

Ōtorohanga College Board of Trustees Meeting
Held in the College Boardroom on Thursday, 31 May 2018 at 6pm

1. Administration

1.1. Welcome/Present

The meeting was opened at 6.00pm with a Karakia Timatanga offered by Lindsay.

Present were

Lorraine Fox, Paul Singh, Lindsay Dunn, Chris Van Der Hayden, Brenton Irwin, Ashlee Hawkes-Board, Maree Bublitz, Anthea Tata, Keith Edwards and Sylv Morgan

1.2. Apologies

Nil

1.3. Declarations of Interest

Maree Bublitz is a Staff Trustee and a NZEI Site Representative

2. Strategic Discussions and Decisions

2.1. Student achievement reporting –

Accelerating student achievement plan, MoE achievement initiatives, Boys Academy, Streaming.

Wayne Robinson discussed with the Board an overview of the Academy.

The Academy was started in 2009 as an attempt to improve the outcomes for significantly underachieving male students. Initially Robin Kapoor/Kapua (surname to be confirmed) ran a building and construction workshop, with the Gateway programme at school, in Merrins Ave as a way of engaging these students. Robbo accessed Robin's programme to give the boys access to more practical based credits.

The main barrier for these students to achieving NCEA credits is that NCEA level subjects available in the school require reading and writing skills that this cohort need significant assistance with. The average reading and writing age of these students is eleven years old. There are practical work based skills accessible through outside providers that are worth NCEA credits. The Ag course provides 63 credits over an 18 week period including 12 weeks for theory. The cost of the course per pupil is \$900. Robbo teaches the theory of chainsaws, fencing, motorbikes and Health and Safety so the course is discounted to \$460. Balance Agri offers sponsorship of \$200 per student and STAR offers \$140, the rest comes from home and varies each year. Robbo himself teaches the numeracy and literacy aspects of the course. By gaining relevant skills the students are much more engaged and respond better to the numeracy and literacy. The Academy is Sports Education based first and Agriculture second. In an agricultural based community these courses are very relevant.

In Robbo's first year he had a 70% (Approx.) pass rate and has averaged an 80% pass rate for eight years.

Lorraine asked if there was a way of replicating the Academy for girls (either integrating or separately) and Anthea asked if the skills based credits could also be shared by mainstream pupils as a gateway to careers. Robbo advised that this idea (for the girl's academy) has already been investigated previously but for various reasons it didn't get off the ground. Lorraine asked Robbo to work with Lindsay and the SLT to develop a proposal for how a girl's academy could be established.

Robbo and Lindsay will report back to the Board on these questions. The Board was very interested in the concepts and the success that it has brought to many students since Robbo started the academy.

Lorraine, on behalf of the Board, thanked Robbo for the work he has done and for the presentation.

2.2. Pathways in Strategic Plan / Charter for 2019

Keith's thoughts and vision for years 9 - 13

Keith shared with the Board the current precepts and structure of Tai Wananga. This is the high school where Keith is currently teaching.

On entrance students are asked what their aspirations are and if they are able to answer then their Individual Tailored Learning Plans are directed towards that goal.

The Institute stands on Nga Pou e Wha. (Four Precepts)

Tuatahi (1) Kia Tu - Leadership within the school and self direction. Achieving term goals.

Tuarua (2) Kia Ora - Mind, body and soul. Cleanliness, Health and Safety

Tuatoru (3) Kia Maori - Giving back as the kaupapa.

He Whakatauki He aha te mea nunui mo te ao? He tangata!, he tangata!, he tangata!.

What is the most important thing in the world? It is people!

Tuawha (4) Te Reo - language

Short term goals are assessed every four weeks as an oversight to progress and students are encouraged to collaborate amongst themselves. NCEA level 2 has a pass rate of 90% which Keith puts down to students working within a values based system.

Lorraine thanked Keith and said the focus on careers at an early stage is what is of most value to us at this point.

2.3. Ratify Charter and AoV

Lindsay shared the Charter and AoV documents.

Move that the acceptance of the Charter 2019 and AoV be ratified.

