

Ōtorohanga College Board of Trustees Meeting

Held in the College Boardroom on 27 September 2018

1. Administration

1.1. Welcome/Present

The meeting was opened by Lindsay with a Mihi Whakatau and Karakia at 6.02pm Lindsay welcomed particularly Monique as the Board's new Student Representative and Tony Rogers from Sports Waikato.

Present were: Lorraine Fox, Lindsay Dunn, Keith Edwards, Ashley Hawkes-Board, Monique Fagan, Anthea Tata, Maree Bublitz, Paul Singh and Sylv Morgan

1.2. Apologies

Chris Van der Hayden, Brenton Irwin, Keith Edwards (will be late.)

1.3. Declarations of Interest

Maree Bublitz is a Staff Trustee and a NZEI Site Representative

2. Strategic Discussions and Decisions

2.1. Tony Rogers Sport Waikato

Tony has been in discussions with Lindsay as to the best use of funding support from Sports Waikato to the College. As a part of that process he is here tonight to make a presentation to the Board.

Tony encouraged Board members to look forward to 2025 and consider what youth life may look like at that time. The issues surrounding teens now, obesity, suicide, and family disconnect, will these problems be worse by then. What influences our young people in their choice of sport and participation? Media attention also has driven growth toward Indoor sports - Basketball, Volley ball, Futsal, Badminton etc. Sport is part of our national identity and produces happier, healthier and more connected people. In a recent opinion survey 92% of respondents supported the statement that activity creates fitness and health and relieves stress, 88% believe that sport increases confidence and 84 % that it creates a sense of belonging. Baseline health recommendations for teens is 150 mins / week of exercise taken in 30 minute blocks. The provision of sport to our young people needs a network of support staff, and a multi-disciplined coordinator to effectively organise the complex matrix.

Tony highlighted that in the Rural sector there is very little choice for participants - what is available is all there is locally. How do we support and value the Lead Sports person. How do we support and value student athletes and their welfare? How is the community involved?

Lindsay: our sporting arena is too big not to resource. Tony pointed out that we can't deliver everything to everybody and will need to prioritise which sports are critical and which ones are offered as a "taste".

Tony announced that the funding Sports Waikato offered, from the secondary school initiative fund, was still available if we applied in writing, for accountability reasons, for a 6 month extension. Lorraine: hearing Tony's input was thought provoking and scaffolds students as better learners to stay in the school if attracted by the sports offered. Lorraine thanked Sport Waikato for the offer to extend the application time for the fund and Lindsay thanked Tony for his presentation. Tony left the meeting at 6.25p.m.

2.2. Welcome to new student trustee

Lorraine extended a welcome again to Monique as the new Student Representative on the Board

2.3. Student trustee airfare to Spirit of Adventure

Lorraine said she had entered an application for a place on the Spirit of Adventure for the new Student Board of Trustee member and won the place. Lorraine had circulated an email earlier regarding this.

Move that if the Student Member wishes to attend The Spirit of Adventure course, at the end of January 2019 then the BoT pay for the airfares to and from Invercargill to enable her attendance.

Keith Edwards arrived 6.35pm

Lorraine Action Point. Lorraine to contact NZSTA and get clear procedures around voting on a motion by email and report back to the Board.

2.4. Faculty Reporting template

Lorraine asked if the template was able to be shared tonight. Lindsay said he would email the template out to BoT members to be adopted at the October Meeting. He asked members to remember the focus of the template was as a starting point to see if it is what the Board requires.

2.5. Property update (Hostel and C Block) – To be addressed in the Principal's Report 3.1

2.6. 2019 Staffing Entitlement

Lindsay: the biggest issue is that our roll has dropped from 354 last year to 338 now, so the staffing level required has in effect dropped 1.86 FTTE or nearly 2 teachers. We have had 1 resignation so that position can't be replaced. If there are no more resignations, once the timetables are sorted, there is a process for reducing staff but that would need to be placed before the Board before that would be implemented. We have done well over the last two years keeping our staffing below the 60 % of budget mark. Lorraine noted that this applies only to board funded staffing but Lindsay explained that there is a ripple effect into that Board Staffing. Paul said they take measure as a function and that operational funding will be reduced . Paul: what is driving the roll drop. Lindsay: more Yr 12 and Yr 13 have left and the projected figures for students coming from the primary schools is lower than in previous years. There was nothing abnormal it was just a smaller group and the projected forecast is to be about the 77 - 82 student mark. It will depend on staffing levels at the end of the year as to what we do next. Any other students coming in will be a bonus

