

Ōtorohanga College Board of Trustees Meeting Agenda

Held in the College Boardroom on Thursday 26 July 2018

1. Administration

1.1. Welcome

The meeting opened at 6.03pm with a Mihi and Karakia led by Lindsay

Present

Lorraine Fox, Paul Singh, Lindsay Dunn, Chris Van Der Hayden, Brenton Irwin, Ashlee Hawkes-Board, Maree Bublitz, Anthea Tata, and Sylv Morgan

1.2. Apologies

Keith Edwards

1.3. Declarations of Interest

Maree Bublitz is a Staff Trustee and a NZEI Site Representative

2. Strategic Discussions and Decisions

2.1. Student achievement reporting

2.1.1. Academic Report - submitted by Amy Hacker

The meeting appreciated the detail in the report. Paul asked how the mentoring project is currently funded. Lindsay said it is funded out of staff hours, and is for a group of students who have been identified as needing support to achieve set education markers. The mentoring time is used to address subject areas that the pupil is struggling in and the mentor, where possible, is appropriately matched to that need. Maree, who has taken on the role of Mentor to a student, explained in depth how it works under the oversight of the subject teacher's guidance. Maree described it as a totally individualised programme and was very positive in her assessment of the programme's success and benefits.

In the report Amy raised the issue of how the programme could be properly resourced in the future. The Board discussed needing empirical data of the success to enable funding options to be looked at. Maree said the data will be available after assessments mid Term 3. Lorraine suggested that the end of September would then be a suitable meeting date to consider the options

Te Opi Angitu

Lorraine asked what was in place now for last year's Year 9 and 10 students. Lindsay replied that year 10 had now moved on to Level 1 NCEA and were continuing to be monitored.

Move that the Academic Report submitted by Amy Hacker be accepted.

Lorraine/ Paul

AIF

2.1.2. Streaming Report - submitted by Amy Hacker on behalf of the SLT

Paul asked if the Academies were being discontinued. Lindsay replied that all aspects of streaming, banding and academies were under review to assess the value they add to a student's progress. Also under this review is the question of creating a Girl's Academy. Amy's report offered options regarding streaming and she highlights that there can be a perceived stigma among students to being in a class for targeted students. Lindsay said also now the behaviour of students has improved it opens up more possibilities.

Regarding streaming, Ashlee gave her student perspective that being surrounded by other pupils with the same commitment to learning and study made it far easier to concentrate. This year she has found, in the banded classes, that it is harder to focus. Ashlee said that progress can be more about which teacher you learn with the best and that students are all different in their responses to different teachers.

The Board found both of these reports very informative and would like to thank Amy for the time and effort put in to them. Lindsay said more discussions regarding streaming will follow with the possibility of putting a system in place for 2020, not next year, as the details of staffing and the value of streaming is still to be decided.

Move that the Streaming Report submitted by Amy Hacker be accepted.

**Lorraine/ Anthea
AIF**

2.2. Disciplinary Hearings

2.2.1. Sharing responsibilities at disciplinary hearings

Lorraine is unable to attend every disciplinary hearing and asked that the load be shared around the Board. Paul said it is challenging without consultation around dates to fit meetings in to a work schedule. Could there be some prior negotiation regarding dates of hearings? Lindsay said currently the School sets a date and the families attend but that the hearing must be within 7 days of the suspension. Lorraine asked if anyone would share the Facilitators role and Paul volunteered.

Lorraine has an agenda for the hearings that can be followed and trustees need to support each other through the process. There must be an emphasis on the importance of Tikanga. Maree proposed sending an email out prior to a meeting asking for confirmation of attendance and who may be willing to facilitate. A copy of the disciplinary hearing agenda will also be attached.

2.2.2. "It's not ok" – how to be proactive about non-violent communication at hearings

During one of the disciplinary hearings a comment was made, by the parent of a child, that was physically violent in nature. Lorraine said this had happened several times in different hearings. It raised a concern for Lorraine that as a school we need to promote that ,no matter what the context, violent communication is *NOT OK*. Lorraine suggested that in the initial letter to parents/caregivers, with regard a disciplinary hearing, this precept needs to be stated. It should also be reinforced with posters on the wall of the meeting room and that any inappropriate language is not OK. The Board agreed and Lindsay suggested adding the relevant School Policy statement and the relevant passage from the Vulnerable Children's Act into the initial letter.

Lindsay Action Point. Lindsay to embed Policy into the initial disciplinary meeting letter to Parents/Caregivers and to attach the hearing agenda to Board members initial email.

