

Ōtorohanga College Board of Trustees Meeting
Held in the College Boardroom on 31 August 2017 at 6pm

1. Administration

- 1.1. Welcome/Present:** Lindsay Dunn, Paul Singh, Maree Bublitz, Anthea Tata, Brenton Irwin, Lorraine Fox, Peter Granville and Lyndsay Kurth
- 1.2. Apologies:** MiClaire Venter
- 1.3. Declarations of Interest:** Maree Bublitz is the staff trustee and the NZEI site representative

Peter Granville spoke to the July accounts. The 2016 draft end of year accounts have been prepared and are now with the auditor. The 2015 accounts have not been finalised yet. As a consequence of that, Peter was reluctant to send 2016 accounts until he knew that 2015 accounts were not subject to adjustment. Paul: have the debtors from 2016 been tidied up and any doubtful debts from 2016 been written off into the 2016 accounts? Peter: Yes, they have been cleared.

Peter: Significant improvements on expenditure and collection of funds are showing which shows great work by management, teachers and staff. Lindsay requested that Peter include in the accounts the percentage of operational budget spent on staffing to date. There is nothing in the exception report that is of concern, apart from smaller budgets provided for (eg rates) that we under budgeted for. Some teachers' salaries have erroneously being paid out of the bulk grant. Peter to attend board meetings quarterly.

Peter was thanked for his presentation and left the meeting at 6.30pm.

LINDSAY – ACTION POINT – Lindsay to arrange a meeting with Peter Granville to gain clarification on teaching and support staff salaries/allocations.

2. Strategic Discussions and Decisions

2.1. Student achievement reporting

Lyndsay tabled and presented a list of students who are in the Y9 Te Ope Angitu group. Highlighted green shows growth after deliberate teaching and learning interventions and these students are showing movement. Blue shows no movement and students highlighted pink have gone 'backwards'. Lyndsay spoke about one student who showed significant growth after the student had a reader/writer during a test and suggested this would benefit more students to raise their achievement. Dashes (missing data) showing on spreadsheet student was due to students being absent or assessment was not done. Some of these dashes/missing data can be explained. Lyndsay has been talking to HoF's and advising that if students miss an assessment they must have a catch-up assessment and Lyndsay advised this is very important to undertake. Paul: It's great that we are starting to measure movement. Lyndsay is sharing her knowledge regarding ILP's with faculties.

Lindsay: Will rubrics assist us with borderline assessments?

Lyndsay: You will always get borderline students/results because students show different strengths in different areas in one assessment and an OTJ has to be used. If we have strong systems in place, discussions around borderline students come from an informed place.

Anthea: Shared her concerns regarding the dashes (missing data).

Lyndsay: Missing data has been addressed. Each classroom teacher takes a piece of work to the faculty meetings to be moderated. Lyndsay encourages teachers to take a 'borderline' assessment (ie unsure which curriculum level to mark as) to be moderated.

Lindsay: There is no excuse for missing data.

Lyndsay: Challenges regarding student achievement data are across the board, not just for Te Ope Angitu.

Reports are going to be reviewed and will show where students are in relation to curriculum levels.

Paul: parents need to be brought on board and involved.

Lorraine: The parent forum in October may help this.

Paul: How are NCEA L1 and L2 tracking?

Lyndsay: Historically at the start of the year, in conjunction with the Deans, students who were at risk of not achieving were identified. Strong evidence that attendance is linked with low achievement.

Lyndsay looked at Kamar entries to see if truancy officer was involved, and in 99% of attendance cases the truancy officer was involved. Some students who did not achieve in one assessment are being given extra assistance in B2. Many courses are now academic and require lots of reading and writing, for example PE, so it is difficult for some students to achieve.

Lyndsay was thanked for her work and left the meeting at 7.06pm.