2.7. Progress on Strategic Direction document (consultation with SLT/staff)

Lorraine asked for a progress update on the Strategic Direction 2019 document regarding consultation with the SLT and staff . Lindsay: it had been parked because of the arrival of the LSM. Lorraine: the Board has defined strategic direction for next year and that is not within the realms of what the LSM advises us on and the document still needs to progress. Lindsay replied that there is a hold up with the SLT around "what next?". Lorraine clarified that progress was required around the Strategic Document itself. Lindsay confirmed that the document has been shared with the SLT. Maree asked why SLT had not shared the Strategic Direction with staff. Lindsay said it is being discussed but it is a bigger picture and not ready yet. Maree said that it was still important to move ahead with the important things. Maree thought that the Strategic Direction affects courses being offered for next year which in turn creates budgeting request issues for staffing and resources for where money is being placed. Lorraine: all of the governance and statutory obligations that the Board has that are outside of employment still apply -business as usual and our strategic directions absolutely still belong on the table. We are not delegating those functions and responsibilities to the LSM. Lindsay reassured the meeting that in terms of operational procedures nothing has been put on hold however the delay is that the SLT is unsure, until further direction, what the next step is. Anthea: why is the strategic direction affected by the "big picture"? Lindsay: everything is related there is a direct connection between the governance and the operational mechanics. Paul queried how the Strategic Plan relates to this document (Strategic direction 2019)? Lindsay: It is the first few pages of the document, the vision, that is the starting point for adjusting the senior team's vision and implementing it for all the other plans such as Accelerating Student Achievement Plan and our SAT team. The conversation of the SLT is, "Does this represent our direction and does the Strategic Direction Policy meet the needs of all the operations?" Lorraine clarified that the Strategic Direction 2019 document progress is to gain the perspective of stakeholders, so their thoughts can further be built into our strategic direction.

Lindsay confirmed that the document will be progressed through the SLT for feedback and then shared with staff for consultation before coming back to the Board.

Paul asked about what is happening underneath that, what is happening with the St Paul's Agribusiness course is it going ahead next year? Lindsay replied that it is in the pipeline for the year after next. Paul looked for confirmation that it is going ahead and Lindsay replied that he is reasonably confident that it will go ahead and is also part of this. Paul felt that SLT should buy in to that.

Lindsay advised that the Strategic Direction 2019 document had been shared with the SLT, but the SLT ideas were not yet ready to share with staff due to the uncertainty with the LSM appointment. Keith pointed out that even with the uncertainty, around what the LSM is going to bring in, it is still business as usual unless the LSM says stop. The Strategic Direction Document is the Community's and Board's whakaaro (thoughts) that this is the vision for our school and what are the learning professional's, SLT's and the staff's, thoughts in response. All we are asking is that you take this back to SLT and ask them what does this look like in the Science realm? what does this look like in English? for example. Put some ideas together and then take that to staff. Lindsay said time is against us so he will prioritise that term four week one back, to give it to staff end of week one and then back to the next Board meeting in week two. Paul asked if it will fit in to the vision and then the strategic goals.

Lorraine both said it will be over arching and Lindsay added that next we will come up with a tighter annual plan. Keith said we have tacked to get a slightly better run in and be smarter about the pathway we are taking. Keith also offered to help with ideas and feedback as he has been involved with a few of these Strategic Direction documents in the past. Lindsay thanked Keith.

Lindsay Action Point. Lindsay will have the SLT response to the Strategic Direction Document out to Staff, by the end of the first week of Term 4, in time for the staff to respond before the Board meeting in week 2.

2.8. Bus Routes

Defer

2.9. 7 C's

Defer

2.10. 2016 AoV

Lorraine asked Lindsay what our role was in the 2016 AoV. Lindsay replied that it needed to be ratified and explained what an AoV is to our new student member.

