

Minutes of the Ōtorohanga College Board of Trustees Meeting

Held in the College Boardroom on 27th April, 2017, at 6pm

Meeting opened at: 6.02pm

Mihi and welcome: Ernest

1. Administration

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

Paul welcomed Mariana and Rahui Papa.

2. Strategic Discussions and Decisions

- 2.1. Student Achievement – ‘roll’ and ‘participation’ based statistics that featured in the following article:** http://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11839357

LINDSAY – ACTION POINT – Lindsay to invite Lyndsay to May meeting to speak about roll and participation based statistics that featured in the above article.

Paul: Results in article were participation based not roll based as they should be. Participation based statistics can be manipulated and MoE has said participation based stats should not be used. Lindsay: we are in damage control because people in the wider community do not understand what the statistics represent. Some secondary schools withdraw students who are more likely to not achieve and it distorts the findings.

2.2. Mariana Papa – Tahiti trip information to Board

Mariana tabled information regarding overseas trip to Tahiti in 2018 and updated the board on the kaupapa of the trip which is to try to engage students and bring about strategy to keep year 9 cohort to stay until year 13. Social, economic and cultural learning and advantages in the trip. Reason for Tahiti as a destination as it is the birthplace of the Tainui waka. Paul: Can you please explain the relationship between Maniapoto and Tainui? Rahui/Mariana: Ngati Maniapoto is a tribal group, and it descends from Tainui waka. Maniapoto is a tribe; Tainui is a confederation of tribes. Total cost may be \$50,000 allowing for student and community contributions.

So far results and attendance are on track to meet the requirements of the trip outlined in the presentation to the Board. Students have to work and achieve in order to attend the camp and if they do not meet requirements they will not be able to attend. Mariana: expectations are high.

Paul: It will be interesting to see how this works. We have discussed the same idea it for the hostel students as an incentive to stay at school and keep engaged in learning. Mariana: We had a robust and intense process that took six months of consultation. Rahui: We had to meet with the parents and every parent came to library and support was unanimous from parents, then Board gave unanimous support for proposal. Trip has created a real community spirit.

Anthea: so many life skills involved in preparing to the trip. Mariana: in previous school she did same project every 5 years. Paul: Board keen to see how it progresses.

Mariana: Started with 19 students, now have 16 but trip has kept some students in school as an incentive. Already have approx. \$10,000 in the bank, some money still to come in. Commitment was supposed to be \$200 per year. Lisa has been very helpful in the process. \$50,000 total to take 16 students to Tahiti, including merchandise and uniform. High expectations of dress code that is appropriate for the hot Tahiti weather. Budget set aside for travel uniform to ensure students are

immaculately dressed. Students will have contributed \$1000 towards the trip. Uniform will be personalised to the trip and owned by the students.

Need moral support to allow for fundraising to occur as previous board gave agreement. Mariana suggested one Board member plus Lindsay and Maria to attend the trip. Ratio: 16 students and 5/6 adults. If parents want to go they have to pay their own way. Anthea: Well done, a huge undertaking.

Rahui: Too early to book airfares. Fares don't open up until July/August 2018. Lorraine: We need to shop local where we can, please try World Travellers in town and this was supported by all. Maree: Will you take the students to one of the outer islands? Yes, this is important because of ancestral connections.

Rahui and Mariana were thanked for their great work and departed at 6.30pm.

2.3. Charter

Paul and Lindsay met with Karen Crowe and Barbara Wenn and the draft charter has been tweaked. In week 3 of term 2 the Charter will be finalised and put to the Board. Paul asked Lindsay to email the draft Charter to the Board. Paul drew members' attention to page three which shows the 'guts' of what the plan is. Paul talked to and explained the strategic goals. During the meeting Lindsay emailed the draft Charter to members and asked that the Board not to share it yet as it is still in draft. Lindsay also asked members to delete it once they have looked through it so that there are not multiple draft copies in inboxes.

2.4. Streaming

Keep this item on agenda so that we can move forward regarding this discussion in an informed way. Lorraine: if we do not have gate programmes, then will the academies be taken away as well? Global concern that the middle students are feeling ignored/neglected.

Paul asked Maree for her perspective. Maree: as a parent streaming worked well for her sons. Staff would need more PD. Teachers would need more opportunities for PLD. Lorraine said that Lisa had advised her that we may not be utilising all of our teacher aide allocated hours that we are supposed to use in our operations grant.

