

**Ōtorohanga College Board of Trustees Meeting  
Held in the College Boardroom on Thursday 29 November 2018**

Agenda Item

1. Administration

**1. Welcome/Present**

Lindsay opened the meeting at 6.03pm with a Mihi Whakatau and Karakia and present were Lorraine Fox, Paul Matthew, Paul Singh, Lindsay Dunn, Maree Bublitz, Chris Van Der Hayden, Monique Fagan, Anthea Tata, Sylv Morgan

**2. Apologies**

Brenton Irwin

**3. Declarations of Interest**

Maree Bublitz is an NZEI Site Representative and Staff Trustee

2. Strategic Discussions and Decisions

**1. Tahiti Trip** (as included in the Principal's Report)

Lindsay tabled the Accounts Reconciliation for the trip.

The Reconciliation shows all monies received, how it was earned, and how it has been paid out ending in a zero balance. Lindsay said that the finances are good, the RAMS are completed and the SLT is satisfied with all preparations and planning.

The meeting held a general discussion around the Tahiti Trip with the work put in over four years to bring the trip to fruition, the previous BoT having had the initial discussion of approval in April 2014.

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

Lindsay apologised for the lateness of his report. There have been two appointments one to cover maternity leave and the other the Pathways position. Two resignations have been received, from Lindsay and Amy Hacker. Staffing is still at 41-45% below the aim of 55% of the Operational fund which is very good.

Lindsay tabled a letter from Lawrence Smith that will be included in PEB as item 9.5.

Also of note are the Health and Safety reports for the year that will now be included monthly. Paul asked about comments in the SAT minutes stating that writing data was appalling. Lindsay replied that at the CoL meeting yesterday that our junior writing data is consistent with other schools. Paul Singh asked if the data was appalling as commented in the SAT minutes. Lindsay responded that it was full and robust data. Steps would be put in place to accurately measure where a student is at on arrival and then the value added through their time here. More consistent robust data from this school to show progress. Maree said the SAT team are looking at the fact that we don't do standardised testing at this school. That will be discussed next year as well. Lindsay said that we are working towards that end by coming up with the how? Lorraine asked about the expected level for Year 10 writing being at 5 or below, what should they be? Lindsay replied they should be at level 6. Paul asked what is the assessment of the effectiveness of the Te Ope Angitu programme? Lindsay said it is going well with student targeting but there is still a lot of work to do unpacking the processes and being able to focus on education rather than behavioural problems that took up the first six to twelve months. Lindsay spoke of the questions now needing to be asked about where to from here?

Keith Edwards arrived 6.13pm

Maree pointed out that now with all the work Amy has put into providing this data it gives us something to work with. These results are solely what Te Ope Angitu has been doing with writing in the English Dept. It is not about other departments at all.

**Lindsay Action Point. Lindsay to email to all BoT members the minutes of the CoL meeting.**

Changes of staff have been problematic. The pupils in Te Ope Angitu who are not in the Academies have done better. Lorraine said that the removal of the Academies had been mooted. Lindsay agreed that the leadership team are considering that. Lorraine ascertained that not all present had been able to read the Principal's report so therefore could not move that it be accepted.

Paul M said the intervention plans for going forward are not yet in place so we are now in a situation where they can be completed by end of term and presented at the December Meeting. The first and major focus will be on raising achievement of student progress and that this focus must be the aim of every part of the school from BoT policy to the Principal to SLT to all Staff to parents. All must work towards a partnership in learning and an equality in understanding where all understand what data means. Poor results are not acceptable and the over arching core business is to focus on positive potential. It can be done. Paul Singh highlighted the need for all to be supportive of gaining the social and emotional engagement of the students. Lorraine reiterated the important need to move forward, have faith and be united in our goal.

**3. Gas leak and emergency closure 8 June 2018**

Lindsay applied to the MoE for reducing the number of school days due to closing the school the day of the gas leak. The meeting acknowledges the reply from Dale Norquay that for Health and Safety reasons due to the gas leak on Friday the 8 June 2018 and under section 65E(2) that Ōtorohanga college days this year is reduced by two half days.

**4. Exit leaver's data** – included in Pathways Coordinator's JD

Lorraine said she has spoken with Linda Campbell the new Head of Pathways and advised the Board that the exit leavers data will be a part of her role to collate from all the different sources where it is currently held.