Move that the 2016 AoV be accepted

**Lindsay/Maree
AIF**

Lindsay also highlighted that it is a valuable document for the Board.

2.11. Exit survey

Lindsay reported that the Exit Survey is still a work in progress due to some challenges. Lorraine: have the questions attached to the Sign Out had created any data? Lindsay said if it had it wasn't given to him. Lorraine asked for a timeline to receive that information as the Board wants to know why students are leaving. Lindsay confirmed he himself would like to know too and suggested the October Board Meeting. Maree offered to help to get data to the Board. Lindsay reassured Maree that it was already happening. Paul asked if the 13 students that have left have gone to jobs. Lindsay said anecdotally most of them have gone to employment but we need the data. Lorraine: the Junior students leaving will be in the Principal's report in the Roll Analysis. Lindsay agreed.

2.12. Complaints Policy. What constitutes 'low level'?

Brought forward from last month's meeting to be discussed.

Lorraine opened up the topic for discussion. Paul said it seems to be a concept that NZSTA use and asked what does it really mean? Keith asked if there is a step missing in the tikanga (procedure). Lindsay said he has a clear process. The conversation takes place face to face, the conjecture is that the "face to face" should have a document with it and his debate is that that document instigates a formal process regardless of what that document says. Lindsay feels that natural Justice says that the person who is being complained

against should have an opportunity to respond to that complaint in an informal form. In our situation the complaints come to the Board, the Board gives them to Lindsay to deal with at a low level - Principal's level- Our current NZSTA adviser is saying that the person who is being complained against must be presented with the complaint in full on a formal document. Lindsay is debating that. He is saying he has done this, on the last 3 or 4 occasions, with the guidance of NZSTA without a formal letter. It makes a difference. The culture has been "You do wrong we are down the formal complaint path straight away". Maree disagreed saying that the staff think long and hard before staff put in a formal complaint and the majority don't put in formal complaints. Lindsay explained what he is talking about is when a complaint is tabled it is formal straight away. Lindsay's point is that when a complaint is tabled that the person complained against should have a right, as natural justice, to speak to that complaint. Maree and Lorraine both said that they do have a right. Lindsay said he understands that the right exists but it goes straight to the formal process. Maree still saw the initial talking to the person complained against as part of the formal process because it is in writing. Lindsay reiterated that he feels the initial talk should not be documented that it should be informal. The rest of the process would still follow. Keith said he felt that Lindsay should not be involved in the conversations and investigations but Lindsay explained that ordinarily it would be delegated to his D.Ps but this is not always possible. Paul said he could understand Lindsay wanting to deal with issues at a low level and not elevating it to something unnecessary. Keith asked that the wording in the Complaints Policy point 10 reads that the person being complained about must be informed of the complaint. So what we are asking is that the notification must be in a face to face manner in order for them to give their version of events. Lindsay agreed and would also like to add in to the Complaints Policy item 10 that it is part of Natural Justice for the person complained against to be able to talk at an informal, low level. They have to have all the information who complains against them but at a low level. Maree said she was not comfortable with the term 'low level'. Keith agreed. Maree said it is part of any investigative process that you would go and get both sides. In the event of a written, formal complaint the process should still include an initial face to face discussion at which point the person complained against can either chose to seek more time and legal advice or speak directly to the complaint. Lorraine is concerned that complaints, historically, have not been respected, treated seriously enough or followed through which may have given rise to some issues we now face. If people make a complaint and it comes to the Board it is up to the Board to decide or to know and understand what processes those people have already been through at an informal level but with no resolution to the issue so it has come to the Boards attention or that the issue is so serious as to warrant skipping those early stages. Our Complaints Policy states that once it comes to the Board that an investigation will start. So that investigation would be commenced by the Board or the investigation would be handed back to Lindsay as Principal (or who Lindsay delegates to) So if the Board deems that it can be handed back to the Principal to deal with because maybe some steps in the process were missed because of natural justice that member of staff doesn't understand what has happened here, they haven't been given the right of response, then we would hand it back to Lindsay. When a complaint comes to the Board and it is absolutely clear that that person has followed the Complaints Policy or it is serious enough (things that affect our staff and our student's well being) then the Board will conduct an investigation. Lorraine stated that that is what she understands of the Complaints Policy. If a complaint comes in, no matter what it is, the process has to stay the same. If the Board hands the complaint to the Principal then the Principal tables that complaint with the person that has been complained against and does that 'face to face'. Maree said that not all complaints come to the Board though. Lindsay agreed and said that it is if a complaint comes to the Board then the Board must follow the procedure of having a 'Face to face' with the person to whom the complaint is directed.