LINDSAY – ACTION POINT – Lindsay to find out more about this from Lisa.

2.4.1. Achievement of, and interventions for, middle streamed students

Lindsay – Action Point – Check that the data from the e-asttle catch ups for year 10 students discussed in March meeting has been completed and accessible. Access data for the middle streamed students in the future.

Paul suggested that we potentially may have 60% of year 10 students who are below.

LINDSAY – ACTION POINT – Lindsay to find out what was this groups level when they came to us at year 9? How have they tracked since they started college?

Donna is visiting the primary schools to reach into data from primary schools. Principals asked Lindsay what the college needs in terms of achievement data, and Lindsay responded saying that we need to know the curriculum levels of students before they start college.

2.5. Science newsletter

Great initiative. Co-ordinated approach can be discussed as a way forward. Very useful promotional tool.

2.6. Complaints policy and procedures – what are the differences between our policy and HBHS and St Paul’s complaints policies? Does ours need changing?

Lorraine compared our current policy compared to the HBHS and St Paul’s policies and made some observations about how we can strengthen ours. Complaints policy is currently not on the website.

Paul spoke to the HBHS policy, and liked that students and parents are encouraged to talk to relevant teachers/staff to resolve issues at low level.

Lorraine spoke to the Procedures:

#1- how will the policy be published (this should be on our website and sent to parents at the start of every year). Do staff have their own policy? There should be one standard for complaints.

#5- Procedures say ‘within five days’ but flow chart states ‘within 3 days’

#2 and #8 need distilling

#7 is confusing – states ‘in the next instance’ but what is the first instance?

#9 - Change ‘reception’ to ‘receipt’

#12.1 – ‘Be notified of the complaint’ or given the complaint? – this will have implications for the complainant but person being complained about must receive the letter of complaint about them

#13 – seeking advice should be from any organisation relevant to the nature of the complaint rather than just STA

- Our current policy is top heavy, ie, complaint starts at SMT level but I understand that no parent or staff member is prepared to take this big step. “Resolved at a low level where possible” ie, so that resolution is the goal so concerns do not escalate (as much as possible)

- Change ‘his discretion’ to ‘their discretion’

- ‘be notified of the complaint’ or given the complaint?

- Quality of the flowchart is poor – ie, difficult to read once printed/duplicated and is convoluted (as opposed to the St Paul’s guidelines).

- Define ‘due time’ in #12.3

- There is no direct line of authority explained for students, parents (as for HBHS) or STAFF are not mentioned in our current policy

- need conflict of interest statement (as per St Paul’s)

- Do we have a record of complaint like HBHS? Agreement that this was a useful tool, if we currently do not have one.

- Give parents option of writing directly to the Board if they wish – then the Board will instruct the Principal to investigate the complaint

- serious complaints directly to Principal (skip smt?)

- there is no reference to Restorative Practice in policy

Currently, DP receives complaint, investigates, if it goes to Lindsay as per STA guidelines Lindsay can’t do the investigation. Must follow correct process.

WHOLE BOARD – Action point – Board members to share ideas on policy over next few weeks. Lorraine will work with STA and develop a new draft.

It is important for staff to understand the importance of dealing with complaints appropriately and in a timely manner to minimise complaints escalating.

2.7. Board writing to families of students appearing at disciplinary hearings

Donna was starting to do a report on disciplinary meetings. If the child continues to do well.

Lindsay – action point – follow up on Donna re disciplinary meetings.

Board write to parents and student who are continuing to do well after disciplinary hearings.

2.8. Ratify committee formed to oversee personnel matter

Move that the committee set up to deal with a recent personnel matter be accepted. Committee consisted of Paul, Maree, Brenton and Anthea.

2.9. Staff appraisal systems

New DP will continue this role. New DP will be appointed in term 3 who will be given the task but the appraisal system continues in the DP's absence.

2.10. Hostel achievement

Lindsay: we need to discuss as a Board what we want to put in place to assist the hostel students, regarding their achievement, as they are in our care for the majority of the week = focus on their achievement, what systems can we put in place. In time will request data on hostel achievement.

2.11. Hostel update

Himi has completed 99% of the assessment and has Quantity Surveyor, Ralph Murray, coming in it to complete pricing work. This will then be completed, then will go to the Ministry. MoE are picking up cost of scoping exercise, which was at a deeper level than first anticipated. Report should be available by next month.

