

Board of Trustees Otorohanga College
Minutes of the
Meeting Held Thursday 30 May 2019 in the Board Meeting Room

Mission Statement: Ko te mana mo mua ki te whakamana. “Honour Before Honours”

1. The meeting opened at 6.30pm with a Karakia Timatanga led by Corey
2. Welcome

(a) Acknowledgement

Lorraine acknowledged the meeting as being the final one for this BoT. Amidst such significant changes she particularly thanked Maree, Brenton and Keith for their work and input over the last three years. She also thanked Phil, who has completed his tenure as Acting Principal, for the wisdom and experience he has brought to the school. This will be his last meeting also. Lorraine welcomed Lyndsay Kurth who will be stepping into the Acting Principal’s role as a caretaker until the new permanent principal’s appointment.

(b) Apologies

Anthea Tata, (Keith Edwards absent).

(c) Present

Phil McCreery, Lorraine Fox, Brenton Irwin, Monique Fagan, Maree Bublitz, Corey Wilson, Paul Matthews, Lyndsay Kurth, Sylv Morgan

(d) Declaration of Interest

Nil

3. Strategic Decisions

(a) 2019 Charter Update – Tabled

Lorraine thanked the SLT also for their input into the charter and asked for any more comments from the Board. She reflected on Student Agency and wondered, going forward with the Charter as a living document, how that could student agency be incorporated and prioritised. Phil pointed out that most schools start working on an action plan in term three. Also, a good time for SLT and the BoT to get together for half a day to work through it. Also include possibly the student council for their input. Paul added that in June there will be an opening for a Student Focus Group to be brought in.

(b) Board/MoE Owned Properties

A letter has been received from Land Information New Zealand regarding 66 Haerehuka St and 26 Domain Drive. LINZ are suggesting that these properties owned by the MoE, but not being used to house teachers, be sold and net proceeds be used to reinvest in the school infrastructure. The properties must be formally declared surplus.

Phil has covered this in his report. He recommends following through with the suggestion of using proceeds in the 5YP programme. Upgrading and modernising the grounds. Keep trying for capital items though in the circumstances. Paul said these are MoE owned houses so there are no financial implications that there would be with BoT owned houses.

Move that the BoT declare that the properties , being 66 Haerehuka Street and 26 Domain Drive OTOROHANGA, are surplus to requirements.

Lorraine

AIF

Move that LINZ be informed that it is the BoT decision to sell the properties , being 66 Haerehuka Street and 26 Domain Drive OTOROHANGA .

Lorraine

AIF

Maree asked about other non staff in teacher houses that belongs to the BoT? Phil suggested going ahead with investigating the sale of all of them but perhaps holding on to the flats that are close to school property. This would enable the school to retain control of who the tenants may be. That would leave approximately six properties to be investigated. Lorraine will approach Peter Hannam, Property Division with regards the possible sales.

4. Strategic Reviews/Discussions

(a) Consultation with Parents. Hui Feedback

Lorraine reported that the Parent meeting consisted of a small group of five parents. Also Phil has included the Whanau Hui Consult in his report. The concerns raised revolve around communication and also parents wanting to be invited to school events to assist staff and settle students. Ideas will be given to SLT to enable discussions. These ideas can be woven into future practices. There is also interest in banning phones during class time or altogether however this would place a great deal of responsibility back on to teachers for the high value of the phones and the security issues around this (eg, each teacher could have \$10,000 worth of property in their care at any one time). Monique expressed the opinion that the senior school was more aware of respect issues and not using their phones inappropriately. Maree raised the Linewise offer for add on licenses (400) to the firewall to enable the use of an app on student devices that controls their usage. The BoT had discussed and supported the concept in principle last year but the College was not then in a financial position to take it up. The license could be offered to families and used for up to five devices. The app can allow parents to disable in phone apps (ie snapchat etc) during school hours and sleep time. Any attempts to over ride would instantly notify the parents. The app can also be tailored to allow the phone to be used for research only during class times. Phil suggested that the extra cost could be passed on to parents for a small fee. The meeting was supportive of pursuing the matter.

