

Ōtorohanga College Board of Trustees Meeting Agenda

Held in the College Boardroom on Thursday 27 July, 2017, at 6pm

Meeting opened at 6.02pm

1. Administration

- 1.1. Welcome/Present:** Paul Singh, Lindsay Dunn, Anthea Tata, Maree Bublitz, Brenton Irwin, Lorraine Fox and Lyndsay Kurth (presenting 2.1 student achievement report only).
- 1.2. Apologies:** Ernest Montgomery and MiClaire Venter
- 1.3. Declarations of Interest:** Maree is the staff trustee and the NZEI site representative

2. Strategic Discussions and Decisions

2.1. Student achievement reporting

Paul: hearing positive things around the traps regarding student achievement and that what is in place is working.

Lyndsay tabled a spreadsheet that includes junior achievement data to date. At the last meeting (held several days after our BoT meeting) Lyndsay was unable to provide updated junior data. Some data (Y9 algebra) is not available in current spreadsheet because teacher is assessing when students are ready. No point assessing a student if they're not ready. T2 writing data will be available next week. When data is put into Kamar Lyndsay will update spreadsheet again. Some students are coming in at Y9 with very low reading comprehension abilities – as low as reading comprehension age of 7 or 8 years. It's a real challenge. Y9 students should be working at CL4 (Curriculum Level) so that they can work at CL5 in Y10 to be ready for NCEA 1. Junior skills academy was started because it responded to needs of these students.

Lindsay: With Lyndsay providing this data, after a year we will see rises in student achievement.

Lorraine: Holistically does this low achievement match these students' emotional intelligence and maturity?

Lyndsay: Back stories of some students are sad. We are very good at providing very good wrap around care. Some students may have a bad morning and AJ provides a space for them to relax, be fed, feel loved. Lots is happening at the same time with the end goal of raising student achievement. We have started class meetings. Lyndsay tabled SLT class meeting timetable for T3. Every senior manager is responsible for attending class meetings. At meetings discussions are held around students who are being tracked and strategies in place for raising their achievement. Staff who are not managers are encouraged to attend these class meetings and work together to raise achievement. Will run these meetings all term and review at end of year. Lyndsay: Should SLT run or Deans? This will be decided when it is assessed.

Lindsay: 15 minutes was allocated per meeting but the first one was big - in a good way. Meetings need to be disciplined with time as meetings take place every week. First meeting was marvellous and a big mihi to Lyndsay for the initiative.

Maree: with these meetings there is ongoing formative data coming through from week to week.

Lyndsay: the two classes that each senior manager oversees is the same class that they do walk throughs in. Twice weekly senior managers will go into the class and look at what is happening which includes conversations with students about what they are learning and why. Nice way to get to know the students and teacher and see what is going on in classrooms...SLT only have 2 classes each.

Paul: Is the SAT team getting on board?

Lyndsay: yes.

Paul: How is SAT team going?

Lyndsay: Earlier in the year the SAT looked at what is working well and not working well. Targets were drawn out and are linked to the charter. Linda Campbell applied for PLD and was accepted so will get two ministry practitioners to help us boost our writing. This is 150hrs of PD. SAT team has looked at learning

progressions: A rubric will be created for writing but the same rubric will be used by every faculty which ensures consistency. More detailed curriculum rubrics for each department will sit behind the main writing rubric. Strands in curriculum area will guide other rubric development. Currently working on/thinking about reports - the idea is to use a sliding scale on reports which will be in booklet form. There will be a page for each subject that will have writing and curriculum levels and where student sits in regards to curriculum levels. This has yet to be developed and Lyndsay has to find out how this can be achieved.

Lyndsay: The SAT team has traction now and with PD we will start making gains.

Anthea: Are parents who don't use the portal receiving reports?

Lyndsay: has printed 10 reports for parents who don't use the portal.

Anthea: are there stats around how many parents are using the portal?

Lyndsay: no. Parent portal is very easy to navigate. Re achievement data - blanks or gaps in data will be worked on. What steps do we need to put in place to ensure that the picture coming to the board is 100% accurate and has no gaps? This will be worked through.

Lyndsay was thanked for her work and Paul asked Lyndsay to pass on the board's congratulations for all of her reports and the SAT team for their work. The positive feedback from the community is coming through. Lyndsay left at 6.32pm.

