

**Board of Trustees Ōtorohanga College**  
Minutes  
**Thursday 28 March 2019 Held in the Board Meeting Room**

**Mission Statement: Ko te mana mō mua ki te whakamana “Honour before Honours”**

**BOT Members:** Phil McCreery (Acting Principal), Lorraine Fox (Chair), Anthea Tata (H&S), Keith Edwards (Hostel Liaison), Brenton Irwin (H&S), Chris van der Heyden (Property), Monique Fagan (Student), Maree Bublitz (Staff), Paul Matthews (LSM)

1. Karakia Timatanga was offered by Keith.  
The Meeting opened at 6.03pm

**2. Welcome**

- a. Welcome was by Lorraine highlighting the need to celebrate diversity in order to enrich our lives in the wake of the Christchurch mosque attacks
- b. Present/Apologies  
Paul Matthews (LSM) Lorraine Fox, Chris Van Der Hayden, Brenton Irwin, Anthea Tata, Maree Bublitz, Monique Fagan, Keith Edwards, Phil McCreery, Sylv Morgan  
  
Apologies  
Nil
- c. Declarations of Interest  
Nil

**3. Strategic Decisions**

- a. BOT Processes and Protocols – *to adopt*  
Shared last month for members to look over.  
**Move that the BoT Processes and Protocols as presented be adopted**  

**Lorraine/Maree**  
**AIF**
- b. Board Action and Work Plan for 2019- *to adopt*  
**Move that the Board Action and Work Plan for 2019 (as tabled) be adopted**  

**Lorraine/Brenton**  
**AIF**

Paul highlighted that the year is now strategically mapped out and as it is a living document changes can be made to reflect Otorohanga College itself. Initially it will be a generic document and will take the full year to customise but will be invaluable, by giving continuity, for succession planning in the future.
- c. 2019 Charter  
Phil reported that he has been working with the MoE around student attainment. ERO's concerns have been used as the base and will be acted upon. A programme is being developed to see through measurable goals during the four terms. Progress will be reported back to the BoT within the Principal's report. Concern areas are literacy and numeracy, female students' performance and targeted students. With approval of the goals tonight the new strategic plan will be quickly formulated and submitted to MoE. Lorraine said that the Charter will be adopted by the Board in April. The Charter can then be disseminated electronically to the BoT members to review and Lorraine to then sign off.  
Phil suggested that for next year the BoT meet in Term four to reflect and put forward a draft plan for 2020. SLT could give a presentation at this meeting as well as

representatives from the student body. These initial meetings could be in October with a view to presenting in Nov/Dec.

Lorraine asked how the AoV was looking? Phil said he had most of the information gathered for that and it is showing some of the challenges. There has been an issue with collecting some of the information. Issues that the ERO have highlighted; i.e. attendance and achievement could be addressed through a local curriculum. Paul and Phil will work together to finish off the AoV.

d. Co-option of trustee

Tabled CV and introductory letter from Corey Wilson

Lorraine spoke in favour of Corey as being deeply connected to Otorohanga and having financial expertise and governance experience. Keith also spoke in favour and considers that with his dedication he will be an asset to the Board. Keith also feels that he will help to fill a loss in advisors of Maniapototanga.

Anthea asked if he would be a full Board member and Maree asked will he be co-opted only to the election or for the full three years. Lorraine confirmed he will be a full BoT member with voting rights. Paul added that cooption is usually for a period that lasts as long as the requirement is there. The new BoT could reconfirm the co-option in June for as long as required after which Corey could then stand in his own right.

The meeting discussed the scope of his co-option and decided that Finance and Maniapototanga and the Hostel would cover the expertise that is needed on the BoT. Paul then advised that to provide continuity he be co-opted up to and including the June meeting and then the new Board would review the consideration.

**Move that Corey Wilson be co-opted on to the Otorohanga College Board of Trustees for his experience in financial matters, Hostel Project and Maniapototanga. That he be co-opted from now through to the June BoT meeting and his co-option is to be reviewed at that point by the new Board.**

**Lorraine/Chris  
AIF**

At this point Paul LSM informed the Board that if the Chairperson moves a motion no seconder is required. It is only if any other member moves a motion that a seconder is required.

e. Policies to review

Delegations to the Principal

Paul said that existing Delegations to the Principal should continue to stand. He will read through to check that they apply to Otorohanga. He will then share them with the subcommittee to be shared at the April meeting (Now 2 May 2019).

