

Board of Trustees Ōtorohanga College
Minutes of the meeting held
Thursday 28 February 2019 in the Board Meeting Room

Mission Statement: Ko te mana mō mua ki te whakamana “Honour before Honours”

1) Ko te Karakia Timatanga was led by Keith

2) Welcome and whakawhanaungatanga for Phil McCreery (Acting Principal)

a) The meeting opened at 6.00pm and Lorraine welcomed Phil. All members of the Board, and the LSM Paul, introduced themselves to Phil with a brief personal background

b) Present

Lorraine Fox, Paul Matthews, Anthea Tata, Brenton Irwin, Maree Bublitz, Chris Van der Hayden, Phil McCreery, Monique Fagan, Keith Edwards, Sylvia Morgan

c) Apologies

Nil

d) Declarations of Interests

Nil – Maree Bublitz is no longer the NZEI site representative.

3) Strategic Decisions

a) BOT Processes and Protocols – *(Table and adopt at March BOT)*

Lorraine assured the meeting that nominations for positions on the Board does not take place in an election year. Paul encouraged trustees to read the document and be ready to adopt at the March Meeting. He encourages decisions to be thought through and not passed in a hurry. This is a “living document”

b) Board Action and Work Plan for 2019- *(Table and adopt March BOT)*

The BoT Annual Working Reporting Plan also needs to be considered as it is a living document and should be adopted as a working plan at the next meeting. This will ensure best practise procedures are followed. The compliance will be cross checked against the NAGs and ERO reporting. Over a 12-month period the BoT would be informed and assured of everything it needs to know about the operation of the school.

Paul to add to this reporting a last amended date, as this is a living document, to allow for any critical items that may need to be included and for the Board to be able to focus on governance.

Paul asked for feedback before the next meeting.

c) *Important Policies to Review for March BOT Meeting:(Need 1 or 2 trustees to work with LSM on this).*

Paul is asking for two Board members to work with him to provide as relevant input as far as possible for Otorohanga College. Maree offered her help.

i) Delegations to the Principal

Some critical policies need strengthening and working on. Lorraine asked Phil for the correct procedure regarding the approval of purchases of items over \$500 that currently have been presented to the Board. Lorraine asked if that responsibility could now be delegated to Phil as Acting Principal or did it need to wait until all delegations were addressed. Phil asked that it be minuted now but to be formalised in Delegations to the Principal in the form of allowing the Principal to approve and sign off expenditure that has been approved in the budget.

Paul suggested that Phil be the second Trustee, to work on policy review and development, with Maree, for convenience and the meeting agreed. The delegations will be distributed to BoT members four days before the next meeting.

ii) Trustee Roles and Responsibilities - to be adopted at the March Meeting

iii) Health and Safety – especially including H & S related to the Hostel - March meeting

4) Strategic Discussions

a) LSM Report (Tabled)

b) (Acting) Principals Report (Tabled)

Lorraine thanked Phil on behalf of the Board for the scope of his report and that the areas of concern for students have been highlighted and brought to the surface even though they are challenging.

Lorraine has full confidence that these issues are going to be addressed.

i) Progress towards Strategic Priorities

Phil asked the Board to consider postponing the sale and removal of the two prefabs as during the works on C Block they will be valuable as alternative teaching spaces. For one reason, we will not have to pay for extra teaching spaces if C Block is rationalised. Some tidying work would be necessary on the other prefab that could be used for Pathways. Possibly local community groups would take that up - Lions, Menzshed. Lorraine asked trustees' opinions. Chris pointed out that there was going to be a cost incurred in the removal anyway. All approved retaining the buildings meanwhile.

Move that the Prefab building's rationalization be postponed until the completion of C Block.

**Lorraine/Chris
AIF**

Lorraine asked Paul that regarding the Strategic Goals how do they tie in with the long-term goals and the Charter? Phil replied that the school has its Charter and long-term view of where it wants to go so it forms part of an action plan but the MoE requires measurable goals. This does not exclude anything else and enhances student capacity and ability. Three measurable goals are reasonable and achievable.