2.2. Principal appraisal (PEB)

Section 48, LGOIA 1987

Move that the public be excluded from the discussion regarding personnel matters. General subject to be considered: Employment matters. Reason for excluding the public: To protect the privacy of natural persons.
Lindsay/Paul AIF

Public Excluded: 7.07

Public Included: Time not recorded

2.3. Hostel update

2.3.1. Hui regarding hostel with coastal schools (including suggestion to form working group)

MoE suggested board does puts forward a business case including students privately boarding in town. Meeting with Ministry and Barbara Kuriger (Adrian Rurawhe cannot attend and Lindsay has not heard from Nanaia Mahuta) on Monday 18th September 10am – 1pm.

Move that a hostel working group be set up consisting of Ōtorohanga College board and coast school principals and/or board chairs
Paul/Maree AIF

There are heating, asbestos and health and safety matters to be resolved at the hostel. Lindsay to write another letter to Jim Greening. Lindsay asked MoE why there is so much urgency on issues that have been in play for 2-3 years. Heating assessment must be undertaken. Asbestos is in a safe state and cannot be removed until the holidays. Several Health and safety matters are being dealt with. Asbestos removal was agreed to by board previously and is booked in for next school holidays. Paul: We are consulting with Himi to see how we can extend the life of the hostel to provide us with a reasonable timeframe to set up the building of a new hostel.

LINDSAY - ACTION POINT – Lindsay to write to Jim Greening and update him on heating, asbestos and H&S matters at the hostel.

2.4. CoL update

Applications have been put out for a leader of the CoL. Interviews on the 7th September.

2.5. Grants

Budget holders need clarification regarding how to manage their budgets. Lorraine still to receive some quotes from some faculties and will work on applications over next few weeks.

2.6. Careers

Maree: We are required to deliver minimal services to students in careers.

LINDSAY – ACTION POINT – Lindsay to undertake assessment and status of careers and guidance at

school using questions framed by Lorraine and Maree.

2.7. School culture

As a result of Anthea's concerns regarding bad language at a sporting match, Lindsay spoke to staff regarding language used by students on sports fields. Anthea is concerned that some students may not have received this message. Lorraine asked what is being done regarding drugs at school.

Lindsay: This is a serious, nationwide issue.

Maree to find out more about drug related policies before September meeting. Current policy may need to be adjusted (if required) to reflect the Board's stance on drugs at school. Concerns expressed by some trustees that possession or consumption of drugs is not taken seriously or treated consistently among staff. Some trustees are also concerned that students perceive that there is a 'light' approach to this issue.

Lorraine: school wide approach is needed so every person has a shared understanding of drug use at school and its consequences.

MAREE – ACTION POINT – Maree to access any current school based drug related policies and make available to board to consider for next meeting.

2.8. Stakeholder voice (consultation)

The parent forum will be held Monday 31 October. Lorraine is no longer available to facilitate the parent forum and asked Lindsay if one of the SLT would be keen to facilitate it. Maree is concerned about the work load on the SLT and it may not be feasible because of this.

LINDSAY – ACTION POINT – Lindsay to ask SLT to lead parent forum as an opportunity to help SLT be more visible and accessible to parents.

2.9. Partnership programme update

No update.

2.10. Changes to Education Act

Paul requested that this item be removed from the agenda.

2.11. Complaints Policy

Lorraine: unable to ratify this policy until SLT have looked over the draft. Lindsay: SLT have looked over draft and have made some suggestions.

LORRAINE – ACTION POINT - Lorraine to send Lindsay updated draft which includes a flow chart that was requested by some parents and board members.

2.12. Code of Conduct to sign

Code of conduct signed by all present and to be stored in the policy folder on site.

2.13. Hostel policies

Lindsay: Need to understand more about hostel policies and align them and hostel procedures with college policies for transparency.

LINDSAY – ACTION POINT – Lindsay to reinstate Hostel Advisory group **and** advise what the Hostel Advisory group was set up for.

MAREE – ACTION POINT – Maree to access all policies (including hostel policies) and make them available online (eg Google folder) so trustees can access at any time.

2.14. Casual vacancy

Move that the casual vacancy be filled by a selection process

Paul/Anthea AIF

LINDSAY – ACTION POINT – Lindsay to ask Amy to put advertisement in Waitomo News as per Lorraine's template from NZSTA

2.15. Australia trip – payment of fares for teachers

Anthea: asked for a status update on whether students are subsidising teachers' accommodation and travel costs for the Gold Coast tour. Anthea calculated that each student going on the tour would have to pay an extra (approx.) \$656 to enable six staff members to attend.