#### **4. Strategic Discussions**

a. Y9/10 PAT summary

Phil reported that English and Science is completed and Writing and Maths will be completed by the end of term. Phil will give a summary and interpretation at the next meeting.

b. NCEA results and report

Phil reported that overall the results were not too bad but there is an obvious gap for the female students. The comparison is for Deciles 4 -7 rated schools. Phil said that at year 11 the gap in achievement levels for female students starts to show and then keeps going. A group of 10 students who have been identified as the most at risk will be worked with.

Next year the curriculum will be changed to engage the students better. Phil is concerned that currently the emphasis is too heavily leaning towards unit standards that students see as an easy option. In the long term students will be monitored and on Pathways with concentrated career planning. Parents will be engaged and all decisions will be informed. The Matamata College programme will be investigated and there is an option of using personality testing to assist students in making suitable

decisions regarding career choices. This helps to lead into identified pathways for unit standards.

Phil said that curriculum levels have been underperforming. Science has been doing relatively well. English needs investigating and also Maths. Lorraine asked for an NCEA summary for the Board.

c. Priority students identified

Phil has completed this today. Parents and students will be informed by next term. Term 4 identification. PAT tests need to be conducted as early as possible. Phil reassured the Board that all of this is achievable.

d. Report from SAT team

Lorraine requested that the SAT minutes be shared with the BoT. Phil said currently they are weekly meetings but will be fortnightly. Good progress is being made with Karen Crowe. Phil said it is a focused group.

e. Confirm all teaching and support staff appraisals aligned to strategic and are underway

Phil reported that all staff appraisals are underway. Strategic Goals are yet to be approved by the Board. Paul has brought in a new type of reporting for HoFs on a term by term basis measuring progress against term goals.

f. Interim report on SLT performance management

Paul LSM asked the meeting to accept and approve Rachel Allan's contract proposal for three SLT Performance Reviews. The cost will be \$4,000 excl. GST. This will enable her to get underway beginning of next term. Paul sees this as a priority. Paul and Lorraine assured the board there will be no additional costs to the board.

**Move that Rachel Allan's Contract for the SLT's Performance Reviews be approved.**

**Lorraine  
AIF**

g. LSM Report (Tabled)

Sensitive employment matters will be discussed in PEB.

Lorraine clarified if the reports should be moved as accepted or just tabled. Paul suggested that they be moved as accepted to make them part of Board Papers.

**Move that Paul's report be accepted**

**Lorraine  
AIF**

h. (Acting) Principals Report (Tabled)

Phil said most of his report has been covered off in the agenda.

Buildings:

Himi our Project Manager for 5YP, Peter Hanner who is Field Officer for MoE, and Phil have assessed property issues.

Ministry has advised that they will not support us remediating C Block. Remediation would compromise the rest of the school for the next ten years if we invest half the 5YA into remediation. Lorraine clarified that the BoT had "wrapped" the funds but not solely for C Block remediation. This was for whatever the Board chose as the best option regarding C Block after we had due diligence. Phil pointed out that the school is also seven classrooms over code. Lorraine questioned where is due diligence?

Phil replied that Peter Hanner is more than willing to meet with all parties concerned/interested to explain his perspectives on the long term viability of the buildings. No funds have been forthcoming from the community to address C Block renovations in order to keep it. Lorraine asked for a Public Forum meeting beginning of Term 2 for Peter to speak to the public.

Peter Hanner, who also has been involved in the rejuvenation of Huntly College, recommends moving the rationalization process along. The MoE would take over the removal of asbestos, the building itself, and return the area to grass if this is what the board decides. A recommended future plan for the school will then be made. Buildings will need to be reassigned within the "footprint" of the school. Lorraine wants to keep in mind that a new BoT is coming in June so there needs to be a plan in place that it can take forward. Phil added that all staff need a say in where the plans are going as well.

#### Hostel

The Hostel is not able to compete with local business. Rules around any public/private partnership can't continue past 39 years they revert back to the Crown ownership. MoE are not likely to allow private use of the facility while students are at school.

Lorraine confirmed that this issue had justifiably been raised during hui at the Coast and parents had been assured that the facility would not be used by outsiders when students are boarding there.