2.2. Hostel update

Hostel letter drafted by Paul, Lindsay, Maree and Lorraine needs to be finalised. Lorraine and Lindsay to set a date to finalise draft then bring to board next meeting. Coast primary schools were surprised that hostel could close. Legislation should have differentiated between our hostel and other hostels that are non-necessity or 'add-ons'. Meeting with Paula Rawiri with coastal principals, organised by Leanne Apiti is on 11th August.

Paul: Letter from Jim Greening from Hostel Licensing Authority dated April 2017 needs to be responded to.

LINDSAY – ACTION POINT – Lindsay to reply to Jim Greening and respond to Jim's two queries in his letter re asbestos and health and safety of hostel students.

2.3. Support for hostel students' achievement

Paul: Is this falling out of Lyndsay's work?

Lindsay: Some...HoF's are talking about reenergising prep at the hostel and spending time with students at hostel after school.

2.4. Middle streamed students' achievement

Lindsay: This is falling out of Lyndsay's work so this item can now be deleted.

Paul: Heavy duty work is being done by SAT team and this will meet this expectation across all year levels rather than just streamed students.

2.5. CoL update

Since Moana Cluster hui, South School and Ōtorohanga Primary are now in the CoL. Group is now putting together a draft Memorandum of Understanding about the appointment of the CoL leader and will be advertised. CoL meetings are Thursday afternoons on even weeks – 3rd August, Council Chambers at 3.30. Paul to attend next meeting but if he is not available Lorraine can attend.

2.6. Grants

Gym technical upgrade is finished. Ōtorohanga Club will not be funding speakers for gym as they are assessing their funding strategies. Next grants project music department and Lorraine is waiting on more information from Fiona Hayes.

2.7. Forums update

2.7.1. Partnership programme

Positive first meeting held on Tuesday, good discussion and support. They are looking at several projects, mainly the advertising in Waitomo News, driver licensing and next year after school work experience programme.

2.7.2. School culture

Lorraine: What are board's thoughts about school culture? Anthea expressed some concerns about sideline language at a 1st XV rugby match in Te Kuiti today. Standards and expectations must be consistent across the school. This would not be tolerated at netball.

Lindsay – Action point – discuss with coaching and managing staff the unacceptable levels of language at rugby.

Lorraine: School culture is complex and is made up of many aspects, including the culture around achievement, discipline and teacher practice. It's what comes to mind when you think about a school. Every organisation has a culture.

Find out what students, staff and parents think about our school culture. This can be achieved at the staff, student and parent forums and/or surveys.

2.7.3. Careers and career stocktake

Maree and Lorraine drafted up some questions for careers stocktake after June meeting. This has yet to be completed then Lindsay or Amy can do a stocktake of careers advice/guidance etc that happens at school.

Maree is school liaison person for the BeConnected programme. Maree will find out more and report back, as programme may assist with after school work experience and student volunteer programmes.

Paul: we need to understand what we offer in terms of careers. What are we obligated to provide? Parents also have a responsibility to help with career advice and guidance and the technical/curriculum guidance.

Lorraine: The Community of Learning concept includes putting systems in place to ensure students can go from our school to work or tertiary education, it is the whole pathway from early childhood to when they leave school, so yes, we are obligated to provide in this regard.

MAREE – ACTION POINT – Maree to work with Amy to ascertain what we are legally obligated to provide in terms of careers at school.

2.7.4. Stakeholder voice

Student voice: MiClaire, Tori and Charles are keen to take this further and they want to talk to year groups. The three want to work on it together, and will talk to Maree about how this can be achieved.

Parent forum: Lorraine: Do we have one or two forums? Paul: Have one and advise parents that it will be an annual strategy and may make it earlier in 2018 as T4 is very busy. Maree asked Lorraine if she would run the parent forum. Lorraine said yes if the board agreed. Lorraine to draw up a plan and bring to board. Parent forum to include asking parents how we can establish a home/school partnership in the best interests of our students. Paul: what will the main outcome of the parent forum be? Lorraine: If the only thing we gain from it is strengthening parent voice that is a positive thing.

LINDSAY – ACTION POINT – Lindsay to talk to SLT to set a date for the T4 parent forum and advise Lorraine. This date will be advertised in the next newsletter.

Staff voice: Maree asked all staff what they would like to put in place to strengthen staff voice. Maree had several replies that all said they'd prefer a survey first, then based on results of survey

they then have opportunity to meet and discuss in a meeting or staff forum.

Paul: only critique of the forums was that the school didn't offer its point of view on some matters, I know that was the way it was designed but it didn't provide the school with the opportunity to put its case forward. Lorraine: this was a pilot and probably not the time to do this. The forums were put in place to hear the community's perspective on their relationship with the school.

