

**Ōtorohanga College Board of Trustees Meeting Agenda**  
**To be held in the College Boardroom on 14 December 2017 at 6pm**

Agenda Item
<p><b>1. Administration</b></p> <p><b>1.1. Welcome/Present – Paul Singh, Lorraine Fox, Maree Bublitz, Anthea Tata, Brenton Irwin, Chris van der Hayden, Keith Edwards Amy Hacker, Ashlee Hawkes-Board, Seilala Makasale, Lindsay Dunn</b></p> <p><b>1.2. Apologies</b></p> <p><b>1.3. Declarations of Interest</b></p>
<p><b>2. Strategic Discussions and Decisions</b></p> <p>2.1. Student achievement reporting – Y9/10 achievement stats. (as per Amy's data)</p> <p>Shared data from LK</p> <p>PS - Yr 9 curriculum level programme – are they curriculum level?</p> <p>AH – spoke with Karen Crowe, there are ways we can analyze these data</p> <p>looking at 2017 Te Ope Angitu Yr9 Term 4 curriculum level progress –</p> <p>term 4 data are the average curriculum level for each group for yr 9 at end of term 4</p> <p>progress is compared from where they were in Term 1 to where they are in Term 4</p> <p>expected typical progress to be .66 – expect about 2/3 at curriculum level</p> <p>anything above 2/3 is accelerated progress</p> <p>less than .66 – students aren't making the progress that they should be</p> <p>2 important things to look at:</p> <p>1) progress that students have made</p> <p>2) absolute average curriculum level</p> <p>By the end of year 10, they should be at an average curriculum level of 5, NCEA average curriculum level 1 is 6</p> <p>Contributing schools give information on how the kids come to college, they are saying that 75% are at curriculum level – information not measuring level once in college</p> <p>Area of concern – progress in yr 9 (writing and mathematics), reading is an issue</p> <p>PS – Yr 9 is higher in curriculum level than yr 10</p> <p>AH – noticed this too</p> <p>Need to get a handle on behavior in yr 10 – not learning much and going backwards – nationwide</p> <p>Year 10 are not making the progress that they should be</p> <p>LF – is this across the board</p> <p>AH – no, top performers are always doing really well</p> <p>There is missing data – SLT to address this next year</p> <p>No school wide culture where the student is absent for an assessment, and returns next day having them sit the assessment – missing data, which means we are not comparing the same child each time.</p> <p>For yr 10, we don't have comparable data for 1/3 of them. Big number for missing data</p> <p>LF – concerns about math department – skeptical of the accuracy of this progress as well.</p> <p>AH – math dept skeptical too – consistently makes more than 1 increase in curriculum level each year.</p> <p>Pre-test in each strand – algebra, numbers etc, and they're given a post-test</p> <p>There has been progress for students in the pre/post test</p> <p>LF – are they teaching to the pre-test?</p> <p>AH – the two tests are identical, except that the numbers are different</p> <p>PS – math should be the easiest to measure</p> <p>AH – ran it past Karen, who thought the way we were doing it was good</p> <p>We are not doing what other schools are doing. We are giving them the pre-test, teaching the material, giving them the post-test then walking away. We don't have junior exam. What's the retention like 5 months later. We might get different answers if we were assessing them right after the teaching.</p> <p>PS – curriculum level of 5 for all students in yr 9, yr 10 goes down to 4.4.</p> <p>AH – something we have to look closely at next year</p> <p>PS – good feedback from goals set from last board meeting, but it is about setting expectations really high.</p> <p>Interestingly, why is our yr 10 going back so much?</p> <p>AH – can't say that those kids in yr 10 have gone backwards because we don't have the data for them when they were yr 9</p>

PS – next year we can compare the yr 10 due to the current data

.66 is roughly 8 divided by 13

Math compared to writing is much easier to measure.

## 2.2. Planned approach to student achievement reporting (SLT and BoT collaboration)

Ps – next year, getting a much better data analysis of what's happening throughout the year. Asked Amy in her experience, what can we get to track NCEA throughout the year?

Ah- most school enter their students into their internal and external at the start of the year, and that means if the student is withdrawn from them internally for any reason, there is a process around it and students are entered into it. We don't do that at Otorohanga. We have a culture of teachers working with the students that are in front of them and co-constructing what standards they might be attempting. What that means is that we very rarely give a student a not achieved grade for an internal; we are more likely not to enter them at all. We should interrogate that. Have heard teacher say they have 100% pass rate for an internal, but that's because only your two top students sat it. It's not a fair measure of what's happening in the class. Booklet showing courses that students are entered in these standard.