Lindsay/Paul
AIF

2.4. Kahui Ako Progress Report

Lorraine brought to the meeting's attention that Kahui Ako had not been active for a while and asked on any progress. Suzanne at Otewa School has recently been appointed as the Principal Leader so there will be some progress shortly. Lorraine expressed the view that the intention of Kahui Ako was to be directed by the aspirations of the community and it appears that this focus has been lost. Could the feedback from 2017 forums guide some focus of the Kahui Ako? Lindsay to report back at next BoT meeting.

2.5. What is Our Brand?

Ex pupil Zach Mounsey (working at a high level at Dairy NZ) suggested last year, after the forums, that we could brand our school on "Food for a Journey" as having a reflection on the meaning of Otorohanga and the sustenance of education in life or any journey we take in life (Careers, hospitality etc.).

Paul pointed out that Federated Farmers has a scheme for farming cadets as a pathway to a farm.

The Board was supportive of the branding concept. Maree could see an application across all aspects of the school and the appropriateness to the Supporters Committee.

Lorraine said that the concept of a Brand was something the Board needed to keep discussing and evolve with consultation across the school community.

2.6. Trustee's Shared Agreement

Lorraine said there had only been subtle changes to the agreement.

Move that the Board Shared Agreement be adopted.

Lorraine/Brenton
AIF

2.7. Hostel Development

2.7.1. Acknowledge ODDB support

The Board of Trustees wishes to acknowledge the financial support of ODDB for the sum of \$19,760 + GST. Lorraine noted that the support is massively beneficial.

Move that a letter be sent to ODDB acknowledging and appreciating the \$19,760 +GST donated.

**Lindsay/Lorraine
AIF**

2.7.2 BoT agreement for Lorraine Fox to lead communication between Paul Crum and BoT

The BoT agreed for Lorraine to continue leading communication between Paul Crum and the Board. Also to note, Paul has indicated that he would be willing to see the Hostel project through to completion.

Lorraine pointed out that if this was going to be the case it would need to go through the correct formal process and Lorraine indicated that she would remove herself from this decision-making process because of her conflict of interest.

2.7.3 Commencement of feasibility study

Paul is aiming for the end of July for completion of the study.

A meeting is being held with Jamie Strange, Electorate MP for King Country/North Taranaki, to lobby for support to apply for funds through MBIE's Provincial Growth Fund.

The Board discussed organising hui for Hostel Consultation at Taharoa and Kawhia. Two separate meetings at 10.00am and 200pm on the same day and with the same presenters was decided on. Lindsay will set a date and inform the Board by email.

Lindsay Action Point. Lindsay to finalise a date next week for the hostel consultation hui at Kawhia and Taharoa so that invites can be issued and Lindsay to email the Board.

2.8. 5YA C Block

To minute that a "place marker" for C Block project has been put in. It is tagging 50% of 5YA funding for works, building and Quantity Surveying/Builders Report out of the C Block tagged funds.

Lorraine explained that the "place marker" was bubble wrapping to the end of year so that the BoT can continue with consultation re C Block', gather necessary information about the status of the building, and for the 'must do' list to commence. They must be done.

Move that the electronic motion stating that a place marker be applied to the C Block project, 50% of 5YA funding be tagged for the C Block project for the purpose of works, building, Quantity Surveying and Buider's Report be accepted

**Lorraine/Chris
AIF**

2.8.1 C Block Consultation Progress

Lindsay said no feedback as such had been received since the hui but that a short student survey had been issued. The staff had also received a similar survey.

Lindsay Action Point. Lindsay to report back at the next meeting on the results

2.9. Establishment of Supporters' Committee

So far there has been no formal response and no committee formed but several people have expressed an interest informally

2.10. Approval of Cleaner's Variation in Hours

Move that the electronic motion, approving the cleaners variation in hours review, be accepted and also that Lorraine is to work with Amy on the review on behalf of the Board.

2.11. NZSTA Survey - Student Behaviour Issue

NZSTA have distributed a survey that explores the depth and breadth of student behavioural issues. Lindsay said that the survey covers topics in a very in depth manner and the Board of Trustees should discuss the survey first to offer guidance. The board was in agreement. Lorraine advised that the survey was shared with trustees several weeks ago for their consideration and discussion at this meeting. Lindsay suggested that a team respond to the survey and that it is due to be returned at the end of June. This would give members of the Board a week to return comments to the Chair and Lorraine could share these comments with Lindsay at their weekly hui.

