

Ōtorohanga College Board of Trustees Meeting
Held in the College Boardroom on Wednesday 28th March 2018 at 6pm

1. Administration

1.1. Welcome/Present

A Karakia timatanga was offered by Keith. Present were; Lindsay Dunn, Chris Van Der Hayden, Brendon Irwin, Maree Bublitz, Keith Edwards, Ashley Hawkes-Board, Paul Singh, Lorraine Fox, Sylvia Morgan and Amy Hacker

1.2. Apologies

Will be late; Anthea Tata

1.3. Declarations of Interest

Maree Bublitz is a Staff Trustee and a NZEI Site Representative

2. Strategic Discussions and Decisions

2.1. Mary Jensen from Smart Waikato Trust re Secondary School Employer Partnerships

Mary outlined the purpose of SSEP and how it operates. Business employers from a range of industries are engaged for three years to work in with the various relevant school faculties to present to students in year nine and ten an understanding of school work relevant to future employment.

The programme has no cost to the school and is funded by Smart Waikato (with the support of other funders) at the rate of \$10,000 the first year \$5,000 dollars the second year and \$5,000 the third year. The scheme runs at around 150 students at a time introducing them to a range of careers relevant to, for example, Maths, Science, English and Technical Studies. The focus is to engage students in purposeful study and to broaden their view of possible careers and relevance of their studies; particularly opening the eyes of female students to a broader range of opportunities.

Mary presented a powerpoint display highlighting the results from other colleges. Of particular interest were the results from Cambridge High School that compared the significantly higher engagement of a group run with SSEP and a control group run without.

Mary has spoken to the local Mayor who is keen to support a FAN (Future Force Action Network) event for business in the first week of May covering the Otorohanga, TeKuiti and PioPio area.

It would need to be run by Heads of Departments and timed to match in with the curriculum. Smart Waikato would be prepared to present the programme to staff.

After Mary had finished her presentation a brief discussion ensued. All members expressed approval for the programme.

Lindsay noted that there are already moves within the college to involve local businesses and could see SSEP brokering on behalf of the college, in a more formalised manner, with the ones already engaged.

Move that we adopt SSEP Programme and Lindsay contact Mary Tomorrow

Lorraine/Paul AIF

2.2. Student achievement reporting– NCEA update -Tabled

Amy spoke to the report. The graphs highlight where the Otorohanga College pupils pass rates sit in relation to ALL SCHOOLS and ALL DECILE 4 SCHOOLS. The results show the we are below national averages and other decile 4 schools in L1 and L3 NCEA pass rates and students attaining UE.

Celebrations: However, 2017 saw the highest cumulative L2 pass rate in year 12 students seen in recent years (79.7%). This was above the national average for both All Schools and Decile 4 schools.

2017 also saw the highest cumulative L2 pass rate in Y12 boys which was above the national average and the average for Decile 4 schools. And, 2017 saw the highest cumulative L2 pass rate in Y12 Maori students which was above the national average for both All schools and Decile 4 schools. The plan has been to identify students for numeracy and literacy support through normal pathways. Eight students have been identified.

Paul asked which students are included in the data in Year 12. There are a large number of male students who earned NCEA 2 in their year 11. Consequently this affects the current year L2 results as a significant number of Y12 students earned their L2 qualification in the previous year. This data is private and not seen by MoE on the website.

Although the University entrance results are well below the National average and even the Decile 4 average there has been a steady rise since 2014. The work Diane Pemberton has put in was acknowledged by the Board as greatly influencing this trend. Her methods need to be adopted for continued success.

Whilst acknowledging the successes Amy expressed her concern for those still not reaching the standard required.

Paul asked for the reasons for the low year 13 results among males. Are we perhaps losing the high end students? The statistics show that there is a high retention rate and Maori students are actually above when provided with meaningful projects. At risk male learners are directed into the academy.

Lorraine asked what was available for at risk female learners. At this stage there is nothing. This came about by initially targeting males who needed a different approach. At that time it was a matter of restricted funding and steps now need to be put in place for at risk females. There is a need to formalise a plan for these female students at risk of not achieving.

Overall an analysis is needed of academies and strategies that have been proven to work and to ensure that all potential university candidates are enrolled in the correct credit earning subjects. Each Dean at each level needs to be given explicit tracking expectations.