Lorraine suggested the school adopts the "It's not OK" campaign but is aware that it needs to be introduced in a way that doesn't overload already overloaded staff. After a discussion the Board decided rather than it being another campaign it would be better to tie the concepts into PB4L and to liaise with Maniapoto Family Violence Network.

Chris Action Point. Chris to contact Andrew Connors and Donna of MFVIN and report back to the August BoT meeting.

2.2.3. Termly report on progress of students who appear before the Board

Lorraine asked Lindsay to speak to Donna about the termly hearing progress reports for students to assure the Board that the students, who appear at hearings, are on track and that conditions are being met, as defined by the BoT, at their hearing.

These reports must be received under Public Excluded Business to protect the student concerned.

Lindsay Action Point. Lindsay to talk with Donna and to follow up on this termly report as agreed in 2017

2.3. Tikanga at prizegiving (kissing, hongi - student and staff welfare and Maniapototanga)

Ashlee said that some students have reported that they feel very uncomfortable and confused by the protocols around receiving an award at prize giving. The confusion a student feels on stage is made worse by laughter from the audience if it is handled awkwardly. Ashlee asked if maybe there could be a way of signalling what contact the student is comfortable with to the teacher issuing the award. Maree said also some staff have expressed their reservations around kissing a student and some parents too have said they are uncomfortable with staff kissing students.

Lindsay said a lot of the unease is due to a lack of education and understanding around the tikanga and that a hongi or a kiss is not a "have to" situation. He said that more education regarding hongi for staff and students is required to ensure the safety of all participants.

Anthea also raised the question of protocols around the ball. How should each student greet the Principal? Lindsay said they will not be made to hongi.

Paul asked if any hard and fast rule is not imposing one culture upon another? Lorraine said an individual's safety should be the prime concern whether they are a teacher or a student.

Lindsay Action Point. Lindsay to talk to the SLT that any contact at Prize Giving should be student lead. Also to ensure more education for students and staff around tikanga and Maniapototanga especially prior to starting school, Prize Giving and the Ball.

2.4. The 7 C's - Add cultural responsiveness? (Being responsive and sensitive to culture, ethnicity, age, gender, religion)

The meeting were all in favour of adding Cultural Responsiveness to the 7 C's

Anthea action point. Anthea to draft a few appropriate sentences, regarding Cultural Responsiveness, to be included in the 7 C's Board Agreement and present them to next month's meeting.

2.5. Staff Survey and meeting with staff - 30th July 2018 – suggestions from David Bradford

The Board are welcome and encouraged to attend the meeting. He is teasing out the results of the staff survey and met with the SLT today. ERO recommend that staff understand assurances and that there is a strategic and planned approach to hearing their voice. Priorities that came out of the Staff Survey will be set at the meeting with David on the 30th.

2.6. June Board meeting evaluation

Most respondents to the survey indicated that the BoT team is working well but a few members felt their own contributions could be improved upon. Lindsay and Lorraine both encouraged members to speak up as they themselves are aware that they need to create space for others to express their opinions. Ashlee said she was comfortable being asked for the student view on topics. Lorraine added that a good Board team does not agree all the time. That it is healthy to express disagreement or add to what has been said. Being well prepared for a meeting also gives confidence in expressing opinions.

2.7. Vision Setting – consultation required

2.7.1. Pathways in Charter

Agreement was reached about the potential for having "Pathways" as an overall goal in the Charter/Strategic plan for 2019. This is in response to the forums last year that highlighted the community's aspiration to have a stronger focus on vocational careers for students. Focussing on 'Pathways' may be a step towards levelling the perceptions of the value of 'academic' (tertiary education focussed) and vocational careers - that both are valued.

2.7.2. Branding

Pathways ties in to the proposed branding of the College and applying the loose definition of Otorohanga being 'food for a long journey' necessary to ensure reaching a planned destination.

2.7.3. Vision statement in charter – potential vision statement 'sustaining our people for their journey' keeping current vision and moving it to an operational section in the charter.

2.8. Kahui Ako progress

Suzanne Wright has organised a meeting for the 1 August 2018.

2.9. Property

2.9.1. Hostel

Ideas are needed for building design and location and the feasibility study is underway. Max Baxter, the Mayor of Otorohanga, has shared his support in writing.

2.9.2. C Block

Sharon Walker of MoE has been sent a list of questions re C Block. Himi Whitewood has been sent the same questions and has shared his responses.

If half the block is to be retained it will require an Engineer's report and Building Report.