2.12. Remit to NZSTA AGM and Proxy Vote through Paul Martens

Move that the board approve the NSTA AGM remit to increase the trustees allowance from \$55 to \$120 per meeting and to increase the Chair allowance from \$75 to \$200 per meeting.

Lorraine/Paul
AIF

Paul noted that he supports the amounts considering the amount of time involved and perhaps it would encourage a broader diversity of Trustees. Lindsay asked what the figures were based on. Lorraine said the figures were arbitrary (decided by the school putting forward the remit to the NZSTA AGM) .

Lorraine informed the Board that she was unable to attend the NZSTA AGM and so

Move that the vote, in support of the remit for proposed payments of \$200 to the chair and \$120 to the Trustees per meeting, is made by proxy through Paul Martens

Lorraine/Anthea
AIF

2.13. Maree's Policy Progress Update

Lyndsay Kurth and Maree have met to work through policies using the NZSTA policy framework template. Lorraine advised that a list of policies to be decommissioned should be drawn up so that the Board can decommission them. Maree advised that some signed policies from last year are missing.

Maree Action Point. Maree to present to the Board a current list of signed policies that need to be decommissioned because they are no longer relevant.

Lyndsay Kurth has organised a triennial system of review for most policies that can be woven into the Board's Triennial Plan if adopted tonight.

2.14. Adopt NZSTA Board Policy Framework

Move that the NZSTA framework for Board Policy be adopted

Maree/Paul
AIF

2.15. Adopt Triennial plan and build content

Lindsay has received a generic plan from Barbara Wenn, MoE, but Lorraine suggested that this would be for the Principal's management rather than a Governance Plan.

Lorraine also presented another school's format to demonstrate a working model for how curriculum reporting to the Board could be undertaken.

Lorraine put a motion to the Board that the NZSTA Triennial plan be built upon and include Lyndsay K and Maree's policy work and to direct SLT and Karen Crowe to come up with a curriculum reporting plan.

The Board has needed to develop a more strategic and planned approach to reporting and policy review as several requests to have this plan adopted or prioritised have not been met.

A discussion ensued with the suggestion that Head of Faculties report back based on data with a plan for one subject per meeting month. Paul suggested that in the meantime Science be invited to present to the Board in June. A reporting template is to be drawn up.

Move that the SLT be asked to create a plan for curriculum reporting back to the Board. To be based on data prepared by the seven Heads of Faculty on a suggested rota of one subject per month taking in to account assessment weigh points and other information relevant to Board achievement reporting requirements.

**Lorraine/Anthea
AIF**

Once the plan has been developed the Board will review and then the plan be adopted and put in place by the Board using the Triennial Plan

2.16. Lorraine Fox to sign Personnel Policy and Child Protection Policy

2.17. Set a date to meet, discuss and analyse staff survey feedback.

Maree said staff were picking up on doing the survey and more will be completed. At present 34 out of 54 people had responded. Lorraine said that more were needed, to give a broad view, before the close of tomorrow.

An open to all members of the board meeting will be held on Tuesday 5th June 2018 at the College at 7.00pm

2.18 Motion to Exclude the Public

2.18.1 Letters from ex students

2.18.2 Principal's Appraisal discussion

PEB discussion to be held at the end of the Board Meeting.

3. Monitoring

3.1. Principal's Report

Lindsay spoke to his report.

A meeting has been held for the Student Driving programme. All interested parties are now fully informed of what the college is trying to achieve and what the role of Number 12 is. Rachael Stubbs, Otorohanga District Council Road Safety Coordinator, will now fine tune the programme in collaboration with Number 12.

Brenton Irwin is going to research who Lindsay needs to contact re the Police Drug Dogs.

Sports Waikato will release the \$10,000 for the Sport Coordinator once Tony Rogers, Secondary Schools Executive Director, is assured of the engagement of a Sports Coordinator. The \$10,000 was tagged for a specific project and currently the Coordinator is being paid out of the Operational Grant.