Paul supported the idea and added that a student and SLT voice should be added to the consultation with the new BoT on the issue. Maree said Linewise would also come and speak to the BoT

(b) Internal Evaluation against ERO Recommendations from SLT

This has been covered in the Principal's report

5. Monitoring

(a) Principal's Report- Tabled-As read

Lorraine thanked Phil for the amount of thorough detail in his report. Lorraine asked about 2019 goals for maths. Phil replied there are but it appears to have not been included on the sheet. Paul emphasised that it is the compulsory credits in NCEA that are required.

Move that the Principal's report be accepted

Phil/Maree

AIF

Paul returned to Item 4b and added to what Phil had reported on.

ERO team had met today with SLT and the thinking behind the internal evaluation brings back to the Board and senior management the measuring of progress against ERO recommendations. The plan is for reviews to become a regular matter at the end of each term and that the review at the end of the year is to be evidence based. ERO is happy that this initiative is starting.

Agenda Items 5(a)i through to 5(a)x all covered in the Principal's Report

- i. Pastoral Care and behaviour management progress
- ii. Interim progressreports of SLT performance management
- iii. Term I PAT results and analysis
- iv. Progress report on careers and Pathways advice
- v. Check on legislation for students working 'Off Site' being met.
- vi. College 2020 enrolment publicity and promotion
- vii. Netball trip
- viii. Checklist of Policy and Procedures as per MoE guidelines to follow for stand downs and suspensions
- ix. C Block – Peter Hannah confirm visit date
- x. 5 YA and 10 YPP progress
- xi. Phil added to his report that there is a shed at the rear of the school on council property that will be converted during the school holidays to a smoking area.

Paul suggested that as caring employers the BoT should also be offering a cessation of smoking programme. The meeting was in favour as some staff may appreciate the support and made various suggestions utilising the school doctor and nurse.

The meeting discussed smoking among students which has anecdotally improved but is still of serious concern. Lorraine suggested focusing on a school wide culture of wellbeing and to be explored through the new BoT.

(b) Student Trustee Report

Lorraine and Monique met earlier to talk through future role as working closer with the student council and student leaders. Monique is creating an instructional pamphlet/folder, with Lorraine's support, for the next student trustee to ease their way in to the position.

(c) Staff Trustee Report

Staff feedback not appropriate just yet as staff are starting to work with Davis Bradford on staff culture.

(d) H & S including Child Protection – not shared – defer to June

The Child Protection Policy was adopted last year so is current but may require annual review.

(e) Property

Peter Hannam, who has taken on the MoE Property Port Folio, will address C Block issues. He will talk about practicalities to interested parties explaining the MoE stance to help understanding. Lorraine and Lyndsay will set up a meeting together.

Phil reported that the Toilets and Roofing Contracts will move forward when systems and paperwork required are met.

(f) Finance

i. Accept 2018 Financial Report

Corey tabled his summary of financial statements titled “Annual Report 2018 Summary” with a view to bringing attention to matters of importance moving forward.

Over all better than expected but still not great. Deficit ended being \$23,000

Other grants from Government had helped but Hostel and Property expenses were more than budgeted for.

Learning resources under budget suffering from cost cutting.

Student numbers down in the Hostel. Key issue that \$17k other revenue in 2018 equates to three more student residents. He suggests possibly better to put more effort in to acquiring more students. Paul explained there are meetings to be held which may help to attract more students. Wages approximately 70% of revenue. Economy to scale factor at play. Hostel staff are not paid at equitable level. Phil discussed various cost cutting exercises but said that would only create heavier workloads for an already hard working staff. Corey said that any lower drop in student numbers would severely impact viability.

Any funds received in advance do appear as a liability to the school. There is a disclosure in the financial statements regarding statements not received by 31/3/2019. The recommendations were made in 2017 that haven't been addressed yet. A creditors master file has all details of people/businesses we pay money to. If anyone wishes to make changes to these details there are insufficient checks and balances in place. Corey suggested a system function where you are required to be reviewed by the master users.

Property rentals have been reassessed lately to current market rates less 20% for the teacher tenants.

Paul pointed out that there is a necessity for a fixed assets stocktake, of items over the value of \$500, to be completed to identify where there are gaps. This will help in forward planning decisions.

Additional findings were an overspend of \$31,000 on B Block. MOE to be contacted to talk this through.

Phil advised the 2017 Annual report has been filed now. A few points raised around the Tahiti trip that were discussed in detail at the last meeting but the bottom line being there needs to be more controls

around any future trips. Lorraine stated that financial assurances from management will only come with evidence.