Three percent of the Annual Budget should be retained for Cyclical Maintenance. However as yet this is not achievable . Lindsay said that possibly by 2019 it will be achievable with the current sustained effort.

2.9.3. X 3 Board owned rental properties

Anthea pointed out that it appears that one of the properties is going to cost a lot of money to bring up to proposed rental regulation for landlords.

The meeting held a discussion on the various possibilities for maintenance but Paul

suggested there is a need for a clearer picture for the actual condition of each property.

Anthea suggested contacting a Building inspector for approximate costs for repairs and for bringing up to standard. Paul said the properties were an advantage when attracting staff because Otorohanga has a shortage of accommodation.

Anthea Action Point. Anthea to approach a retired Building Inspector for more information about a Board owned property and to report back to Chris and Lindsay.

2.10. Credit card and financial management policy

Lisa Koppens has sent the credit card statements through to BoT. Lorraine asked for the thoughts of the meeting on the Credit Card Statement.

Anthea asked if accommodation chosen for conferences etc. could not be a bit cheaper? Lorraine is concerned about the school purchasing alcohol for social functions. Paul said he objects to the moral judgement implied by banning any alcohol purchases.

Lindsay pointed out that he does not claim the 62c/kM rate for the use of his vehicle.

Move that no alcohol is to be purchased with school funds.

Lorraine/Chris

6 for and 2 against - Carried

2.11. **PEB** -HR audit report submitted by Amy Hacker

Held over until 8.00pm when Public are excluded

3. Monitoring

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

Move that the Principal's Report be accepted

Lindsay/Maree

AIF

Anthea asked why in the report there appears to be a lot of things still only in progress phase? Lindsay replied that some questions have morphed into more of a tracking of the situation using self review.. The exit survey has been edited into the KISS model that is being used now throughout assessment procedures.

3.1.1. **PEB** report – Sport Waikato

Held over until 8.00pm when Public are excluded

3.2. Hostel Boarding Director's Report

Nil

3.3. Treasurer's Report

3.3.1. Electronic motion to approve June accounts be ratified

Ratify the electronic motion to approve the June accounts

Lorraine/Maree

AIF

3.3.2. Move that treasurer's report be accepted

Move that the Treasurer's report be accepted

Lorraine/Anthea

AIF

4. Correspondence

4.1. Inwards

- 4.1.1. C Block submissions Marjorie Carr, Tim and Rachel Phillips
- 4.1.2. Michelle and Robert Coles
- 4.1.3. Lisa Koppens
- 4.1.4. Letters of going concern x2 from MoE
- 4.1.5. Debt confirmation letter from MoE

4.2. Outwards

Nil

The meeting discussed the appropriateness of listing in the Minutes Inwards and Outwards Correspondence. The problem being correspondents can be identified in the public forum from their submissions or from the Board's responses.

Lindsay said records of correspondence could be listed at the Chairperson and Principal's weekly meetings and Lindsay said all would be securely filed then. Any items necessary for the Board's consideration would be emailed out to Board members.

Move that Item 4 - Correspondence - be removed from the Agenda from the August 2018 meeting onward.

**Lorraine/Anthea
AIF**

5. Confirmation of 28-6-18 Minutes.

Move that the minutes of the 26 June 2018 meeting be accepted as a true and correct record

**Lorraine/Anthea
AIF**

6. Matters Arising

The concern was raised regarding staff members who are smoking next to the school entrance and how this affects the school image. Maree had a suggestion for a garden area that would be out of sight if a seat could be provided. Chris and Maree will look at all options and report back at the August Meeting.

Chris/Maree Action Point. Chris and Maree to work together to present ideas for the August meeting

7. Identify Agenda Items for next meeting

Girl's Academy
Report from MFVIN
7Cs Cultural Responsiveness
House properties update
Smoking Area update

8. Identify Items for College newsletter

Nil

(Good feedback on the news letter only issue seems to be the length of it)

9. Set next meeting date

Thursday 30 August 2018 at 6.00pm

SECTION 48

Local Government Official Information & Meetings Act 1987

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

- 2.11 HR audit report submitted by Amy Hacker
- 3.1.1 Report – Sport Waikato

Reason for excluding the public - To protect the privacy of natural persons.

No motion to exclude the public was made

Public Excluded: 8.02

Public Included 8.45

10. Meeting Closure/Farewell: 8.45 With a Karakia led by Lindsay

Signed as true and accurate:

A handwritten signature in black ink, consisting of a stylized, cursive 'L' followed by a horizontal line extending to the right.

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