Anthea asked about the staffing levels. Phil replied that there are seven new teachers. Anthea said she understood at the end of last year teacher numbers would need to be reduced which did happen. Phil explained that beginning teachers bring with them a 0.2 allowance for mentoring. We are 0.15 over staffing entitlement and has been included in Paul's request for special funding. There are also 87 Year 9 students enrolled that is more than predicted which is a pleasing and healthy sign.

ii) Reporting scheduled for February Meeting
Addressed within the Principal's report.

iii) Other relevant matter

Addressed within the Principal's report. Paul LSM reassured the Board that the key points the Board needs to be informed and assured on, Governance and Management, are reported on in a planned manner so the Board is informed and assured on management matters.

Move that the Principal's report be accepted

**Phil/Lorraine
AIF**

c) Board of Trustee Elections:

- i) Intentions of current Trustees to stand down or seek re-election – *please be prepared to respond*

Maree won't be standing as she cannot guarantee where they will be living. Chris will be standing again. Monique as Student Rep will come up for election in September 2019. She can stand again if she so desires but needs to be re-elected. Keith will not be standing again. Lorraine is undecided. Anthea will be standing again. Brenton will not be re standing.

There has been some interest shown from people in the community to stand for election. We need someone with financial acumen to be shouldered or step forward.

ii) Confirm Returning Officer and arrangements

April Taelangi has been employed as the returning Officer. Money is received from the MoE for this position. Election date remains the 7th June 2019. Paul LSM pointed out that the Staff Representative Election will be held on the same date. Teaching and non-teaching staff are eligible.

iii) Publicity and encouragement for potential trustees to seek election. *1 or 2 trustees to lead trustee election publicity/communication*

Paul explained that NZSTA put out a very informative explanation document for members of the public. Paul will make sure they are available at the office. He suggested that any meetings involving families this term would be an opportunity to provide to families this information on the elections. Paul suggested that as there will be a lot of information to be divulged to parents in the next newsletter it may be appropriate to leave it until the following newsletter.

d) Student Trustee Report - tabled

Monique thanked the Board for the opportunity to attend the Spirit of Adventure and found the event very helpful and felt it built her confidence in her role as Board Trustee. Lorraine supported Monique's view that she is not an advocate for students in her role on the Board but is a voice for students.

Move that the Student Trustee report be accepted

**Monique/Maree
AIF**

5) Monitoring

a) Finance & Property Report

i) December 2018 accounts

Maree confirmed that the December 2018 Accounts were approved during the December 2018 meeting and the provisional January 2019 accounts. Lorraine raised the issue of finance reporting to the Board and how best to have this undertaken. Paul believed that a second set of eyes would be beneficial. Possibly co-opt onto the Board a professional person. He encouraged the Board to actively look for a person as a short term co-opt prior to the June 2019 elections as the finances are critical. Possibly look to a local person with proven financial ability or there may be an opportunity to approach the banks who often have a service component in their staff.

Move that Lorraine approach a suitable candidate to report to the Board at each meeting on the College's financial matters. The candidate is to be approved by the BoT and co-opted by the BoT at the March 2019 meeting.

**Lorraine/Maree
AIF**

Phil will give the financial report at the March meeting.

Budget 2019

The budget needs to be approved tonight as staff do not yet know what their budgets are. Phil commented that the budget is pared back significantly. The Hostel needs to be looked at in that currently it is drawing funds away from resources for the school. Paul feels that running the hostel is a MoE responsibility. There is no money set aside for short term maintenance. It is being run on a budget of \$5,000/student /year whereas boarding schools currently work on \$13,000/student/year.

Lorraine said that up until last year the hostel was self-funding. Did the emergency repairs last year cause a massive deficit for one year only? Paul replied that it is also projected as a deficit for this year too. Deficits are an ongoing concern. MoE made the commitment to the Coast peoples that they would provide an education for coastal families when they closed the school but they have in effect passed the costs and responsibility on to Otorohanga College. The roll is projected to only be 40 students. Coast families are already struggling to pay the \$5,000/Student fees.

iii) Paper to MOE on financial implications for BOT, of Hostel deficits (LSM)

Paul has drafted a paper to the MoE presenting all the facts as they now stand. Paul feels these issues stem back to high level decisions made regarding assets being handed back to the Boards, but the Boards do not have the funds for major maintenance of these assets. At the time the buildings were handed over to the Board for the hostel they were already very old. Peter Granville has looked at the figures for the last few years (and Paul himself has looked at years further back) and says that the Hostel costs have had a huge impact on the college and the ability of the Board to provide support for the current students.