2.12. CoL update

The CoL is up and running. CoL consists of College, Waitomo, Maihihi, Kio Kio and St Mary's. Otewa are waiting to come in in the next round. CoL Principals are meeting on Wednesday morning to discuss where to next. CoL needs a leader. Lindsay has arranged a meeting with Kawhia Principal and she is keen to be part of CoL. Meeting with Kawhia School Principal will also be to co-ordinate the Moana Cluster. Paul: Nothing re CoL is prescribed. Possible five year goal for CoL – 90% level 2 NCEA. Schools are starting to ask the college for data on their own students by the time they reach Y13. This is a strength of forming a CoL. CoL will show us our value add.

2.13. Student trustee- careers

Maree, Lindsay, Charles, Linda, Tori met and started a discussion about careers. What we do, where we go, especially from Tori and Charles' point of view. We are learning that career pathways are critical. Forums may also advise on this. Need to keep addressing this.

2.14. Grants update

Successful grant has come through for gym gear. Lorraine is waiting for two more to complete this project. Lorraine received the new quote for the heatpumps for the English department so can reapply.

2.15. AgriBusiness Course

Paul attended Thursday and Friday and Lorraine attended Saturday. St Paul's have been developing the course for four years. Investment partners gave St Paul's funds to set the course up now they are distributing it, as a requirement, to other schools. The course is high level; NCEA level 2 and 3. St Paul's say Merit in NCEA 1 science to gain entry to the course. The course is cross-curricular to break down silos within the schools. Science, engineering, marketing, food science, farm systems – systems beyond the farm gate. Keep on agenda; look at introducing course in 2019 or 2020. Needs promotion and resourcing.

PAUL – ACTION POINT – to distribute key issues document in teaching agribusiness to board members.

2.16. Capital Plan

Keep on agenda, forums may help with defining needs in capital plan.

2.17. Community Forums update

About 65 RSVP's from business | community groups so far and 10 staff. Trustees asked to prepare a short statement about who they are, why they are on the Board and what they hope to achieve from the forums. Maree has created the google doc. to feed into. Important for us deliver a similar

message and re-iterate long term vision for the school; long horizon.

2.18. School culture – progress on discussions with staff re school culture?

Discussion has not been held yet.

LINDSAY – ACTION POINT – Lindsay to meet with staff and discuss matters outlined in March minutes.

2.19. Timetabling issues in 2017, how will the board be assured that these issues have been resolved and will not be repeated in 2018?

Paul: Is there anything we can do differently to ensure that these errors do not occur in 2018? We lost a student (perhaps two) this year due to timetabling issues. The issue that resulted in the loss of this student will not occur again. Lindsay: we are moving towards a student driven timetable.

3. Monitoring

3.1. Staff Reports

3.1.1. Nil

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

Lindsay tabled his report that is based on a STA template and reports from other Principals. Report includes everything legislative, NAGs and includes a section for reporting on progress on strategic goals. Staffing matters to be kept in PEB and not to be printed in report. Trustees to offer Lindsay feedback about the new report format.

Move that Principal's report be accepted.

Lindsay/Paul AIF

3.3. Treasurer's Report:

No finance Report for this meeting. Report will be sent out in a couple of weeks to be ratified. We are tracking within our budgets.

4. Annual plan overview

This information will be contained in the Charter and Principal's Report.

5. Correspondence

5.1. Inwards:

5.1.1. First Sovereign Trust Ltd grant successful (\$6206.65)

5.2. Outwards

5.2.1. nil

Move that the Inwards correspondence be accepted correspondence be approved.

Lorraine/Paul AIF

6. Confirmation of Minutes

Move that the minutes dated 23 March 2017 be accepted as true and accurate. **Lorraine/Paul AIF**

7. Matters Arising

Ernest pointed out that the next meeting date in the March minutes should have read 27th April but it incorrectly stated the next meeting was 27th March.

8. Identify Agenda Items for next meeting

- Roll/Participation based stats – Lyndsay Kurth
- Charter
- streaming and achievement stats of middle streamed students

- complaints policy
- follow up re disciplinary hearings
- support for and focus on hostel students' achievement
- hostel update
- CoL update
- Careers
- Grants update
- School culture
- Capital plan
- Forums update

9. Identify Items for College newsletter

Anthea and Maree will take photos of participants at the forums.

10. Set next meeting date: 25 May 2017 at 6pm

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 AIF

Public Excluded 8.35pm

Public Included 8.39pm

11. Meeting Closure/Farewell: 8.40pm

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