensure due notice and consideration given to tenants. Kim to check with property manager.

- **Ratified:**
  - 008.10.2025 email motion that the College Board engage Peddlethorpe Architects to undertake a CAD Plan for the College to assist current and future building and infrastructure works and that Peddlethorpe Architects quote be approved.
  - 29.10.2025 email motion to approve measures presented to rectify Storm Damage and Quote from Ultrafire. NOTE: There will be other bills to come in for this, possibly some MoE funding available. Insurance will pay up to \$10k for electrical damage. Replacement board may be needed in the office.

**Motion: That the C Block wastewater station upgrade, at cost of approx \$8.9k be approved as presented.**

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

**Motion: That the air conditioning replacement, at cost of approx \$11,195 be approved.**

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

**Motion: That the variation to electrical works be approved as presented.**

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

**Motion: That the property report be accepted and email motions be ratified.**

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

## 7. Principal Report

*Led by Lyndsay*

- **Principal's report:** tabled.
  - CAAs and attendance - There has been a huge improvement from this time last year, which shows interventions are working. Huge appreciation to staff for their work on this.
  - Staffing looking good for 2026. Attendance officer and learning support positions discussed. Both roles considered fundamental to learning outcomes.
- The **Attendance Management Plan** can't be approved until further communication from MoE regarding changes they are making. Schools not meeting 40% attendance targets can be put under statutory management. PM and Principal to meet with ERO partner if any concerns as he has previously confirmed the College's Attendance Management Plan is exemplary.
- Quote tabled for PLD Support from Jo Wilson. Jo has been successfully supporting HoFs at the College for four terms. Deans have asked to be supported also. Jo to present to Board her aims and plans, along with providing a quarterly progress report.

**Motion: That a third Learning Support teacher be employed, to be funded by operational and MoE funds.**

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

**Motion: That the Attendance Officer position be made permanent, in line with College attendance priorities.**

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

**Motion: That the PLD quote from Jo Wilson be approved.**

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

**Motion: That the Principal's report be accepted.**

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

**8. Administration**

*Led by Duncan*

- **Motion: That the 9th of September, 2025 Minutes and 9th of September Reporting to the Board notes be accepted as a true and accurate record.**  
*Moved: Duncan. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action items reviewed.
- Agenda items for next meeting considered. DPs to present.

**8. Public Excluded Business:**

**Time entered:** 7.06pm

**Time Exited:** 7.15pm

**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. Matters: employment.

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

**9. Meeting closed at 7:17 pm**

*Next meeting:*

- Tuesday 2nd December

Minutes are true and correct:



Michael Woodward

**Ōtorohanga College Board**

**Presiding Member**

Date: 02.12.2025