

**MINUTES**  
**Ōtorohanga College Board**  
**2nd December, 2025**  
5:30pm, Board Room, Ōtorohanga College

**Board Members:** Lyndsay Kurth (Principal), Michael Woodward (Presiding Member), Jennifer Roughton (Staff Representative), Kim Ingham, Neven Harland (Parent Representatives), Jessica Buckley (Student Representative).

**In Attendance:** Vanessa Te Huia (DP Hauora), Stoffel Wilken (DP Student Achievement), 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: 5:32 PM**

**1. Opening and Karakia**

*Led by Michael*

**Apologies:** June Davis, Cheryl Clark, Duncan Coull

**Declarations of Interest:** Michael added his standing interest to the register.

**Additions to the agenda:**

- i. Academic results 2025
- ii. Project Status Report: L Block Refurbishment
- iii. Project Status Report: Property Maintenance Works

**Guest Speakers:**

- **6:00pm Stoffel Wilken - DP Student Achievement**
  - Academic results 2025, showing positive movement in achievement rates and CAA completion. Pathways and Gateway programmes show high rates of success, with the College able to offer these programmes above what is funded, enabling more students the opportunity to benefit from what is on offer.
  - Next steps and work-ons outlined to ensure continuation of a positive trajectory.

- The College could benefit from additional staff to support students when learning needs, intervention or extension requirements are identified.
- A lack of clarity and lead time around government directed curriculum changes is creating stress, with staff unable to prepare and plan to implement the changes well.
- **6:30pm Vanessa Te Huia - DP Hauora**
  - There has been a huge improvement in hauora and attendance data. The data needs to be looked at with an understanding of the context we are working in.
  - There is a gap in being able to identify students with hauora needs, and having the resources to be able to reach them with a targeted plan.
  - Next steps and work-ons identified. College to look into possibility of running an alternative education programme. Year 13 pathways become narrow, which correlates with a drop in attendance.

*A huge thank you to Vanessa and Stoffel for all that they put into their roles and their dedication to students.*

## 2. Board Decisions

*Nil.*

## 3. Discussions, Planning and Training

*Led by Michael*

- **College strategic direction: Set date for Board to meet**
  - What does the College look like in going forward? How should the Board invest to make that happen?
  - College infrastructure is aged, Board needs to ensure any renovations take future aspirations into account. Board to conduct walkaround prior to strategic discussion hui, separate to a usual Board meeting. Jason McCarthy and Jo Wilson to be involved.
  - Lyndsay to get date options from Jo, then return to Board.
- **Te Ao Māori - Current Reflections:**
  - The government has changed legislation regarding how Te Tiriti is reflected in school governance requirements. Te Tiriti is already embedded in College culture and practices. Our commitment to all students and cultures represented at the College will not change.

## 4. Policies and Assurances

*Led by Michael*

- **Policies reviewed:**
  - Minimising Physical Restraint
  - Staff Wellbeing and Safety

- **Board assurances:** *Nil.*

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

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

## 5. Finance

*Led by Michael*

- Lyndsay confirmed that the October bills were paid on the 24th of the month following and the October monthly statements were received.
- **Ratified:**
  - 14.11.2025 Approval of October Bills to Pay
- **2026 Draft Budget:**
  - Forecasts a surplus of \$108k. There are a few spreadsheet errors that are impacting results, however we look to be operating within our means.
  - Better Off Funding allowed significant investment in school resources and infrastructure. This needs to be taken into account when budgeting for depreciation and maintenance.
  - Curriculum budgets have been submitted and reviewed. IT and capital requests have been added to the correct budget line for those items. HOFs to be encouraged to front load spending to ensure departments are fully resourced for the year. Michael to speak at staff meeting.
  - Waewaea is back on the cards for the College to host next year. Changes may need to be made to make this event sustainable for schools to host.
  - Budget to be finalised by the 16th December, Michael to liaise with Lisa and Duncan to fine tune the budget, get changes made, then return to Board with final copy for approval. Lyndsay then able to confirm with staff budget holders that they are ok to proceed.

**Moved: That the 2026 Draft Budget be approved, pending tweaks and corrections, as listed above.**

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

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

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

## 6. Property

*Led by Kim*

- **Property update:** *Verbal report given.*
- **Quotes presented:**
  - Building Maintenance Work - Quotations obtained from three builders. *King Build quote accepted.*
  - Stirling Security - Alarm Upgrade - required after the damage caused by the electrical storm. All quotes obtained now sit with MoE. *Approved.*

- Murray Hunt - Staffroom drapes. *Approved.*
- Murray Hunt - Staffroom roller blinds. *Approved.*
- GWE Consulting Engineers - Site Investigation and Assessment of Playing Court Surface Damage - Court was approved to be resurfaced, however several issues identified, including severe cracking and roots impacting integrity, so testing needs to happen first to ensure resurfacing integrity. There is the opportunity to look into it as a whole asset, rather than replacing like for like. Quote for retaining wall to be sought. *Approved.*
- Continuous Stainless - Stainless polishing. The cost is too high, needs to be relooked at. Possibly different, more cost effective product to be used where possible. *Declined.*
- **School Houses:** Progress made on some, one returned back to consultation process.

**Motion: That the quotes be approved, as presented and recorded above.**

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

**Motion: That the property report be accepted.**

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

## 7. **Principal Report**

*Led by Lyndsay*

- **Principal's report:** tabled.
- **Professional Growth Cycle Annual Endorsement:** tabled.
- **Principal Annual Leave** discussed.
- The **Attendance Management Plan** discussed. No further information received from MoE. To be reviewed termly.

**Motion: That the Attendance Management Plan be adopted and implementation be approved.**

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

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

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

## 8. **Administration**

*Led by Michael*

- **Motion: That the 4th of November, 2025 Minutes be accepted as a true and accurate record.**  
*Moved: Michael. All in favour. Carried.*
- Matters arising: *Nil.*
- Board informed of relevant correspondence.
- Action items reviewed.
- Agenda items for next meeting considered.

8. **Public Excluded Business:** *Nil.*

9. **Meeting closed at 7:52pm**

*Next meeting:*

- 2026 Term One, Week Four, Tuesday 17th Feb and Week Nine, Tuesday 24th March
- Board Strategy Hui - Date TBC

Minutes are true and correct:



Michael Woodward

**Ōtorohanga College Board**

**Presiding Member**

Date: 17.02.2026