#### Curriculum

Phil is pleased that we have been accepted by the MoE for the new Curriculum programme. They will give advice and guidance on what will suit our own students' needs. With a roll that has fifty six percent of our students identifying as Maori our curriculum needs to engage all students Phil has visited Huntly College who have been running with a new curriculum to address attendance and low performance issues. It is highly academic and achievement focussed. Measures put in place there are having a huge impact on attendance and student engagement. The innovative methods are also a significant change for staff. Phil would also like to take some staff to look at Thames High School who have a similar approach for the junior school but more traditional for the seniors. Phil believes these changes can be made by next year. Lorraine asked if Linda from Pathways will be involved in the new curriculum. Phil believes she will have some very valuable input and will be involved.

#### School Culture

Key points -Fighting/violence. Police will be attending assembly on Wednesday. Also meeting with Youth Aid Officer about their anti violence programme. This will run early next term with year 9 and 10s who are considered the "at risk" group. Some students have been moved on, or stood down. Restorative justice practises have been followed but Phil is disappointed with the results as usually this gets the message across. Lorraine wants parents to be better informed. Phil will send an email out tomorrow.

Camp approval sought from the BoT for Linda to conduct the traditional camp as outlined in the report.

**Move that the BoT gives its approval in principle to Linda's trip following all recommended guidelines.**

**Phil/Anthea  
AIF**

Request in Principle for the Winter Tournament week. Register of Interest needs to be in shortly. The BoT will give approval subject to receiving the required documentation so that the Board is informed and assured that procedures are followed as ERO recommended.

**Move that subject to documentation the Winter Tournament Week Trip be approved in principle.**

**Phil/Lorraine**

**Move that the Principal's report be accepted**

**Phil/Lorraine**  
**AIF**

- i. Progress towards Strategic Priorities  
Was brought forward from the February meeting but the item has been removed by Paul LSM
- j. Progress towards ERO recommendations (to adopt in April)  
Shared by Lorraine. Paul emphasised the importance of building in planned internal evaluation. The Work and Reporting Plan will provide a lot of this. Approximately this time next year there will be a follow up ERO report. A programme of internal evaluation needs to be happening so the BoT can review progress in relation to the ERO review and recommendations.  
Lorraine asked if the Principal (acting or permanent) should report on progress in relation to ERO recommendations so the board can be informed in their self-review. She felt that BoT members would not be as confident to make a rating without knowing the evidence against these ERO recommendations.  
Paul said that he can help to provide assurance and evidence.  
Lorraine proposed that this be adopted in April to provide consistency with ERO requirements.
- k. Reporting scheduled for April Meeting  
Work Plan  
Student Well being Survey would fit well.  
Consultation with Maori Community - Kawhia Coast hui with Roy and Keith.  
PAT results  
Student Achievement Team  
EEO report appropriate for current major appointment  
April Policies for Paul and Maree to be tabled  
Term 1 attendance report  
Privacy Policy and Procedures Review  
  
Lorraine asked if the agenda can be set a few days earlier. Paul agreed.
- l. Publicity and encouragement for potential trustees to seek election  
NZSTA Guidelines tabled  
Paul recommends the publication as a professional document and suggest each member takes one for themselves and one for someone they wish to shoulder tap.  
Copies will be held at the office. Maree to reprint and Lorraine shared the electronic link.

**5. Monitoring**

- a. Property (5YP Plans and amendments)  
Phil reported that plans for the toilets are ready to go.  
Chris inspected Board properties to ascertain compliance with landlord responsibilities that come in to affect by 1 July 2019  
65 Kakamutu Road - Insulation completed four years ago and complies but needs re roofing and the shower needs attention  
75 Hinewai Street - House only insulfluff in ceiling but compliant under floor. Also a leak in conservatory.  
75 Mountain View Road House has batts in the ceiling but no access to the under floor.  
  
Anthea asked about selling houses but Phil replied that is down the track.  
Paul asked if there were policies in writing regarding the occupancy. Paul will research. He also requires a summary of income and expenditure regarding the rental

properties. Lisa to provide. Phil informed the meeting that rents have been increased on two properties.

Paul wanting to clarify matters with possible changes to Capital Gains taxes.

Chris raised the issue of tenancy evictions in MoE owned properties but Lorraine said that in the case of MoE properties we cannot interfere in their procedures and their usual tenancy rights and responsibilities apply. (BoT is not the landlord)

b. Hostel

Still a work in progress

c. Finance – February 2019 accounts

Phil reported that some items in the first few pages are not correct as monies were carried forward by the accountant in error. Lisa reports that spending is on track. A couple of faculties appear to have overspent but that is for workbooks that are reimbursed by the students.