2.3. Pathways in charter – Keith

Keith suggested that Pathways (transitions for students leaving school with a career focus) could be included in our Strategic Plan, that an NCEA target that we currently have may not be enough. Attaining the Standards are part of the vision but there is more to it than just attaining levels. Keith wants a change of focus from merely attaining an academic paper to a focus on career pathway attainments to employment.

Maree pointed out that we are an academic institute and as such must be evidence based as to attainment. Lorraine advised that Pathways may become a MoE priority area.

Keith and Lorraine likened the model to Kahui Ako with a focus on pathways to post school. Paul said that vocational pathways are included in NCEA and therefore forms part of achievement.

Lorraine asked Keith for more information about how it may work to include Pathways in our Strategic Plan and to present that at the April BoT meeting. Being included in the Strategic Plan would make the goal more explicit. Keith believed that it is more aspirational to focus on pathways.

Keith would like to investigate with Diane Pemberton the work she has done as Year 13 Dean.

Lindsay -Action Point-To talk to Diane Pemberton about her role as Dean and find out what she does specifically to bring students to such a high level. Could Diane mentor others?

2.4. Hostel –

2.4.1. Remediation progress

Lindsay reported that a strip of timber at the bottom of a shower was missed during remediation works. Once attended to remediation is then complete. Letter to be sent to MoE by tomorrow by 5pm.

Lindsay and Lorraine- Action Point-To have letter sent to MoE by 5.00pm tomorrow

2.4.2. Meeting to discuss hostel matters

Keith updated the BoT on the meeting to discuss Hostel matters. Keith felt that relationships had been restored. Keith will discuss with Roy the idea of re expansion into the hostel. A business plan would be needed to cover ideas such as "Out of Season" use. So far all suggestion are just ideas for the future. Currently there are 60 boarders with a capacity for 64

2.4.3. Where to next? Meeting 4 May 2018 at 12pm

Moana cluster to be invited with BoT members.

Keith felt that a change of venue to meet in the hostel would be appropriate.

Lindsay-Action point– Lindsay to change venue for meeting on the 4th May

Anthea joined the meeting at 7.26 pm

2.5. Portfolios –

Defining portfolios and nominations for portfolios (Property, Policies, Hostel, Personnel, Hostel Redevelopment, H & S, Media/PR/Community Liaison)

Property

Nominated Chris.

Lorraine/Lindsay AIF

Policies

Move that Maree at BoT level collate and liaise with Lindsay to report back to staff.

Lorraine/Paul AIF

Hostel Liaison

Nominated Keith

Lorraine/Paul AIF

Personnel

Lorraine questioned whether a committee was needed and Lindsay suggested that it should be by position rather than person.

Lorraine suggested the Chair plus two available BoT members with the Principal should form the Personnel Committee

Hostel Redevelopment

Nominated Paul to lead

Maree/Chris AIF

Health & Safety

Nominate Brendon and Anthea to job share

Lorraine/Maree AIF

Media PR Community Liaison

Lorraine as Chair deals with governance matters if contacted by the media.

Lindsay as Principal deals with operational matters.

Disciplinary Committee

The Disciplinary Committee to comprise of the Chair plus at least two other available Trustees not including the Principal and Student Trustee

2.6. Staff survey – best approach

Keith suggested the Staff Survey be kept simple using the K.I.S.S acronym - **Keep Improve Stop Start** with themed questions and some with a scaled response. Keith would like a shortened feedback time with KEEP being those things survey takers are doing well. IMPROVE for things that need adjustment. STOP for things that are making staff feel whakaiti or not valued and START for innovative ideas. The responses also need to be quantifiable. Lorraine said she would open a Google Document to start and then use Survey Monkey as we have updated our subscription. Lorraine needs feedback over the next couple of weeks.

Lorraine -Action point -Lorraine to Initiate a draft survey in Google Docs for feedback

Maree pointed out the importance of keeping staff informed of progress and Lorraine agreed. Richard Clark will speak with Staff and BoT on communication between Staff and the Board and on understanding the role of the Board.

2.7. MoE Strategic support plan

Lorraine and Lindsay met with Karen Crowe on Monday and went over the Strategic Support Plan. Information will be shared when completed and a draft form will be available in Supplementary Documents. All are to read.

2.8. Principal Appraisal

Lindsay reported that the Performance Agreement is ready to sign next Wednesday. A few tweaks are needed that he will email out. This will start in Term II.