Discussion continued in PEB.

2.13. Student behaviour – assurance on progress

Lorraine said as a board we had agreed to keep Student Behaviour on the Agenda so asked to seek assurance from Lindsay about how Student Behaviour was tracking?

Lindsay felt he couldn't say that they were on track. Steps have been taken with An Updated Student Behaviour Manual. Maree said she would get a copy out via email to all Board members tomorrow.

Lindsay said that what has occurred is that we now have that management procedure in black and white for staff. Our challenge now is that we have had two hui with our staff about what it entails and we have agreed as a staff that we all follow that through to the end of this year. While we do that staff will make their responses in their copy. Some Staff are very unhappy with the staff agreement. Staff have said that they just agreed to it because they thought that was what they had to do and that it had been pushed upon them. Lorraine asked if staff had made any alternative suggestions but Lindsay said no they hadn't. Lindsay suggested that it be parked and he has sought advice from the Leadership Adviser David Bradford who helped to put this together with staff. David said it would be folly to take it off the table with all the work that had been put in to it. Keith said it is all very well for staff to stay they don't want to do that but at the moment we are not operating the way we should be. Kids are being hoha. Lindsay said that now the staff don't support the Staff Agreement. Maree asked if there was any data on how any staff do or don't support the document?. Lindsay said no there isn't. Maree said it would be valuable to know. She would be surprised if it wasn't the majority that did support it. The next step is as Maree said to find out how many do or don't support the procedures. Then have that data. Maree asked that it not be a show of hands as some staff are finding that this is difficult to be talking in a large group. There needs to be other ways that they can communicate their ideas. Lorraine said this falls under what the LSM could probably help us out with. Lindsay said in terms of the Agenda Item there is a document that deals with behaviour however the progress is slow going and the challenge is having the buy in. Lorraine asked if the LSM could be invited to advise about student behaviour as well. Paul asked about Parental responsibility in terms of student behaviour but the meeting felt that it was outside of the realms of the schools control. There is a Truancy Officer to deal with students who leave the property. The teachers are there to teach not police. To summarise Lorraine and Lindsay proposed talking to the LSM tomorrow and asking him to assist with bringing those procedures into the college.

2.14. Recommendations in finance audit report, ERO Report and Strategic Support Plan

Lorraine said there are a lot of reports and plans going on at the moment and she is concerned about addressing everything correctly. Phil Cowie ERO Lead recommends that these reports and plans be coordinated with MoE and the ERO so that how we deal with the recommendations as a Board is strategic. That would happen late October once the final ERO report has been accepted. Lorraine explained he was talking about bringing them in together, pulling out what the recommendations are and coming up with a plan. EG we will do this by this time. Some are annual some have to be done straight away. So that the changes aren't reactive and piecemeal.

2.15. Health and Safety tool

Lindsay shared with Board some weeks ago a Health and Safety tool. That is in Supplementary Docs here under 1.15. Could Anthea and Brenton pick that up and work with Lindsay. There is no deadline, just accessing policies, finding out policies and the LSM is going to guide us on. So just need to get started on it as it is a Board Assurance exercise.

Anthea and Brenton action point. BoT H & S team to work on Health and Safety tool with Lindsay to complete.