**Move that the accounts be accepted**

**Lorraine  
AIF**

d. Health & Safety

Brenton and Anthea to meet with Phil and bring H&S information back to the meeting now that Maree is no longer the Onsite Representative.

Normally report according to the MoE recommended format. Phil will procure that information for Anthea and Brenton to report back to BoT on Health and Safety Matters.

Paul highlighted the importance in light of recent lockdown situations in schools. The BoT needs to be assured that procedures, contact systems etc are all in place for emergency situations.

Anthea suggested an immediate communication system to parents/students in an emergency situation. Phil says there is a system from front office using the KAMAR but not at the risk of staff safety if appropriate.

Paul suggested the first meeting each year on the Work Plan should include a reminder on informing new peoples to the school environment what the contact systems and procedures are for emergency situations. Maree asked should this be sent out now? Phil agreed.

e. Student Trustee

Monique to complete a paragraph or two each meeting from the monthly happenings at school. Lorraine to assist

f. Student wellbeing survey

Already covered.

g. Policy Report (Clarify processes for ongoing review of BOT Policies – and the need for strengthening policies related to Employment, Curriculum and Assessment, Health and Safety and Delegations to the Principal.)

Already covered.

**6. Administration**

a. Inwards/Outward Correspondence (see appended)

Paul said actual correspondence should be present on the table at the meeting to be viewed by trustees.

b. Minutes of Previous Meeting, Action List, Evaluation

**Move that the minutes of the meeting held 28 February 2019 be accepted as a true and accurate record**

**Maree/Brenton  
AIF**

c. Set 2019 meeting dates – need to reschedule April meeting (ANZAC day)

2 May 2019 at 6.30pm

30 May 2019 at 6.30pm

(Paul's suggestion to cover all business that needs attending to and all agreed. Anthea pointed out there are five Thursdays in May as well so would work.)

d. Refer trustees to 2019 BoT Action Plan and Report – April topics.

**Move that the committee move into PEB**

**Lorraine  
AIF**

|   |  |
|---|--|
| <b>7. In Committee at 7.59pm</b><br><b>Principal Recruitment and</b><br><b>consultation</b> |  |
| <b>8. Meeting Closure 9.15pm</b><br>1. Karakia Whakamutunga led by Keith                    |  |

#### **Appendix 1: Correspondence:**

Inward:

| <b>Item</b> | <b>Date</b> | <b>From</b> | <b>Concerning</b> | <b>Action</b> |
|-------------|-------------|-------------|-------------------|---------------|
|             |             |             |                   |               |
|             |             |             |                   |               |
|             |             |             |                   |               |
|             |             |             |                   |               |

Outward:

| <b>Item</b> | <b>Date</b> | <b>To</b> | <b>Concerning</b> | <b>Action</b> |
|-------------|-------------|-----------|-------------------|---------------|
| 1           |             |           |                   |               |
| 2           |             |           |                   |               |
|             |             |           |                   |               |

#### **Appendix 2: Public Excluded Business:**

##### **Board to resolve:**

That the public be excluded from the following parts of the proceedings of this meeting - namely:

##### **Declarations of Conflict of Interest:**

###### ***List other business***

The reason for passing this resolution and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

**Reasons:** Legal and professional privilege, consideration of confidential matters relating to staffing and to protect the privacy of natural persons.

**Grounds:** The public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

##### **Board to resolve at end of 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.

### Appendix 3: Action List from this BoT Meeting

| Person to Action  | Item Ref | Action   | By           |
|-------------------|----------|--|--------------|
| Paul              | 3e       | Delegations to the Principal                                       |              |
| Phil              | 4a       | Y9/10 PAT summary  | Next Meeting |
| Phil              | 4h.      | Invite Peter Hanner to Public Forum on C Block                     | Term 2       |
| Phil              | 4h.      | Email to Parents re measures in place for violence                 | Next day     |
| Maree             | 4l.      | Reprint NZSTA Potential Trustee Document                           | Next day     |
| Paul              | 4k       | To set agenda a few days earlier                                   | Fri before   |
| Paul              | 5a       | To research school owned House Policies.<br>Income and Expenditure |              |
| Phil              | 5d       | Health & Safety Recc. format for reporting                         | April        |
| Anthea<br>Brenton | 5d       | Health & Safety reporting  | April        |
| Lorraine          |          | Evaluation?  |              |
|                   |          |  |              |

Minutes are a true and accurate record of meeting.



Lorraine Fox  
6 May 2019