Lindsay - Action Point- Lindsay to email out the Performance Agreement

Chris, Keith, Lorraine and Lindsay will meet with Rachel Allen with regard to Lindsay's Appraisal

2.9. Disciplinary hearings

2.9.1. Report to BoT on progress of students

After Disciplinary meetings, involving the BoT, students need to be tracked as to their progress. Once a term a report should be made back to the BoT meeting. Lindsay pointed out that this should only cover disciplinary issues and Lorraine reminded the meeting that the proposal was agreed to, at a meeting last year, as a necessary follow up. That names could be redacted from any written term report from Donna Russell.

Lindsay- Action Point-Lindsay to follow up with Donna Russell re tracking report.

2.9.2. What information can be shared with the BoT (re students' privacy)

Stand downs and suspension policy. Reports should include incidents.

Lindsay-Action Point - Lindsay to follow up with MoE to find out what should be included in disciplinary hearing report to BoT.

2.10. 5YA

2.10.1. Consultation re C Block – walk through 26th April at 5pm

Lindsay is inviting people from the C Block consultation hui to attend a walk through prior to the BoT Meeting on the 26th April. Paul congratulated on the facilitation and noted that locals are passionate about the college.

MoE has little information on the work done in 2011 Chris said the upgrade of the science labs had been \$560,000. Maree pointed out that it was a larger area than just the science area that was improved. However, the MoE are offering options for rationalisation. One lab is noted as being too cold in winter and is hardly used because of this. \$350,000 would be needed for a new roof, asbestos removal and other works. More information is needed.

Lindsay and Chris -Action point -Lindsay and Chris to look through C Block file.

2.10.2. Progress of other 'must do' projects

Lindsay pointed out that must dos around buildings can't be done until the roofing issue is sorted by 31/5. Lorraine was of the view that the "Must Do" items could be commenced as per the previous BoT decision. Himi had suggested that these were not negotiable.

Lindsay- Action Point-Lindsay to clarify

Board owned two buildings need to be removed- tendering for disposal.

Lindsay and Chris- Action Point-Chris and Lindsay to arrange removal of buildings

2.11. Rachel Wiggs' request

In the event of a major fire at Otorohanga Primary School could the College offer a building?

Lindsay -Action point- Lindsay to find out more information about leasing a building and advising Rachel Wiggs

2.12. Ratify electronic motions:

2.12.1. Delegation to committee (Lorraine, Keith, Chris) to oversee Principal Appraisal process for 2018

2.12.2. Lorraine to oversee careers with Amy

Keith to be included in decision making re careers development

Consideration as to what the role may look like and the possibility of having a full-time teacher position allocated to the role. Still in consultation phase.

2.12.3. Purchase of science stools and tables.

2.12.4. Adopt recommendations in Dennis Finn's careers audit report

Move that all electronic motions passed in March be accepted

Lorraine/Maree AIF

2.13. Financial PLD for BOT

Lorraine recommends the following site as informative and encourages all BoT members to view.

<http://www.govtalks.co.nz/monitoring-school-finances>

3. Monitoring

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

Tabled in Google Documents

Lindsay spoke to the report saying that action points had all been achieved.

The Board needs Lindsay to action the exit survey as soon as possible. Maree suggested an on line survey for students, and their parent/caregivers, who have left the school

Lindsay -Action Point -Exit survey to present to Trustees at next meeting

The new Sports Coordinator has been working since Monday and her name is Katherine Manawaiti.

NAG 4 Finance and Property. The salaries loan of \$270,000 has been parked until finances are in order. The MoE had stated they will write it off but then are questioning why it is not being paid. Clarification needed.

Lindsay-Action Point- Lindsay to clarify with MoE

For the three Board owned rental properties Lindsay would like for us to act as responsible landlords and carry out regular inspections. The tenants do have Tenancy Agreements and the rents go into General Funds. Paul proposed that the inspections would need to ascertain if all three have insulation to compliance standards-roof and floor.

Water fountains; there should be 6 but we only have 3.

Lindsay-Action Point -Lindsay to find out more information

Two students have been sent home for being under the influence of alcohol.

Lorraine asked if there was an automatic reporting to the BoT for this type of demeanour. Lindsay replied that under the 2013 Policy the first report is to the Principal and the pupils concerned attend D & A counselling to his satisfaction. The family are notified. If a Class A drug is involved then the police are informed.

