

Board of Trustees Ōtorohanga College

Agenda

Thursday 27 June 2019; Board Meeting Room; 6.30 pm

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

BOT Members: Mrs Lyndsay Kurth (Acting Principal), Lorraine Fox, Monique Fagan, Anthea Tata, Michael Ritch, Mark Pitts-Brown, Rex Fare and Chris van der Heyden.

In attendance: Paul Matthews

1. Opening and karakia – Paul Matthews
2. Board Processes and Planning – Lyndsay Kurth
 - a. Whakawhanaungatanga
 - b. Acknowledgement of first meeting of the Board – including new and returning trustees
 - c. Present/apologies : no apologies (Corey Wilson absent).
 - d. Declarations of interest: nil
 - e. Election of officers and delegations
 - i. Chair. This role is reviewed at the start of each year excluding election year.

Item	Position	Nominated	Nominated by	Seconded	Outcome
i	Chairperson	Lorraine Fox	Anthea	Chris	AIF/Carried
ii	Paul Matthews’ speaking rights		Lorraine		AIF/Carried
iii	Deputy Chair	Anthea Tata	Chris	Monique	AIF/Carried
iv	Health and Safety	Chris van der Heyden	Anthea	Michael	AIF/Carried
v	Co-opt Corey Wilson Finance	Corey	Lorraine Lorraine		AIF/Carried AIF/Carried
vi	Hostel Liaison	Mark	Lorraine		AIF/Carried
vii	Minutes Secretary	Sylvia Morgan	Lorraine		AIF/Carried
ix	Policies	Michael Ritch	Lorraine		AIF/Carried
x	Delegated committee for disciplinary hearings	Committee of three excluding Principal. Student Trustee to attend at own discretion.	Lorraine		AIF/Carried

Remainder of meeting facilitated by the Chair.

- f. **Evaluate need for BOT governance training for new and existing trustees**
NZSTA training online through webinars – covers all areas of governance. Lorraine outlined expectation and requirement that all BOT new and returning to undertake training.
- g. **Confirm day and time of Board meetings for new board**
Thursday of each month 6.30pm
- h. **Vote on NZSTA conference AGM remits plus delegate to attend conference.**
Move that April Taelagi be nominated as delegate to vote on behalf of Board.
Lorraine/AIF/Carried

Move that all BOT vote yes to all 16 remits **Lorraine/Carried**
(Rex has not been able to access documents so did not vote on this motion)

Paul suggested having a board meeting in January 2020 to avoid a gap between meetings.

3. Partnerships for learning

- a. Student Focus Groups – curriculum engagement – LSM report
- b. Partnership visits to contributing coastal schools – LSM report
- c. Communication strategy – LSM report
- d. Promotion meeting for Year 8 parents – Principal's report
- e. Linewise Family Zone – Principal's report
- f. Staff wellbeing – Principal's report

4. Student Progress and Achievement

- a. Report from Student Achievement Team – Principal's report
- b. Literacy across the curriculum – Principal's report

5. Leadership and Performance Management

- a. Mid-year report on 2019 professional support and development plan for all teachers and staff – Principal's report

6. Compliance/monitoring

a. Principal's Report

Update: netball tour to Melbourne: Still have 2 students to pay.¹

Email sent to KF, awaiting online payment from 1 parent and reply from another

Family zone education partner school programme:

LK: find out what the programme is about. Find out what happens when students use their own data at school? How effective is the ban on phones? Any other schools using the system?

Lorraine suggested applying for a review of our decile ranking. Paul explained that we have a bimodal distribution at the college, that some students are 'higher decile' and others are 'lower decile' so review may not result in drop in decile ranking. Lower decile ranking would result in increased funding.

Lorraine and Lyndsay to further discuss decile ranking of school and possible application to review through MOE.

Move that the Principal's Report be accepted

**Lyndsay/Lorraine
AIF/Carried**

b. Student Trustee Report

MF: discussed the jacket currently worn by some teachers to be available to students for purchase for warmth and weather protection. Lyndsay to find out if there is contract with the Haddads that may affect going through current online supplier.

Move that weatherproof soft shell jacket currently be sourced online be included in uniform regulations.

**Monique/Chris
AIF/Carried**

Move that the Student Trustee's report be accepted

**Monique/Anthea
AIF/Carried**

¹ Note that Lyndsay confirmed with Lorraine after the board meeting that all students had paid.

c. Finance Report

Need to ensure that we are spending on learning resources as per the budget.

Lorraine advised that a review of our accounting provider may be necessary to better meet the needs of the college. Currently have Peter Granville. Corey to discuss professional view in July meeting with a view to potentially change our provider

Move that the June finance reports be accepted

Lorraine/AIF/Carried

d. Property Report

i. MoE/BOT owned houses

Two MoE owned houses have been declared as surplus.

ii. C Block

Property meeting with MoE and held today \$1.2m to remediate to modern standard. Significant funds spent in 2011 that did not address some infrastructure problems. Lorraine: financial burden on future boards and students make the building unsustainable to maintain – also being seven classroom spaces over Moe code. Ministry will not support further expenditure on C Block.

Move that C Block be ‘mothballed’ with a view to future rationalisation (demolition).

Lorraine/AIF/Carried

iii. 5YA and 10YPP

Toilet upgrade is urgent – Himi indicated that upgrade would be completed approximately summer holidays 2020. Lorraine to re-sign procurement documents for ‘various works’ projects.

iv. Toilets

Four to five individual toilets on B Block which will have their own basin. Toilets also to be installed in T Block.

e. LSM Report

Move that the LSM’s report be accepted

**Paul/Lorraine
AIF/Carried**

f. Policy Review

i. Delegations to Principal

ii. Personnel/recruitment

iii. Hostel (re VCA)

Hostel policies to ensure compliance with Vulnerable Children’s Act Policy need to be adopted by 1st July

Roy working with Vai (MOE) to make sure that what’s required in his updated Policy is enacted.

LK to speak with Roy Willison tomorrow

Any amendments will be sent via email by LF

iv. Review trustee code of conduct

Taken from NZSTA template: understanding and collective agreement in the trustee code of conduct. Expectation that confidentiality will be upheld in all PEB discussions.

Move that the Board accept the Trustee Code of Conduct

Lorraine/AIF/Carried

Seilala: to print off for Board – sign at July meeting.

- g. **NZSTA Governance policies and procedures as reference for BOT induction programme** – tabled as part of induction – policy framework
Shared through email, FYI

7. Administration

- a. **Confirmation of minutes 30 May 2019**
Move that the 30th May 2019 minutes be accepted as true and accurate
Lorraine/Monique (no other trustees present were at the June meeting)
- b. **Correspondence inwards/outwards**
Continue to work with Seilala

8. PEB (see over page for resolution):

- a. Complaints
- b. Canteen contract
- c. Media
- d. Principal appointment

Meeting Closure 9.30pm

Appendix 1: Public Excluded Business:

Board to resolve:

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

- 1. Complaints
- 2. Canteen contract
- 3. Media
- 4. Principal appointment

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.

Minutes are true and accurate:



30 May 2019