**5. HOF AOV**

Lorraine ascertained that all present in the meeting had read the report.

**Move that the Analysis of Variance from the Head of Faculties be accepted.**

**Lorraine/Maree  
AIF**

**6. School houses**

1. Tenancy agreements required for insurance  
Anthea said that there are already tenancy agreements in place.

**Lindsay Action Point. Lindsay to email out to the members a copy of the Tenancy Agreements currently in place**

2. Revised quote for inspections  
Anthea reported that Buzz Linn will still hold internal and external inspections for a cost of \$60 per inspection. Anthea request that Buzz formally quote this now and for the inspections to take place before Christmas.

**7. Supper at BoT meetings**

Lorraine asked for the thoughts of the meeting. Generally it was felt that the sharing of food facilitates an atmosphere of noa ( reality/leveller not tapu) and that it does not need to be a hakari (feast) just something simple, not costly, as also most members don't get a chance for a meal prior. Paul M saw the sharing of food at meetings as a good protocol to follow. Maree suggested including the cost in the budget for next year and the Staff Rep to make the arrangements

**Move that at BoT meetings a simple supper be provided from the BoT funds and that the organiser be the Staff Rep.**

**Maree/Anthea  
AIF**

**8. Netball trip - mid year 2019**

Lindsay felt there was no need for discussion at the BoT level so he has given the green light to start organising around the parameters of the Oversea Tours Procedures.

Lorraine clarified that the Board needs to check procedures off and agree. What had been discussed was that the information needed to be brought to the BoT to be approved and signed off.

Lindsay said all they need to know at this point is will the Board/School support a proposed tour. Lindsay has said yes to starting procedures. All that is known at this stage is it's a Netball tour planned for next year, and that the proposal has not yet been given to Lindsay for the Board to approve. Lorraine asked if

it will be ready for the December meeting and Lindsay felt that it should be as that needs to be 12 months in advance. Maree pointed out there is only 6 months to go if the tour should be in June 2019.

**9. Adopt overseas tours procedures?**

Paul M has collated several already existing policies and formed the Overseas Tours Procedures that all staff must now use for overseas tours.

**Move that the Board adopt Overseas Tours Procedure as Board Policy**

**Lorraine/Lindsay  
AIF**

**10. Acknowledge receipt of \$60,000 grant from NKCDT**

Lorraine acknowledged the receipt of the \$60,000 grant from North King Country Development Trust for the Pathways Coordinator that is spread over three years starting in 2019.

**11. Acknowledge receipt of \$10,000 commerce grant and accept quote for purchase**

Lorraine acknowledged receipt of the \$10,000 commerce grant from Bob Strawbridge, for devices and a charging trolley. Normal process is, because it is over the Principal's delegated spend, it would still need to run through the Board.

**Move that Vianni's quote from PB Tech be accepted for \$9570.30 + \$60 delivery including GST**

**Lorraine/Maree  
AIF**

**Maree Action Point. Maree to follow through with notifying Vianni.**

A thank you letter has been sent to NKCDT

**12. October meeting evaluation**

Paul Singh proposed that should the Principal be unable to attend a BoT meeting it should be postponed even if there is a quorum. Lorraine said that we need to make sure any feedback in previous meeting evaluations are actively worked on. Included also how well we cover off our strategic plan and Charter.

**13. Set election date for triennial elections – suggest election date Friday 7 June '19**

Lorraine explained that with NZSTA we suggest a date and then NZSTA send back a working time table that BoT must meet to fulfill all requirements.

The meeting held a discussion around who the last returning officer was and, when that is determined, then the person be approached to fulfill the role again.

**Maree Action Point. Maree to confirm the previous returning Officer and to approach them re availability for the 2019 election.**

**Move that the Election date for Triennial Board Elections be held on Friday 7<sup>th</sup> June 2018**

**Lorraine/Chris  
AIF**

The Board will have five parent representatives and one staff representative and the Returning Officer will be responsible for both elections. Payment will be finalised once MoE Election Funding has been announced. Lorraine encouraged all members to think about whether or not they are standing again, and if not, then to be looking at some possible suitable candidates who could be encouraged to stand. Someone with financial knowledge would be a gain with Paul S leaving.

**14. Trustee resignation**

Paul Singh has handed in his resignation effective from the end of this year. Lorraine thanked him for his focus and time and the perspective he has brought to the BoT. How he has been of huge value with his understanding of financing and complete focus on student achievement.

Paul said he will no longer have a child at the school as his daughter is moving schools. Paul said that his daughter would need to take three correspondence courses next year if she should stay at Otorohanga College.

**Move that the Parent BoT position not be filled until the elections as the position has been created after October 1<sup>st</sup> 2018**

**Lorraine/Anthea  
AIF**

**15. Ratify**

1. Electronic motion for \$3000 to \$4000 for R Mullins

**Move that the electronic motion approving \$3000 to \$4000 for R Mullins be approved**

Lorraine/Maree  
AIF

2. Hostel crisis management plan

Keith requested that this be held over to the December meeting to be given time to collate all relevant policies as a package. The meeting agreed.

3. Appointment of Linda Campbell for HoP and HOF

**Move that the electronic motion be ratified appointing Linda Campbell as HoP and HOF**

Lorraine/ Paul  
AIF

**16. Update on Pathways Coordinator position**

Lorraine updated the members that there have been two applicants so far and the position was posted last night on SEEK. Once the cost of Trade Me Jobs is established it will also be posted there if it is a reasonable price. Keith, Linda and Lorraine will be conducting interviews on the 17<sup>th</sup> December 2018 with the intention of appointing a candidate to start at the beginning of next year.

**17. Strategic Direction** document – defer

**18. 7 c's** - defer

**19. H & S audit** – defer

**20. Bus routes** - defer

**3. Monitoring**

**1. Hostel Boarding Director's Report**

Not tabled but Keith is confident that a comprehensive end of year report will be presented to the December Board meeting

**2. Treasurer's Report** – approve October accounts and November bills

Paul S reported that everything appears to be on track and under budget. Lindsay said he had met with Peter Granville, Accountant, yesterday and that he had been happy to verify the budget. Lindsay advised that 72 enrolments have been received.

**Move that the Treasurer's report be accepted and approve the October accounts.**

Paul/Chris  
AIF

**Move that the November Bills that were agreed to be paid electronically be ratified**

Lorraine/Maree  
AIF

**3. LSM Report** - tabled

All present read the report that is a public document. A monthly report will also be made to the MoE and is made available to the Principal and Board Chairperson. It is available for Trustees to see on request to read but not have their own copy. Some of the content may be regarding personnel and not be appropriate for public documentation.

Anthea asked about the Management Units as to how many are allocated?

Paul M replied that there are 40. We were using 44. Two were being funded externally in 2018. As with the staffing level the ideal is to manage the reduction by attrition or voluntary redundancy but if that was unsuccessful then through analysis and disestablishment. Paul believes that because of resignations and offers it looks like no staff positions will be affected. Should any decision need to be made then the

people responsible will be the Principal, the Staff Rep, the PPTA Advisor and in this case, because he has been appointed to be responsible for employment, Paul himself as LSM.

**Move that the LSM's November report be accepted.**

**Lorraine/Anthea  
AIF**

**4. Confirmation of Minutes**

**Move that the minutes from the meeting on 24<sup>th</sup> October 2018 be accepted as a true and accurate record.**

**Lorraine/Chris  
AIF**

**5. Matters Arising**

Lindsay advised that Lyndsay Kurth will offer the board the assurance at the February 2019 meeting that selection of students for opportunities (Spirit of Adventure, Dux, leadership roles etc) is fair and equitable and that students understand these processes.

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

**7. Identify Items for College newsletter**

**8. Set next meeting date**

13 December 2018 at 6.00pm

**9. Public Excluded Business**

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:**

**1. Hostel write offs**

**Move that the amount of \$15,610.82 (Hostel Aged Receivables) be written off.**

**Lorraine/Keith AIF**

Roy and Lisa to work out what a monthly provision amount would be to include this in the budget.

**2. Personnel matters**

**3. Principal Appraisal**

**4. Commencement of Principal recruitment and processes**

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

**Lorraine/Maree  
AIF**

Public Excluded 7.27pm

Public Included 9.26 pm

**10. Meeting Closure/Farewell 9.27pm**

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

Minutes are true and accurate



28 February 2019