NAG 5 H&S School Buses. If a student is travelling Out of Zone and wish to take a bus they have to pay and our permission is needed. If a pupil is in zone but driven out of zone to catch a bus that is legal. However the drop off and pick up of Te Awamutu College pupils at Kio Kio school which is in zone is not legal. Maree said that consultation was necessary at the time of arrangement.

NAG7 Parent hui on the 21st May 2018. Draft of the Agenda.

Lorraine asked for reporting to the BoT on the SLT remodelling. The how, who, why, and outcomes. Lindsay spoke about the Governance versus Operational Duties boundaries within the SLT remodelling. Lindsay spoke to how he initiated and delivered the remodelling. He sees diplomacy in dealing with staff members as essential to moving forward. Lorraine asked Lindsay to formally report to the BoT on the SLT remodelling. The SLT are critical to driving strategy. Paul reiterated that BoT needs clarity on the remodelling. Keith acknowledged the work already done and that the board needs to have more information on the SLT remodelling. Lorraine reminded everyone that trust needs to be extended both ways between staff and BoT, to work toward a united goal of raising student achievement. Lorraine emphasised again that the Principal's report on the SLT remodelling is needed by the Board to provide assurance that we are on track with our Strategic goals.

Lindsay -Action Point - Lindsay to produce SLT remodelling report by April BoT meeting using questions that Lorraine has provided to Lindsay re process etc.

Move that the Principal's Report be accepted

Lindsay/Lorraine AIF

3.1.1. Update on policies - Maree

To be deferred

3.1.2. Recruitment Policy – What level should Board have input?

Paul said a BoT member should be present at interviews as the community representative. Anthea also noted that an available BoT member sitting would create transparency. Lorraine suggested that it may be dipping into management but pointed out that BoT as the employer has final sign off.

Move that the policy be amended to add an available BoT representative to be on the recruitment committee.

Lorraine/Paul AIF

Maree -Action Point- Maree to change Policy with Lyndsay Kurth and bring back to the April Meeting for approval.

Lindsay briefly outlined current procedures for recruiting

The advertisement is placed and the required time frames are adhered to. An interview takes place with any three of - DPHR Co-Ord., HO Math, HO Curriculum and Principal. Candidates are assessed for their fit, particularly meeting requirements that may currently not be in the curriculum and the committee discusses their strengths, weaknesses etc. The committee meet again to identify the top contender at which the principal also reports back on their reference checks.

3.1.3. Delegations to Chair Policy

Board supported the adoption of the document "The Role of the Chair". Lorraine told the Board that she expects the Board to help her commit to the framework so she always acts in accordance with the Board's wishes and that she remains accountable to the Board at all times.

Move that the "Role of the Chair " framework be adopted,

Lorraine /Maree AIF

Lorraine asked for scrutiny and feedback on the position of Chair.

3.2. Hostel Boarding Director's Report

Unable to be accepted as was received at 5.30pm and had not been read by trustees. Keith spoke to some items in the report.

3.3. Treasurer's Report -Tabled

Move that the Treasurer's report be accepted and the accounts paid

Lorraine/Chris AIF

Talk to Lisa Koppens - Finance Officer re budget and date.

Lindsay-Action point- Lindsay to talk to Lisa about a suitable date to speak with the Board re the budget

4. Annual plan overview

Was covered in the Principal's report

5. Correspondence

5.1. Inwards

5.1.1. Rachel Wiggs

5.2. Outwards

5.2.1 Thank You to Hostel Staff

6. Confirmation of Minutes

Move that the minutes of the meeting held on 22nd February 2018 be confirmed and accepted.

Lorraine/Maree AIF

7. Matters Arising

Nil

8. Identify Agenda Items for next meeting

More information on C Block

Rental Properties-inspections

Water Fountains

Ratify Recruitment Policy

Buses to other schools through our T E Z

Principal's Report on SLT remodelling - PEB

Staff Survey Progress

Pathways in strategic plan

Ratify Hostel Boarding Directors Report 28/3

9. Identify Items for College newsletter

The new look of newsletter gives off a good vibe! Thanks to Seilala as Editor

10. Set next meeting date

Thursday 26 April 2018 at 6.00 p.m.

Walk through C Block at 5.00 p.m.

11. Meeting Closure/Farewell

Meeting closed at 8.58pm with a Karakia Mutunga from Keith

Minutes are true and accurate: 28 March 2018

Lorraine Fox (Chairperson)