2.8. Capital plan completion timeline

Lindsay to discuss this during his report. Lindsay and Lorraine met with the Ōtorohanga District Development Board on the 19th July and updated them on progress post forums. Very positive feedback from ODDDB about progress. Although ODDDB declined our request for financial assistance for resources in our faculties (based on draft capital plan from HoF's), they will discuss with other organisations and groups they belong to and try and source other funding streams for resourcing.

2.9. Ag Business

AgBusiness and SSEP (Secondary Schools' Employment Programme) programme may fall out of careers stocktake.

2.10. Complaints policy

Lorraine has asked several parents for their feedback on the draft policy. Lindsay: It's nearly there. SLT need to have input into policy. Policy adapted using best practice from several sources (HBHS, St Paul's, Office of the Ombudsman, STA and MoE). Board liked 'niggles process' taken from Office of the Ombudsman. Lorraine hopes to be able to adopt the complaints policy in August. Current draft is too wordy, Lorraine to keep refining and make it user friendly.

2.11. Changes to Education Act

PAUL – ACTION POINT – Paul to find summary of changes to Ed. Act and bring to next board meeting.

2.12. Specific marketing proposal

Lindsay will discuss in principal's report.

2.13. Trustees' code of conduct (to sign)

Trustees to sign next month.

2.14. PEB – personnel matters

To discuss in principal's report.

3. Monitoring

3.1. Staff Reports: nil

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

Lindsay apologised that his report is late but will now be able to provide board with a report before board meeting as Amy is helping with Lindsay's workload and he has been without a PA. Lindsay will report on annual goals at every meeting.

LINDSAY – ACTION POINT – Lindsay to advise board regarding information from Education Council re teacher registrations.

LINDSAY – ACTION POINT – Lindsay to check delegations to find out which applications for leave require board approval. Finances are tracking well.

Paul: Do we do an exit interview process when parents leave?

Lindsay: as a matter of course, yes.

Public Excluded Business

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.

Lorraine/Paul

Public excluded 8.17

Public included 9.38

3.2.1. Evacuation

3.2.2. Facilities and spaces

3.2.3. Fee structure

3.2.4. Hazards

3.2.5. H & S 2013

3.2.6. Hostel structure

3.2.7. Hygiene

3.2.8. Maintenance

Hostel policies to be deferred until next meeting and find out more information about the origins of the hostel structure policy.

3.3. Treasurer's Report

Maree received a quote from KTeam re asbestos at the hostel. Lindsay will talk to Himi Whitewood about the quote and the letter from Jim Greening and establish whether the asbestos removal as per KTeam quote will satisfy ministry requirements re letter from Jim Greening.

LINDSAY – ACTION POINT – Lindsay to speak with project manager Himi Whitewood and then liaise with H&S officer.

Move that the asbestos removal quote for \$11,400 be accepted and asbestos removal be undertaken ASAP.

Paul/Maree AIF

Move that the Treasurer's report be accepted

Paul/Maree AIF

4. Annual plan overview

Discussed in Principal's report.

5. Correspondence

5.1. Inwards

5.1.1. Education Gazette #12's and 13

5.1.2. ODC – 1st metered water use assessment for 65 Kakamutu Road

5.1.3. ODC – 1st metered water use assessment for 56 Mountain View Road

5.1.4. Evaluation Associates

5.1.5. NOVOPAY – Re Moe Poa

5.2. Outwards

5.2.1. Thank you letters to Bob Strawbridge, Mark McKenzie and Ōto Lions Club

5.2.2. Thank you letters to hospitality and music students who assisted with Forum #3

Move that the inwards correspondence be accepted and outwards be approved

Paul/Anthea AIF

6. Confirmation of Minutes

Move that the minutes dated 29 June 2017 be accepted as true and accurate.

Paul/Anthea AIF

7. Matters Arising

Nil

8. Identify Agenda Items for next meeting

- Student Achievement reporting
- Hostel update
- CoL update
- Grants
- Careers
- School Culture
- Stakeholder voice (consultation)
- Partnership programme update
- Changes to Education Act
- Complaints Policy
- Code of Conduct to sign

9. Identify Items for College newsletter

- welcome to Amy Hacker
- date of T4 parent forum

10. Set next meeting date: Thursday 31 August 2017 @ 6pm

11. Meeting Closure/Farewell: 9.56pm

Minutes are a true and accurate record

Chairperson:

Date: