

Board of Trustees Otorohanga College
Minutes of the
Meeting Held Thursday 25 July 2019 in the Board Meeting Room

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

1. The meeting opened at 6.31pm with a Karakia Timatanga led by Paul

2. Processes and Planning

a. Present

Lyndsay Kurth (Acting Principal) Lorraine Fox, Monique Fagan, Anthea Tata, Rex Fare, Chris Van Der Heyden, Sylv Morgan

Apologies

Corey Wilson, Mark Pitts-Brown and Michael Ritch.

b. Declaration of Interest

Nil

Move that three items be added to the Processes and Planning agenda as Items

(i) Ski Trip Pre Approval

(j) ERO Visit

(k) Computers received from Sacred Heart

**Lorraine
AIF**

- c. Board to Confirm Corey Wilson’s Tenure as Co-Opted trustee**

Move that Corey be Co Opted as Finance Officer until the end of 2019

**Lorraine
AIF**

d. BoT induction underway and reference to NZSTA policies

Michael is taking over the Policies aspect of the BoT and will be working with Lorraine over the next month to get them into place in conjunction with the SLT. Trustees reminded of the Finance training at 6.00pm on the 28th August 2019 at MoE Offices in Hamilton.

e. Confirm Trustees attendance at workshops and /or PLD for MoE and NZSTA training

Lorraine strongly recommended attendance at the Finance Training. There is also a Governance Essentials workshop at Te Kuiti on the 7th August 2019 which some have registered for. Lorraine also suggested keeping a record of attendance at trainings. Lorraine reminded trustees that training is expected and that this item would remain on the agenda to ensure trustees keep training as a high priority.

f. Revisit current Charter, Vision and Strategic Priorities – Shared

On the BoT Work Plan and referenced in Paul’s report. Lorraine would like the plan brought to every meeting so that it becomes the core of all decision making and as a reference. Keep the vision in the motto central to everything we do. Later on in the year the BoT need to meet with the SLT to review the Strategic Plan for next year. Lorraine would like to see student agency included. Paul highlighted that the usual time to finalise is in November to form a part of the Charter. A rewrite should follow after consultation with the new Principal. Any small adjustments can be made in normal meetings. Lorraine’s view was that BoT should be part of the process to create an ownership of the document. Lyndsay also

recommended that HoF and a Dean also be involved to also create ownership. Best Practise procedures would require that consultation is extended to all.
After a discussion of trustees, to be as inclusive as possible, a date of Thursday 7th November 2019 at 5.30pm was settled on to go over the Strategic Plan.

g. Trustees to sign the Code of Conduct
by next meeting

h. Confirm that Mark indicated in writing that he would support all majority decisions while he was away for the month of May.

i. Ski Trip Pre Approval

Lyndsay reported that the Friday 23rd August 2019 ski day trip has normal SLT approval. The trip has been extended to the Thursday to give those fixed number of students an opportunity to gain NCEA credits and so Fiona Parsons is requesting BoT pre-approval. The trip is self-funded at \$200 per student and anyone not paid by 8 August 2019 will be unable to attend. The meeting was impressed with the opportunity and thanked Fiona Parsons for her efforts.

Move that pre-approval be given, for the overnight Ski Trip starting Thursday 22nd August 2019, on condition that RAMS analysis are cleared, the trip is self-funded, and that students who haven't paid by 8 th August 2019 will be unable to attend.

**Lorraine
AIF**

Paul raised the issue of staff being eligible for a field allowance of \$25 per day. Lyndsay said this needed to be budgeted for, as the payment is included in the terms of the PPTA Collective Agreement. Another concern discussed by the meeting is the underutilised skills of parent/caregiver support on trips away that could be of help with the college being left short staffed during these times. Lorraine pointed out that field allowances need to be included in EOTC policy (to ensure it is included in trip budgets). Paul raised the question of whether volunteers need to be Police vetted. This is covered in the Vulnerable Children's Act Lyndsay pointed out that Billets do not need to be Police vetted but a reassurance is sought that the billets are assured by staff.
Lorraine suggested researching another school's successfully functioning EOTC Policy. Paul to investigate

j. ERO Visit

The ERO notification of a visit was only received yesterday and was due to time constraints with Paul's travel. Neil Harray now leads a designated team. It is an important relationship building visit not a formal reporting visit. The BoT should be present. Set for Thursday 1st August 2019. Powhirit 9.30am followed by shared kai and Formal meeting at 11.30am. Karen Crowe also requested a walk through the school. Lorraine and Anthea offered their apologies.

k. Computers Received from Sacred Heart

The college has received thirty computers donated by Sacred Heart Girls High School. TTS, who manage our server, understood the college's situation and approached Sacred Heart. Lorraine acknowledged Peter Dowdle and Ivana Arsenic from TTS. Lyndsay and Lorraine will write to thank them. The meeting discussed various services from the students as a possible thank you.

3. Partnerships for Learning

a. Progress Report on Pastoral Care Network - Attached to Principal's Report

4. Student Progress and Achievement

- a. Term 2 report on target students – Extended
- b. NCEA prediction report – Extended
- c. Report on progress towards 2019 targets – Extended
- 5. Leadership and Performance Management
- a. Term 2 interim department reports – Extended
- b. Final report progress on SLT performance agreements – Extended
- c. Monitoring Report on all annual appraisal and support for PRT teachers and those in new positions. - Attached to Principal's Report
- 6. Compliance/Monitoring

a. Principal's Report – tabled by Lyndsay

Lyndsay drew the BoTs attention to “Education Perfect” an online learning platform that was going to cost \$6K this year. Based on usage this cost did not seem viable. Jonathan researched the contract and contacted Education Perfect. They have agreed to waive the fee and have allowed free usage for the rest of this year. Thanked for generosity. Ben from Education Perfect will come and establish an action plan that will help staff to get the best use out of the program. If used in 2020 then payment will be needed. Letter of thanks from the Board as well.

More education of students needed particularly around accessing pornography and the harm it does to relationships and sexuality. Linewise to come and talk to students. Students are accessing pornography at home and it is still on their devices when they come to school. Some students are also accessing pornography on their devices using their own data, meaning it does not come through our school firewall. Parents would benefit from firewall education too. Paul recommends a documentary called “The Mask We Wear” to raise awareness. Monique said it is not possible to access school wifi by personal devices.-Lyndsay to investigate more into the private data use and how this can be controlled.The meeting was clear that parent education and engagement in this issue is essential.

The Youth 19 Survey -would like to survey a random 30% of students on the roll on social issues. The results are sent to the school and would be valuable data.

Move that the Board give their permission for randomly selected students to be put forward to participate, at their discretion, in a Youth19 Survey.

**Lyndsay/Anthea
AIF**

The Kakamutu Road school house requires a lot of repairs including wallpaper, painting and re-roofing/guttering. Two quotes will be needed for the project.

Move that two quotes be obtained from local trades people to undertake required repairs at the 55 Kakamutu Road property.

**Lyndsay/Rex
AIF**

Lorraine asked what was put in place for the student who left due to bullying. Lyndsay outlined the plan put in place and the restorative approach that was made. Lorraine asked what didn't work. The family felt the daughter should be safe everywhere in the college. Lyndsay felt the bullies themselves were genuinely remorseful. Lorraine asked that a review be made as to what could have been improved to minimise the risk of losing another student to bullying.

Move that the Principal's Report be accepted

**Lyndsay/Lorraine
AIF**

- b. Student Trustee Report
Student Trustee Election is to be held in September and Monique will be standing again.

Lorraine thanked Monique as a wonderful addition to the Board.

c. Financial Report

- i. Discussion on change to accounting provider. Deferred to August in Corey's absence
- ii. Acknowledge receipt of Special Reasons fund and required accountability (to spend on staffing only) A funding drop of \$51,170 has been received by the MOE including a 0.15 FTTE (already included in our staffing entitlement). Thanks to MoE and Paul for seeing it through. Lyndsay relayed SLT plans, for the money to spend, that an additional person to the teacher in classes is an ideal situation. Support for one year nine and two year tens in Math, English, Science, Health and Social Studies. This equates to 47 hours per week for 1,000 hours. Paul is discussing with Ministry if with this amount of hours could the scheme roll over into term one and two next year as a kick start for newcomers.

Anthea spoke, with regard to the budget, and queried the expenditure of \$809 for high performance sport. Lyndsay will investigate and advise.

- iii. Decide on koha for voluntary assistants on the day of Principal interviews. (Shannon Hofer and Barbara Cavanagh who is advisor to the Board)

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Lorraine assured the BoT that there is a budgeted \$10,000 for the whole process

Move that Shannon Hofer (candidate chaperone) be paid \$100 and Barbara Cavanagh (Advisor to the BOT) be paid \$250 - Both by bank transfer.

**Lorraine/Chris
AIF**

- iv. Decide on travel costs (in principle) for two Principal applicants to attend interviews
PEB

- v. Decide on reimbursement to Phil McCreery of travel costs (LSM Report)
Paul reported that due to the short timing of Phil's appointment before Christmas he had missed out on funding for travel under the emergency funding scheme. Although there is no obligation by the BoT to fund his travel and Phil has not applied for any allowances Paul would like the Board to consider.

Move that Phil McCreery be reimbursed for travel costs with \$1500.

**Chris
Not carried**

Lyndsay tabled the invoice for \$968 to Peter Burtons for payment by the tour group that went to Melbourne. The items were self-funded and she is asking as the amount is over \$500 so needs BoT approval. The group does have approx. \$3000 in surplus funds.

Move that the \$968.00 for the Australian Tour Group's Jackets is paid to Peter Burton.

**Lyndsay/Anthea
AIF**

Paul congratulated the group on a well organised trip that returns with a surplus. The Board agreed that a moratorium of spending for the netball trip be put in place until at least the 20th of August until all costs have come in. Then a plan should be put to the Principal and BoT and approved by the parents to disburse the surplus funds. Lyndsay has requested this from Karen. Looking to have an evening and propose a photograph book. Evaluation report of the netball trip to come to the August meeting.

- vi. Decide on Education Perfect payment of \$6000 – see update in AP's report
- d. Property Report**

- i. Lyndsay and Lorraine signed Procurement Plans for two projects the toilets and Block/s A, B, D, E1, M + Boiler: Roofing & Spouting Replacements & Ceiling & Cladding Repairs + Electrical Upgrade project.

Move that five toilets be built at B Block.

**Rex/Anthea
AIF**

- ii. 56 Mountain view Road

Working Bee is not needed as Adam and Noel have rectified the issues around overgrown trees obstructing the view. Lorraine on behalf of the Board thanked Noel Fox and Adam Kurth.

- iii. The Hostel – next steps – Media Communication

Waitomo News reporter wants to write a "Day in the Life" style of article on the College Hostel. Also an email has been received by a parent asking about asbestos in C Block. Lorraine reassured him that the asbestos in the ceiling concerned is contained.

Chris raised the issue of lights in the Gym. The budget is blown out with fire alarm problems so he has no funds left to use. The gym is leased out to the public. Seven new ones are needed. Chris has 2 quotes that Lorraine asked to be shared with the BoT in writing to be shared at the August meeting.

- e. LSM Report – tabled

Paul reminded the meeting he is away to the UK. And Barbara Wenn (our point of contact) will attend the August meeting.

Lorraine thanked Paul for his continuing work.

- f. Policy Review/Ratifications

- i. **Move that the Hostel policies approved unanimously via electronic resolution be ratified**

**Lorraine
AIF**

- ii. Delegations to Principal
Deferred

- iii. Hillary Outdoors

Move that the pre-approval for the Hillary Outdoors trip approved unanimously via electronic resolution be ratified

**Lorraine
AIF**

- iv. Confirm all teacher registrations and six month renewals including Lyndsay.
Part of Lyndsay's attachment to her report.

- v. Confirm any midyear salary increments enacted as a result of satisfactory appraisals
Paul explained that employers, as BoT are by law, should be assured that all staff have proper registrations and that any salary increments are due to a satisfactory performance management process.

Term 2 attendance report

Lorraine highlighted the appalling attendance rates. Lorraine asked for data to be presented graphically to give a clearer view of trends. Anthea asked if illness is a factor. Chris said 15 – 20 Hostel students may not be in attendance on any given Monday. Lyndsay said the messaging system for attendance has operational issues. Donna is to be invited to present at the August BoT meeting. The data needs to be understood then the figures need to be grouped to identify problematic cohorts. Also solutions to address the issues. Lyndsay will invite Donna. Lorraine advised the Board that Barbara Wenn will be given-speaking rights.

7. Administration

a. Confirmation of Minutes

Move that the minutes of the meeting held 27 June 2019 be accepted as a true and accurate record.

**Lorraine
AIF**

b. Correspondence Inwards/Outwards
received

8. PEB (Over the page for resolution)

Move that the meeting move into Public Excluded Business

**Lorraine
AIF**

Time 8.50pm

a. LSM Variation

b. Student Achievement Team

c. Principal Appointment.

Move that \$1500 be approved to cover reasonable travel and accommodation expenses for two candidates to attend interviews.

**Lorraine
AIF**

PEB ended 9.25

9. Meeting Closure at 9.26 pm

10. Karakia Mutunga led by Sylv

Appendix 1: Correspondence

11. 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 8a, b, and c 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 true and accurate



29 August 2019