Paul praised the amazing work Lisa Koppens has done in regards to all aspects of the budget. Roy and staff have done a wonderful and very special job running the hostel itself. This situation is a failing of National Policy rather than a school failing. It is an unsustainable situation. Paul has sent a report to a senior level meeting at MoE that is being held on Tuesday. There will be no instant change, but Paul thinks this issue must go to the top. If no action is taken, then a petition needs to be sent to the Minister as the situation is unjust and the families and pupils of Otorohanga and the Coast deserve fair and equitable treatment.

Paul asked that it be minuted that there is no blame to be placed at all, quite the reverse, there has been a tremendous amount of work and support put in to the Hostel. This is a caring and inclusive community that has been disadvantaged by a Ministry decision that was taken some time ago. Lorraine advised that the Board worked on a letter to the Ministers in 2017 for this purpose and it is in draft form.

Paul suggested a meeting before our next BOT meeting to keep the Board up to date with progress. If we can't get short term relief immediately and a long-term solution, then the issues should go to a petition. He suggested a letter of appreciation and thanks to Lisa from the Board when informing her that the budget has been adopted.

Phil reiterated the importance of improving fixed capital and suggested options for assisting this. Further to the budget Anthea raised an issue of in the Tech/Food/Fabric there is a budget for \$18,000 for materials and resources but only \$3,000 recovered in course fees. Phil advised that this is due to staffing requirements. Anthea asked why Math resources are underfunded in comparison to other subjects. Phil would expect Maths would be funded at a much higher level, but the research needs to be done initially into what resources are needed and are effective. Anthea asked if there is a PD budget per staff member? Phil said there is an amount put aside from various sources of \$12000. PD funds that are contestable can also be applied for from the MoE. Maree raised the point that there could be funding also through the CoL. Phil said that at the moment our CoL isn't recognised so we can apply directly ourselves. Anthea asked about Relief Teachers. Phil explained that teachers have a predetermined contact time and the

staff in Otorohanga are exceptional in their willingness to go beyond requirements. \$74,000 is allocated by the MoE for relief teaching that can quickly be used if there is a bout of flu etc.

Move that the 2019 Budget for Otorohanga College be approved.

**Lorraine/Anthea
AIF**

) Potential Trust Waikato Funding for Hostel Feasibility and Business Report, and Driver licensing Programme

Paul Crum through the Building Intelligence Group, Auckland got the feasibility study to a point and was unable to progress. This has been discussed with Trust Waikato and there is some funding available to complete the study. Paul has said that before any further funding is applied for we need to make sure that the information put forward is accurate and evidence based.

This applies to the Driver Licensing Programme as well. At the meeting last week Trust Waikato were very positive in their support for the College. The Driver Licensing Programme is now sitting in Pathways. We are going to develop the programme and Dennis the CE of Trust Waikato says this will be used as a pilot programme to roll out in other Waikato High Schools. Goal: every student in the Waikato leaves with their full license and are willing to fund the programme fully to ensure that goal is met.

Phil informed the meeting that we already have a partnership with Number 12, a course provider in Te Kuiti, who already run through their local council. Otorohanga students are being surveyed currently to ascertain where each one is at in terms of their driving license. The benefits are making students employment ready and reducing negative contact with police. Lorraine highlighted that this programme ties in with our responsibility to create and strengthen links within the community. There is a possibility (H & S and appropriate checks dependent) of making Otorohanga College a Driving License Hub for 16 - 24-year olds. The significant community support offered needs to be strategic and not reactive. Phil said that the programme should be ready to go at the start of Term II. Pathways are working on all aspects that will be needed to provide the programme including professional tutors not volunteers.

b) Health & Safety Report

- i) Report on Property Meeting with MOE Adviser (? To report)
- ii) 5YP Plans and amendments
- iii) Urgent action on toilets etc.