If a student needs to be removed from a standard, this should be a discussion with the student, dean and family so everyone is aware of why this is happening. If student chooses not to hand anything in, it should be entered in as 'not achieved'. By not handing in anything, it's not entered and there is no way of tracking the accurate level of standards for child.

Ahb – students don't get their credits because teachers are giving them the option of not doing it. Students start panicking at the end of year because they don't have the credits

AH – there is no 'not achieved' so parents are not aware that child did not hand in any internals. If we're giving each student the option to not do it, then they're not going to do it. Some children need to be told that they have to do it.

LF – that's what we are relying on our staff to say to our kids

January results don't show failure into an internal, but shows that they weren't entered into enough credits.

You asked about tracking – it's hard to know what the students are entered in

PS – if we want tracking through the year, we have got to have them entered into their credits within the first term.

AH – students should be entered into at least 14 credits min per subjects for endorsements.

Paper reports: parent portal is the only place for them to get their child's report. Suggestion is that we txt parents saying their child is bringing their report home. Term 1&3 – progress report, Term 2&4 – full report with comments from every subject area. This year there has only been 3 tick box reports.

Unsure who made the decision to not do reports as per previous years.

Need directive as this is hurting parents and kids

**Move that we ~~to~~ revert back to paper reports: Term 1&3 – tick box report, Term 2&4 – full report**  
**Paul/Lorraine aif**

Suggestion: that no moderated assessment be put on KAMAR until moderated grade has been added -

**Move that all students be entered x number of credits per course in the first term.**

**Paul/Chris aif**

PS – In Feb, it would be good to have a full analysis of NCEA results.

Report CoL with Glen – data from all schools, number from students

2017 12.3%, 2016 3.2%

## 2.3. NCEA results so far (Lyndsay to report on progress)

PS – NCEA overall pass rate is 70% before external.

NCEA 1 56% pass rate, NCEA 3 23%

AH – Gateway summary results for 2017 – 2 programmes to get credits outside of school. STAR – secondary tertiary and Gateway – secondary to work. Total of 1460 credits awarded through gateway, 44 students involved. Huge predominance of Maori students. 801 Level 3 credits generated through gateway. Increased funding to \$8,000 because of the effectiveness of the programme. Look into this and see where we can go with the Pathway programme/Careers

## 2.4. SAT Sustainability Plan (Karen Crowe)

Analysing what has been happening over the year. Reflection on change and next step.

AH – Karen been working with school – coaching/mentoring role, has recognised areas where some staff need full support.

1 day each week working/supporting senior and middle leaders working around supporting teachers with state of the art equipment.

Helen Kato – teaching teachers as writers.

Writing Linda – teaching students to express, discuss in different classes (how to)

Ministry funding also for David Bradford – cultural responses

Seilala temporarily left the meeting at 7pm

Amy left the meeting at 7.07pm

Public Excluded: 7pm

Public Included: 7.51.

Items 2.5, 2.6 and 2.7 were discussed in PEB.

2.5. Careers audit report (PEB)

2.6. Principal's Appraisal (PEB)

2.7. SLT Review (PEB)

2.8. Server replacement

Maree to forward to bot lease proposal

**Move that we rent to own 48 months period \$2,132.50 per quarter**

**Paul/maree aif**

**Action point – Maree to contact Wade**

2.9. Gold Coast Tour update

Postponed to 2019 – reason being number of students in Rugby team have pulled out Need to re-submit to board for 2019 . Netball team is also not going.

LF – why are children leaving? Need exit survey to ask why they are leaving school (optional for parents)

**LD – action point – exit survey**

**LD– Nag 6 – add column for students leaving school**

2.10. Staff appraisals

All staff appraisals completed – well done to Amy Hacker

2.11. Hostel remediation update

Project manager approached builder/plumber/electrician/roofer – given task with letters and will come back to Himi with costs – no date was given.

Deadline 31/01/18 so ministry can come in and see what has been done.

Regarding what the board deems as excessive costs

2.12. Hostel meeting 31<sup>st</sup> January 2018

Lorraine advised that Trust Waikato had contacted her regarding a meeting with TW and the Board regarding the current status of the Hostel.

2.13. 5YA – C Block rationalisation and community consultation

Before we can start using 5ya money, bot need to make decision. Major options –

Need to utilise money better – and not spend too much on maintenance

\$1m budget: We are 6 classrooms over code, should only be 2 to cover any growth.