As an update on the exit survey most students and families "up tools and go". Lindsay pointed out that the sign out process is compulsory so after a brief discussion the meeting felt this would be a good opportunity to add in the BoT questions on reasons for leaving and tightening up on outstanding fees. Lindsay will email the Board an edited form when Donna has updated it.

Lindsay Action Point. Lindsay to submit to Donna the BoT questions regarding reasons for leaving as student/caregiver to be added to the Compulsory sign out form.

Lindsay tabled information on a Principal's conference he wishes to attend in August. Decision to be made next meeting.

Move that the Principal's Report be accepted

**Lindsay/Lorraine
AIF**

3.1.1 Principal's PLD

Where to include performance appraisal policy?

Did not discuss

3.1.2 What do Trustees want to see in Principals Report?

Although the current format is compliant Richard Clarke has mooted the idea of reporting on strategic goals and how progress is being made in terms of the Charter.

With ASAP the report should be directly to achievement on Charter points.

Move that although the Principal's Report currently maintains compliance it will grow to add assurance for the Board of Trustees that progress relative to our strategic direction is also shown.

**Lindsay/Lorraine
AIF**

Anthea asked that the report be available 48 hours before the meeting. Lindsay replied that the timeframe is always his goal.

Lindsay to share his Principal's Report with staff in the Staffroom. More information needed about what reports can and should be shared on the website

3.1.3 Hostel Policies to Review

Alcohol & Drug, Cellphone, Food/Drink, Leave, Medical Care, Record keeping, Search & Seizure.

Lindsay said that he is researching St Paul's College Boarding Policies for a comparison.

**Move that policies be accepted but note that some are not governance related.
(To be Clarified)**

**Lorraine/Maree
AIF**

3.2. Hostel Boarding Director's Report

Unable to be accepted due to the late presentation.

Keith will encourage Roy to make a timely and effective presentation.

Lorraine said the reports are very good and have clarity with great narrative.

3.3.Treasurers Report

3.3.1 BoT person to speak to the accounts and statements at the meeting.

Paul said that NZSTA recommends not having a finance committee but Lorraine advised that MoE suggests that we have a person on the Board who is able to speak to monthly reports from our accountant (not the formation of a committee) It would be beneficial for all Board members to have someone speaking to the report. Paul said he would be willing to summarise and explain any necessary points so that all members of the BoT have a working knowledge of the finances.

Move that Paul be the person to speak to BoT on the Finance Report

**Lorraine/Lindsay
AIF**

3.3.2 Ratify April's finance report and accounts

Move that the April accounts and the Treasurers Report be accepted

**Lorraine/Lindsay
AIF**

4. Correspondence

4.1.Inwards

- 4.1.1. Confirmation of funding for Hostel feasibility study.
- 4.1.2. Paul Crum feasibility study fee proposal.

4.2.Outwards

Nil

Move that the Inwards correspondence be accepted

**Lorraine/Paul
AIF**

5. Administration

5.1.Confirmation of Minutes

Move that the minutes of the meeting held on 26th April 2018 be accepted as a true and correct record

**Lorraine/Lindsay
AIF**

5.2. Matters Arising from the Minutes

Nil

5.3. Identify Agenda Items for next meeting

Lorraine asked for all members of the BoT to identify items

Curriculum Reporting Science 2.1, 2.2
Brand - Pathway
Kahui Ako progress
Hostel
C Block
Decision on conference for Lindsay to attend
NZSTA Behaviour Survey
Policy Framework
Progress on Triennial Plan

5.4. Identify items for the school newsletter

Lindsay and Lorraine to communicate over their contributions to form strategic announcements and not duplicate information

5.5. Set Next Meeting date

6.00pm Thursday 28th June 2018

6. SECTION 48

Local Government Official Information & Meetings Act 1987

Move that the public be excluded from the following parts of the proceedings of this meeting namely

- 2.18.1 Letters from Ex Students
- 2.18.2 Principal's Appraisal Discussion

Reason for excluding the public - To protect the privacy of natural persons.

No motion to exclude the public was made

Public Excluded: 8.36pm

Public Included 9.05pm

6 Meeting Closure/Farewell: 9.05pm

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