The meeting discussed the protocols around the document.

Move that Tahiti Trip information, based on the information from the Auditor, be redacted from Corey's Financial Report.

Lorraine

AIF

Paul commented on the report regarding Peter informing him MoE funding is owed to the College from Roofing Contracts. Phil said the contract had been paid in full and \$7,000 - \$12,000 was still to be reimbursed from the MoE.

Lorraine thanked Corey for the work he had put in to his report.

Move that the Financial Report "Annual Review 2018 Summary" be accepted

Corey/Maree

AIF

ii. Update on 8 May meeting at MoE

Included above

iii. Recommendations on audit report will be included in BoT work plan.

(g) Policy Review (Delegations to Principal; Curriculum and Assessment; and Health and Safety as tabled

Lorraine and Paul have reviewed *Delegations to Principal* policy around personnel and who is involved in the recruitment of teaching staff. Also the delegated amount to the principal isn't in the policy as it stands so needs to include that \$500 be rolled over as the delegated amount to the Principal. Last year the personnel policy was amended to include a BoT member being invited to the recruitment of any teaching staff. It was to be at the BoT discretion. Paul questioned the wording to clarify according to current delegations policy and that Policy and Procedures are separated out but should have consistency between them. Phil commented that BoT involvement should be at HoF level recruitment and above. Lyndsay explained that both Policy and Procedures are worked through at the same time. Last year it was changed to the procedures to be worked on and the Policy would stand by itself. NZSTA recommends that the BoT is not involved in the formulation of management procedures. Delegations along with Policy and Procedure for recruiting staff do need to be consistent. This needs to be cross referenced and checked and run past NZSTA before the next meeting.

Lorraine asked the meeting to approve Curriculum and Assessment Policy and the Health and Safety and Welfare Policies and Student Achievement Policies.

Move that the Curriculum and Assessment Policy; Health and Safety and Welfare Policies; and Student Achievement Policies be accepted

Lorraine

AIF

(h) LSM Report

i. Plan for Continuity of Leadership – tabled

Upcoming work in June includes a communication strategy and consistent approach to who informs whom about what and when. These strategies are particularly important with the upcoming change of BoT and change of Principal. Effective communications in the school, with parents, and outside interests.

Roy, Paul and Hostel leaders are visiting Coastal communities in two weeks' time.

Over the next three months supporting and guiding the Board will involve a time of induction for new trustees. NZSTA has useful governance policies to be used as a benchmark. Lorraine pointed out that these were adopted two years ago and integration of these was started.

Lorraine thanked Paul for all his continuing work.

Paul said he will not be attending the August BoT meeting as he will be away in the UK from the second week in August to the third week of September. The MoE are aware. There have been discussions surrounding his replacement during that time. Perhaps a temporary returning of responsibilities to the Board or a temporary overseer but no decision has been made yet. There will be a proposal by the July meeting. It will be by formal agreement between MoE and the Board.

ii. Review of Complaints folder

Complaints are now all cleared in compliance with ERO traceability. Paul has all scoping notes as back up to the originals

6. Administration

(a) Confirmation of the Minutes for the Meeting held 2 May 2019

Move that the minutes for the meeting held 2 May 2019 be confirmed as a true and accurate record.

Lorraine

AIF

(b) Correspondence Inwards/Outwards

(c) Election Costs - Follow NZSTA guidelines for covering expenses incurred by election – then payment to Returning Officer.

Lorraine informed the meeting that the number of parent nominees is equal to the number of positions so there will be no parent election.

7. PEB(see over the page for resolution)

Move that the meeting move into Public Excluded Business

Lorraine

AIF

Time 8.17pm

- (a) Complaints
- (b) Canteen Contracts
- (c) Media Update
- (d) Principal Update

PEB ended-----

Meeting Closure at -----

Karakia Mutunga led by Corey

Appendix 1: Correspondence

Inward

Item	Date	From	Concerning	Action
3b		LINZ	Sale of houses	

Outward

Item	Date	To	Concerning	Action

Appendix 2: Public Excluded Business:

Board to resolve

That the public be excluded from the following parts of the proceedings of this meeting- namely items 7a, b, c, and d above

Board to resolve at the end of the 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 a true and accurate record:

27 June 2019



Lorraine Fox
Chairperson