

Ōtorohanga College Board of Trustees Meeting
Held in the College Boardroom on Thursday 26 April at 6pm

1. Administration

1.1. Welcome/Present

A Karakia Timatanga was offered by Lindsay

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 – 15 L2 academy students passing NCEA

– Defer to May-

2.2. Charter progress

Lindsay reported that he is pleasantly surprised with the results that are trending upwards.

A draft copy of the Charter has been sent to Barbara Wenn who emailed back that it is a good document. At the previous meeting it was decided that major targets need to go into the Charter and our strategic direction needs to be overt. Lindsay asked what strategic goal should be included into the Charter? Lorraine said the focus needs to be on the academic goal the Board agreed to last year i.e. "Raising student achievement to achieve over 80% NCEA L2 pass rates in 2018 rising to over 90% in 2020". Lorraine suggested that the Pathways component needs to be fleshed out more with the intention of incorporating it into next year's Charter. Vision statement needs to be refined.

Re AoV: Lorraine asked Lindsay for a definition of the term "matched data". Lindsay stated that it is a method of trying to compare apples to apples with the data. The team is heading towards a more robust system of pre learning and post learning testing with an emphasis on collecting missing, post testing, results. Paul noted the difficulty of comparison without a history.

Lorraine asked how the target from February 2017 (stated in the minutes) of 100% of pupils achieving literacy and numeracy could be attained and how was it to be determined? Lindsay replied it was a lofty goal set with the intention of getting as many pupils as possible over the line determined by the Senior Team and that end of AoV information is devised by the Student Achievement Team. Lorraine is concerned that it is taking a long time to get ILP s in place for each individual student because the Board was assured a year ago that ILPs and Rubrics would be developed but in the AoV it states that they are still in the 'next steps' stage. Lindsay said the problems stemmed from assuming that all staff knew what ILPs were and it is taking time to embed understanding and that it is the same issue for Rubrics. Lorraine asked for reporting to the board on progress (regarding ILPs and Rubrics) as it needs reassurance that these things are happening. Lorraine also questioned the mixed success of Te Ope Angitu, that only low numbers of students had progressed. Maree said that Rubrics have developed in a lot of Departments but not in some. In the ones that have they are working well. Lorraine asked for this information to be corrected and reflected in the AoV information and shared with the BoT.

Lorraine shared the Learning Walks experience from Cashmere High School (outlined in Internal Evaluation: Good Practice) where all staff are invited to go on the learning walks (not just the SLT) and a safe environment is created at the outset for all staff who are being observed so that the staff understand the "why" and feel safe during observations. Lindsay said they are working towards this. Lindsay asked that it be minuted that this is the vision, for students and staff of Otorohanga College, to understand the 'why'.

Charter and Analysis of Variance to be approved at May meeting

2.3. Pathways in Strategic Plan

See above, the Board will discuss and consult with community regarding Pathways inclusion into strategic plan for 2019

2.4. ODDB partnership – meeting 16 May – draft proposal to ODDB

The meeting is open to any Board member who is able to attend. Keith will speak briefly on Vocations and Pathways. A proposal has been drafted. The Board supports the "Value Add" items in the proposal regarding careers and hostel development. Possibilities for funding as well as ODDB are:

Keith and Lorraine met with Kim Ingham of the Otorohanga Charitable trust.
North King Country Development Trust
Lions

Future direction of the Hostel and Careers Proposal to be directed to Lorraine by 9th May 2018. The final will be sent out to Trustees before the ODDB meeting

2.5. Linewize – Cyber Safety

Maree expressed her concerns to the BoT about the amount of access pupils have to pornography through their devices. Maree and Jackie attended an information breakfast presented by Linewize promoting a new App that can be supplied to the school at \$2,000 per annum (approx.) over and above the current charges for the firewall and Linewize charges. This app can then be offered to parents to control up to 6 devices in their home. These phones can also be controlled during school time to block sites and to disable the camera. Linewize will be holding a meeting at the school on Tuesday which Maree Lindsay and Lorraine will attend. The meeting held a discussion that was generally supportive of the App. Funding possibly could be through ODDB. The issue of teaching in the Health Curriculum around pornography was raised, with Ashley saying it needed to be strengthened.