2.16. Ratify purchase of Chemical cupboard (\$1795 ex gst plus \$98.50 ex gst for freight)

2.17. Ratify purchase of tools and economics learning resources (\$550 including GST)

Move that Item 2.16 Purchase of chemical cupboard (\$1795 ex gst plus \$98.50 ex gst for freight) and Item 2.17 purchase of economics learning resources (\$550 including GST) be accepted

**Lorraine/Maree
AIF**

2.18. Ratify Joyce Sneddon's leave application request

Move that Joyce Sneddon's leave application be accepted

**Lorraine/Anthea
AIF**

2.19. Ratify motion for Lorraine to sign 2016 audit report and letter of representation

Move that Lorraine sign 2016 audit report and letter of representation.

Lorraine/ Paul
AIF

2.20. **Rental properties** – inspections?

Anthea reported to the meeting that Buzz Linn from Ray White Real Estate, would inspect the properties for \$60 + GST per property at the recommended number of times per year that is within our Insurance Policy.

Maree Action Point. Maree check with Lisa what our Insurance recommendations are.

The Board agreed to have two inspections per property per year but wait for the report back from Maree

Move that Anthea contact Buzz Linn of Ray White Real Estate to proceed with an initial inspection of the Board Properties at the rate of \$60 + GST per property.

Lorraine/Maree
AIF

2.21. Ratify Lucy Thomas' RAMS trip approval

Move that Lucy Thomas' RAMS trip be approved

Lorraine/Maree
AIF

2.21.1. Queries from Keith re Education Outside The Classroom

Keith questions our process in terms of approving RAM's forms. Keith asked why we are approving RAMS only a few weeks before the trip is to occur. Lorraine advised that this discussion had been held during the week as Lyndsay Kurth asked the same question. Lorraine said that it would be best for the board to be consulted in a pre approval stage (for overnight stays). Lindsay said at the end point we need to put a check in place at the next board meeting to see how that trip is going. Keith said it would be in the Principal's Report and Lorraine added what the SLT would be doing is speeding the process up and feeding that report to Lindsay to put in the appropriate NAG. Then when the Board approves your report we are approving everything lock, stock and barrel. The meeting approved of that process and Lindsay suggested Health and Safety NAG was an appropriate umbrella. Lorraine wanted assurance that whatever we do as a Board meets Policy, meets Ministry Guidelines, meets ERO recommendations - only what we as a Board are entitled to do.

3. Monitoring

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

Lindsay moved that the Principal's Report be accepted

Looking at college rolls including the previous months data is valuable in terms of seeing trends. As at the 26/09/2018 we are at a roll of 323. This is standard at this time of year. Lindsay then moved to reporting on Item 2.5 Property Update - PEB

Move that Principal's report be accepted

Lindsay/Maree
AIF

3.2. Hostel Boarding Director's Report

Keith reported to the meeting that in the interim with the staff shortage Roy and Caroline are filling in and consequently have little time. Lindsay says interviews have been conducted and an appointment chosen however Lindsay is waiting to hear back from Barbara Wenn to see if we can actually appoint these people

3.3. Treasurer's Report Approve August bills and the Finance Report

Paul gave a quick synopsis. Once again there is some of the budget still available in learning Resources but he understands that Lindsay is talking to staff about that. Use it or lose it. Everything is tracking really well.

Move that the financial report be accepted and the August bills be approved

**Paul/Keith
AIF**

4. Confirmation of Minutes

Move that the 30 August 2018 Minutes be accepted as a true and accurate record.

**Lorraine/Paul
AIF**

5. **Matters Arising**

Nil

6. **Identify Agenda Items for next meeting**

Reporting template – adopt

Property, c block and hostel

Strategic direction document

Bus routes

7 C's

Exit/leavers' data/survey

Behaviour management Faculty

H & S Tool

Board owned houses/inspections

7. **Identify Items for College newsletter**

Lorraine confirmed with the Board that they were happy with the tone of her reports for the newsletter

8. **Set next meeting date**

24 October 2018

Section 48

Local Government Official Information and Meeting Act 1987

**Move that the Public be excluded from the following parts of the proceedings of this meeting namely:
Complaints**

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

**Lorraine/Anthea
AIF**

Lorraine left the meeting at 8.50pm

Public Excluded 8.25pm

Public Included 9.20pm

9. **Meeting Closure/Farewell**

Signed as true and accurate: Lorraine Fox (Chair) - 29 October 2018