Lindsay: Lindsay's experience at other schools the cost of teachers attending tours was built into cost of tours and subsidised by students.

Maree: Should be no discrimination between overseas trips and local (NZ) trips.

Paul: Each tour group must decide whether students should help subsidise teachers attending as this is the most democratic option rather than decision being made by the Board.

2.16. Parent/Teacher interviews time

Hours have been set for 9-4 but if working parents cannot attend on the day they are encouraged to contact teachers outside of parent/teacher interview times.

3. Monitoring

3.1. Staff Reports

3.1.1. To be removed from the agenda as student achievement is priority and is reported by Lyndsay on a monthly basis.

3.2. Principal's Report (Including policies to review and H & S and Risk Management)

Lindsay has assured the board that his report will be available to the board on the Friday before each board meeting. Action points from previous meeting to be included on front page.

**Move that the Principal's Professional Learning Group account \$575 be approved and paid
Lindsay/Paul AIF**

Lindsay requested that a device be purchased for the new office administrator as there is no device available currently. Maree had to remove one desktop from the admin. area as it died so there is now a shortage.

Lorraine: We cannot move to purchase a device for the new administrator until two quotes have been furnished to the Board.

MAREE – ACTION POINT - Maree to source two quotes for a suitable device and send quotes to bot for approval.

All trustees agreed electronically to purchase a new vacuum cleaner so this can now be purchased.

Brenton: Suggestion was made to purchase locally.

Lindsay: Discussion about Te Ope Angitu and some challenges experienced to date. Lindsay has seen about 15 sets of parents who shared their views about the programme. Several trustees expressed concerns about how the students in the group were 'labelled' and identified. Concerns also about the stigma attached to the group based on some comments made by other students not in the group. Process and advice to date has been guided by Karen Crowe at MoE. Lindsay: Identifying students (all Te Ope Angitu students know who is in the group) is based on research advised by Karen Crowe.

PAUL – ACTION POINT – Paul to talk to Karen Crowe about the research about publicly identifying students in Te Ope Angitu.

3.3. Treasurer's Report

As per Peter Granville's report earlier in meeting.

Lorraine reiterated to the board that electronic decisions, including passing accounts for payment, must be unanimous before approval is given. Lisa does not pay accounts until approval has been given by Paul or Lindsay and after all trustees have agreed electronically.

Move that the July accounts be accepted and passed for payment Paul/Lindsay AIF

4. Annual plan overview – did not discuss

5. Correspondence

5.1. Inwards

5.1.1. Education Gazette Volume 96 Number 14

5.1.2. Thrive Otorohanga Youth Trust

5.1.3. Invoice from Principal's Professional Learning group

5.2. Outwards

5.2.1. Nil

Move that the inwards correspondence be accepted

Paul/Anthea AIF

6. Confirmation of Minutes

Move that 27 July 2017 minutes be accepted as true and accurate Paul/Anthea AIF

7. Matters Arising

Anthea queried whether a reimbursement was requested from Larz Ngakawa re appraisal system.

LINDSAY – ACTION POINT – Lindsay to approach Larz Ngakawa and request a reimbursement and advise board on progress regarding this.

8. Identify Agenda Items for next meeting

- Student achievement reporting
- Hostel update – including advice on Hostel Advisory Group
- CoL update
- Grants
- Careers
- School culture – drug policies
- Parent forum
- Complaints policy to ratify
- Hostel policies to review
- Update on casual vacancy
- Reimbursement from Larz Ngakawa
- Research from MoE regarding Te Ope Angitu group (identifying students)

9. Identify Items for College newsletter

- student achievement
- CoL update
- hostel progress

10. Set next meeting date: 28 September 2017 at 6pm

11. Meeting Closure/Farewell: 9.16pm

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

Minutes are a true and accurate record

Chair: _____

Date: _____