The Board of Trustees supports in principle looking at the App and investigating external funding.

2.6. The Six C's (Staff agreement)

The benefit of adopting the 6Cs with the board would be to create a seamless and stronger link across all groups of the school. Paul supported the move and asked how the staff are using the staff agreement? Lindsay replied that it is early days but the protocol has been reviewed twice and now needs to explore how staff are going to hold each other to account. Possibly as part of staff appraisals to determine whether or not the concepts are embedded.

Maree would like to see support staff included as well so that professional conduct is extended through the whole school.

Lorraine Action Point Lorraine to edit the 6Cs Staff Agreement document to be appropriate to the Board of Trustees. Ready for the Board to adopt in May.

2.7. Careers update

All trustees now have the relevant documents and committee is progressing through the consultation phase.

Lorraine Action Point. On behalf of BoT, Lorraine is to purchase flowers and a card to send to Donna.

2.8. Driver licensing meeting update

Due to some roadblocks, encountered by ODC, significant funding was lost for the project. Further funding may be available again in mid May. The Board supports the Driver Licensing programme.

2.9. Establishment of Supporters' Committee/Database of volunteers

Lorraine proposed the formation of a Supporter's committee that would be responsible for organising fundraising events that also bring the school community together to celebrate the school.

The Board felt it was a good idea but where were the volunteers going to come from? Test the community's response first. A Board delegate would be needed on the committee.

Lorraine Action Point. Advertise through the newsletter, email and Face book page to judge community response.

2.10. Be Connected (Database of volunteers)

Maree pointed out that "Be Connected" is a community support network that no longer has a coordinator. She feels that it is not for Otorohanga College to drive a program for volunteers in the community

2.11. Child Protection Policy

Maree to work with Lyndsay Kurth to format and Lorraine to sign.

Move that the NZSTA Child Protection Policy be Adopted

**Lorraine/Brendon
AIF**

2.12. 5YA – C Block

Thoughts of the meeting on the C Block walk through?

Timeframe to agree on 5YA projects including C Block is to the end of June this year. Possibly looking at \$650,000 for roofing, asbestos removal, windows and frames, holes in the floor and updated gas supply. The fact that \$560 was spent on the building in 2011 adds to the complexity of the decision.

More information is still needed. Lindsay proposed a special meeting for property be held to deal with all the issues related to "C" Block and take a strategic view of property at the school. The Board was in agreeance and wants the plans to be long term looking ten to twenty years ahead.

2.13. Hostel update

At the final inspection all appeared to be completed satisfactorily. Lorraine pointed out that these repairs still only give the hostel an 18 month shelf life from the 30th March when the MoE compliance was due.

The Board needs to consider how the possible redevelopment of the new hostel could be administered. If MoE handle the tendering process then the board may lose control of the process and local trades people may not be used. Paul put forward the ideas of using the Provincial Growth Fund and using political sway. That this avenue should be exhausted first. Also we would need to be prepared with a feasibility study and avenues to secure funding. Lorraine suggested the likes of the Lotteries commission and Trust Waikato if the Government doesn't support our project. There is a need to focus on finding funding ASAP and a time frame should be adhered to. Lorraine said Paul Crum was willing to do the work and would need a procurement

plan to engage him. The plan needs to be highlighting the advantages of him being an ex student and alumni of the school which was what the community stated at the forums last year - celebrating success of ex-students and utilising their talents.

Lorraine declared her conflict of interest as Paul Crum is her Brother in Law. She also abstained from voting.

Move that a procurement plan be initiated for Paul Crum to work on a feasibility plan for the redevelopment of the Hostel and facilities.