Paul, Lisa, Lorraine, and Phil met with the MoE Property Advisor. Phil summarised that we would like toilets upgraded as soon as possible. C Block is high priority. Peter is happy to put a block on that whilst a decision is being made on the future. The school houses: The Board owns three and the MoE owns seven houses that we can sell and if spent on 5YP we would receive all the funds but if monies received is spent elsewhere then we would receive half. The money could go towards the hostel or into the school, or ask the MoE, in these special circumstances, that half the amount go into 5YP and the other half goes into upgrading fixed capital items. That would lift the school back to a position where all that is needed is \$50,000 - 60,000 per year to maintain the school in a good position. The Hostel is not a 5YP building.

The decision to sell the school houses is the Boards and the decision on delegation of the funds received from the sale is the MoE's. Paul suggest that we develop over the next several months a finance and property strategic plan. He sees this as urgent. There should be a briefing at the next meeting. So that the Board is prepared with time to prepare and discuss before making these decisions. Phil asked the Board if the toilets could be given a priority and advised that a variation of the 5YA is necessary. The Board was in full agreement. Paul suggested single entry toilets facing the outside with independent access.

Members of the Property reporting group: Chris (Property), Phil, Paul and Monique as Student Trustee.

- c) Policy Report: *Need 1 or 2 trustees to work with LSM/Chair on this*
 - i) Clarify processes for ongoing review of BOT Policies – and the need for strengthening policies related to Employment, Curriculum and Assessment, Health and Safety and Delegations to the Principal.

Already covered.

6) Administration

- a) Inwards/Outward Correspondence (see appended)

Phil will be following up with the issues raised by the Council as outlined in the letter received from them.

- b) Minutes of Previous Meeting, Action List, Evaluation

Move that the minutes of the meeting held on 29 November 2018 are a true and accurate record.

**Lorraine/Anthea
AIF**

Referring to the Action List Lorraine said we used to have Action Points in minutes. Paul said we can cover these issues at the next meeting as well as a feedback evaluation on each meeting with a review in Term Four on how well things were progressing. Lorraine explained we have been doing this termly with not staying to time in meetings being a stand out issue along with Trustees feeling as though they are not satisfied with their own contributions in meetings. Lorraine and Paul to fine tune the system.

- c) Refer trustees to 2019 BOT Action Plan and Report – March topics.

Tabled

Lorraine said these items will be in the agenda. Paul added that they are to be adopted in the March Meeting. Phil asked where we are at with the Strategic Plan, Action Plan, Measurable Goals to submit to the MoE. It is due on 1 March 2019. Phil, Paul Lorraine to Discuss on Mon/Tues. Paul said this also involves the Analysis of Variance.

Phil left the Meeting at 8.14pm so the board could discuss the principal appointment processes.

7) In Committee

8) Meeting Closure 9.05pm pm

- a) Karakia Whakamutunga led by Keith
- b) 2019 meeting dates: (Last Thursday of each month)
 - March 28th
 - (April 25th) Anzac Day – need to reschedule.
 - May 30th
 - June 27th
 - July 25th
 - August 29th (LSM Absent)
 - September 26th
 - October 31st
 - November 28th
 - Holiday arrangements

Appendix 1: Correspondence:

Inward:

Item	Date	From	Concerning	Action
			Information for the returning Officer	
			Sunsmart Practices and Policies	(to share)
		Oto Council	Building Audit - Issues to work on.	Within 30 days

Outward:

Item	Date	To	Concerning	Action
1				
2				

Appendix 2: Public Excluded Business: at 8.15pm and ended at 9.04pm

Board to resolve:

Move that the public be excluded from the following parts of the proceedings of this meeting - namely:

**Lorraine/ Seconder was recorded on PEB notes
AIF**

Declarations of Conflict of Interest:

List other business

The reason for passing this resolution and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Reasons: Legal and professional privilege, consideration of confidential matters relating to staffing and to protect the privacy of natural persons.

Grounds: The public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

Board to resolve at end of Public Excluded session(*in Public Session*):

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Appendix 3: Action List

- Board profiles updating (all trustees); Maree will provide a suggested template for profiles
- Emails on website (all trustees)

Minutes are a true and accurate record of the meeting:



Lorraine Fox
Chairperson 8 April 2019