Need to get rid of 4 classrooms.

**Action point: 2 classes to be removed/sold – MB & LD to advertise**

Looking at original building, it will cost up around \$440,000 to bring it up to speed leaving half the money to do repairs around school.

Science faculty highest performance faculty in school however, is in dire need of repairs.

Re-look at report from Brennan at next meeting

**LD to set date in 19 March invite Barbara Wenn, Himi, Brennan – public meeting (advertise in Waitomo News)**

#### 2.14. Policies

Defer - Apologies from Maree who was away on bio trip

#### 2.15. Parent hui progress

Date will be on facebook page & newsletters

#### 2.16. Larz Ngawaka

LD met with Larz, given letter – business has decided not to give refund. They did what was ask to do, however, have offered us to use what they have done for us.

AT – did they offer why they are not giving a refund? LD – no

Board will not be going with Larz for PD tracking

Have already paid this year's fee of \$2,600

It will have no impact on the process appraisal that Amy has done, however it will have a plus side in the recording of what happens in an appraisal.

Any value in PD tracking – how good/bad it was, plugging that into our strategic direction, teacher practice, improving achievements

LD to come back with yearly fee, benefits and alternatives.

Letter from Larz with proposal and other alternatives with quotes/fees.

AT – not happy with outcome from Larz. Doesn't have the heart of our school in his business.

PS – cut ties with Larz. PD tracker – look at free ones. See what other schools are using.

Board will not be adopting Larz Ngawaka's proposal offer of PD tracking

#### 2.17. Tahiti Trip – Mariana Papa

MP felt there were a number of students have not had the opportunity to do things – wants to open it up all year 13 students 2018

Criteria – NCEA level 2, doing level 3, high attendance and positive pastoral care in KAMAR

Moving to amend original criteria

**Move to accept Mariana's proposition with new criteria set by Mariana to open to year 13**

**LD/MB aif**

#### 2.18. Disciplinary hearings

##### 2.18.1. NGO support for 'at risk' students

PS – spoke with Christine, thinks we need support on back ground information.

LD – prior to us working out pastoral care, what we found was councillor was not included in meeting. This will change.

LF – wants to know what help (other organisations) is outside of school students before/or if they come to BoT table at disciplinary hearings.

AT – has friend who will come back to her next year with ideas of how organisations can help in a situation prior to disciplinary hearings

#### 2.19. Driver Licensing progress

Spoken with mayor – removing barriers. Mayor will get Rachel to contact Mr Dunn

Could be part of a pilot programme with Te Kuiti

### 3. Monitoring

#### 3.1. Principal's Report (Including policies to review and H & S and Risk Management)

##### 3.1.1. Numbers a bit down for next year –

28 - year 8 students from Sth school coming to Otorohanga College

Add to Agenda: who is paying for the buses to other colleges?

**LD/PS aif**

#### 3.2. Hostel Boarding Director's Report

KE – met Roy & Caroline Willison

Concerns about 9/10 pages' report.

Can we bring report down to 1 page for main parts?

Incidents and needs – process

Clarity on what he can spend on maintenance/ needs. Is there a schedule of delegation on what he can spend? Under \$500 Roy goes to LD, anything over \$500 goes to the Board. This has not been formalised.

Go over policies – review/revamp them to bring them up to speed

Action point for Roy to write 1-page report for next meeting  
 LF – concerned that no report has been presented to BoT – 2 monthly meetings and still no report.  
 Roy to write report for December and send to BoT before 21/12/12  
 Complaints, Student welfare, Property, Health & Safety, Student achievement  
**LD Action point: track down sub-committee Due Date book**

### **3.3. Treasurer's Report**

**3.3.1. 2018 Budget – PS/LF aif**

**3.3.2. Approve payment of \$1899 (plus delivery) for fridge move to be accepted  
 LF/PS aif**

### **4. Annual plan overview**

### **5. Correspondence**

#### **5.1. Inwards**

5.1.1. Paul Rawiri – Review of Statutory Intervention and Resulting outcomes  
 PS/LF aif

#### **5.2. Outwards**

##### **5.2.1.**

### **6. Confirmation of Minutes**

PS/LF aif

### **7. Matters Arising**

### **8. Identify Agenda Items for next meeting**

### **9. Identify Items for College newsletter**

### **10. Set next meeting date**

22/02/18

### **11. Meeting Closure/Farewell – 8.53**

**Mission Statement: To value all of our students, enhancing their self-esteem, academic potential, abilities and sense of responsibility.**