**Lindsay/Maree
AIF**

2.14. Rental properties – Inspections

Lindsay suggested the Board employ an independent agent to inspect the properties periodically.

Maree pointed out that the rents barely cover current expenses perhaps a local agent would volunteer their services.

Lindsay Action Point: Lindsay establish the costs involved for three houses inspections and approach a local provider.

2.15. Water fountains

Lindsay Action Point: Lindsay to contact Himi and ask if this can be included in 5YA and then report in Principal's report in May

2.16. Ratify recruitment policy –

Maree Action Point: Maree to reword Policy through Lyndsay Kurth to state-Board of Trustees to be involved in all appointments at Board of Trustee's discretion.

2.17. Buses to other schools through our TEZ - defer

2.18. Staff survey progress

Lorraine suggested including a question on the effectiveness of PB4L and the Board agreed. Lorraine asked the BoT for their feedback on the survey.

2.19. Meeting evaluation

A meeting evaluation was initiated. Some results: Encouragement to stick to time frames and stay on topic. Also to ensure that all members of the Board have all available information on the meeting beforehand. The Board agreed that it is a good tool to help raise our effectiveness in meetings and Lorraine advised it is a small internal evaluation tool.

Lorraine said she will run the survey once a term and attach the results to the minutes.

2.20. Ratify hostel boarding director's report 28/3/18

Move that the Boarding directors report dated 28 March 2018 be accepted

**Lorraine/Maree
AIF**

3.

3.1. Principal's report on remodelling SLT (PEB)

3.2. Correspondence from ex students – (PEB)

To be discussed at the end of the meeting

4. Monitoring

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

Lorraine asked how the exit surveys were progressing and Lindsay advised that no progress had been made

As of last week the role was 347 pupils that is 14 pupils down from the start of year. Paul asked why were they leaving and did our complaints policy have an effect on people being reluctant to put forward issues? Lorraine said that people/families are generally reluctant to complain and this is typical across schools. Anthea asked if there had been any form of contact with the families. Lindsay said emails had been sent but not responded to.

The Board needs to know why students are leaving; whether its leaving for employment, school issues, moving district etc. A discussion was held about the possibility of having a 'suggestion box' at the front office.

Lindsay Action Point: Lindsay to report back to May meeting with a breakdown of pupil exits and have completed the exits survey.

Move that the Principal's Report be accepted

**Lindsay/Paul
AIF**

4.2.Hostel Boarding Director's Report

Lindsay Action Point: No Boarding Director's report. Lindsay to follow up

4.3.Treasurer's Report – ratify payment of March accounts

Move that the March accounts were paid and the Treasurers Report be accepted

**Lorraine/Anthea
AIF**

5. Annual plan overview Defer

6. Correspondence

6.1.Inwards

6.1.1.Letter from Milan family

6.2.Outwards

6.2.1.Letter to LD

6.2.2.Letter Milan family

6.2.3.MoE Hostel Regulation and compliance assurance

Move that the Inwards correspondence be accepted and the Outwards correspondence approved

**Lorraine/Maree
AIF**

7. Confirmation of Minutes

Move that the minutes of the meeting held on 28th March 2018 be accepted as a true and correct record

**Lorraine/Brendon
AIF**

8. Matters Arising

Nil

9. Identify Agenda Items for next meeting

Streaming
15 L2 Students passing NCEA
Hostel
Adopt Charter and AoV
Pathways in Strategic Plan
ODDB meeting update and proposal to other funders
Driver Licensing
Careers
Exit Survey
Adopt BoT Agreement (adapted from Staff Agreement)
Supporter's Committee
5 YA C Block

10. Identify Items for College newsletter

C Block
Supporter's Committee

11. Set next meeting date

6.00pm 31 May 2018

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

- 3.1 Principal's report on remodelling SLT
- 3.2 Correspondence from ex students

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

No motion to exclude the public was made

Public Excluded: 8.06

Public Included 8.36

12. Meeting Closure/Farewell: 8.36

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