

**Ōtorohanga College Board of Trustees Meeting Minutes**  
**Held in the College Boardroom on 22 February 2018 at 6pm**

Agenda Item
<p>1. Administration</p> <p>Election of office holders</p> <p>1.1. Welcome/Present: : Mr Dunn, Paul Singh, Lorraine Fox, Brenton Irwin, Anthea Tata, Maree Bublitz, Keith Richards, Ashlee Hawkes-Board, Seilala Makasale, Chris van der Hayden (6.13pm)</p> <p>1.2. Apologies: Lyndsay Kurth, Amy Hacker</p> <p>1.3. Declarations of Interest</p>
<p>Election of Officers</p> <p>Chairperson: Lorraine Fox nominated by Paul Singh</p> <p>Ps/mb aif</p> <p>Board Rep for SAT: Maree ps/lf aif</p> <p>Property (excl Hostel) should include 5YA – to be discussed in the next couple of months (re-shaping of the board portfolios)</p> <p>Minutes Secretary: Seilala Makasale as per job description</p>
<p>2. Strategic Discussions and Decisions</p> <p>2.1. Student achievement reporting – analysis of NCEA results and including:  Handout (Junior School Achievement and Student-focussed methodology 2018)  <b>AH will discuss further at next BoT meeting</b>  LD – Target for level 1 100% of students to have literacy &amp; numeracy  MB – students who have not gained enough credits last year have gained more this term. If there are students who look like they won't getting enough credits this year, there is a monitoring system in place (by end of term)  LF - when will we be receiving senior data? New changes to SLT portfolio, data analysis team will change slightly. We got raw data – not analysed yet.  Currently L1 – looking at 65%, but with work done with students, looking closer to 70%  Students with slightly below credits needed, have been coming in to do extra credits.  LD – National goal 72.9% - all stats are below where we should be.</p> <p>2.1.1.update on reporting to parents for 2018  Scheduled full report for parents Term 2 &amp; 4 – Term 1 &amp; 3 tick box  BoT would like this to start ASAP as decided in December 2017 meeting–  <b>LD – to look into this with SLT</b></p> <p>2.1.2.credits allocated to students in 1<sup>st</sup> term  Students not given/allowed/access to some credits in Term 1  every student is now offered an increased number of 18-22 credits available for each subject  looking at the balance of internal vs external  Year 9 &amp; 10 will be doing exams this year – good preparation  Charter – will stay the same, annual plan will change adopted in March</p> <p>2.2. 5YA/10YPP (including C Block rationalisation and community consultation)  Brennan &amp; Hohimi not available today, LD to fill in  LD – number of decisions as board need to make  Budget \$1.1, 28 teaching spaces, only entitled to 22  Listed non-negotiable (must do, have to be done)  3 prioritised areas (drafted by the Ministry)  \$319,000 to do prioritised areas out of budget  Decisions to make –nominate 4 – 6 teaching spaces for rationalisation plan  We can go to the Ministry and ask them to rationalise these buildings for us, what that means is that they pay for it, so it doesn't come out of the 5YA. They have a rationalisation fund.  PS – If they do it, it will reduce the costs by \$90,000. What does rationalisation actually mean?  LD – they can pull it down or mothball it ... partition half of C Block  Need community consultation before making decisions.</p>

This will be advertised after parent forum

**LD - What does rationalise mean? Follow up with Himi & Brennan about their progress**

**Move that all 'must do' items on Hohimi Whitewood's list be commenced with the exception of C Block works.**  
**Lorraine/Paul AIF**

2.3. Careers audit PEB

2.4. Principal Appraisal - PEB

2.5. Supporting local businesses

LF – Business want us to support them, the college needs to give the business the opportunity and provide us with services. We can lead in that regard and use this as a PR Platform to really foster the whole support local and make it a 2-way process.

Mb – what if local businesses do not honour or provide us with the best prices?

We have limited budgets and if we are having to buy locally and it's going to cost us more, does not seem viable.

LF – preference is to shop locally but must be financially feasible

2.6. Server replacement update

MB – TTS final quote – server installed in the next school holiday

Total shutdown on site – all staff will leave laptops on last day of school.

2.7. Exit survey progress

No progress yet – LD

Have tasked for someone to do

**LD – to advise when exit survey is complete**

2.8. Parent forum

LD – hand out pamphlet (community consultation)

Lyndsay will speak about NCEA

Results, put out to parents what do they want to see

Highlighting the differences in the cohorts

Facilitator: LD

Mr Dunn inviting all staff, BoT

Entertainment from students – no

PS – focus on going forward, don't worry about negative stuff

LF - This is the first time we have done this – get feedback from parents

2.9. Policies

MB - All policies that have been signed are live on website –

Unsigned policies not put on website yet

LF – is it feasible to have someone outside of board to write up policies?

LD – they can write it up and bring to board?

MB – discovered we are drowning in policies. Some policies turned out to be procedures. Make sure if we're writing up policies that they are governance related.

**Thank you to Maree & Jacqui for their work on the policies**

2.10. Disciplinary hearings

**LD – check with DR for steps prior to hearing with board**

LF – There needs to be a report given to the Board (from the Principal) prior to the hearing.

Difficult to make an informed decision without knowing the full background and the lead up to incident

Deciding what information can be shared with board (privacy rules).

**LD – clarify with Barbara Wenn**

MB – having same problems with students coming from Primary schools. There is no background info on what support a child may need prior to coming to college.

Peer mentoring starting this year

**LD and AHB to meet up and discuss**

2.11. Driver licensing progress

Refer to LD's report

2.12. Buses, who is paying for buses to other colleges?

Meeting with Bus advisor at the ministry

Getting the lay of the land

2.13. Drug dogs letter

Andy Connor - When the dogs are available, they will bring dogs through

Not mentioned at assembly yet

MB – could tie it in with Drug programme

LF – not targeting students, just properties so certain areas can be identified. Not student.

2.14. Hostel remediation

KE – permission from wellington to go ahead. MoE has extended deadline to complete works – 30 March.

Hostel number has reduced so work can start quicker. Areas not in use will be cut off from students so work can begin.

2.15. Health and Safety – Ram Chetty

Deferred to March

2.16. iNative initiative– Keith

iNative get funded by the govt. Run by Te Wananga o Aotearoa. They invite experts & experienced in who are not much older than the students, but govt has not confirmed if they will be supporting this initiative

2.17. Welcome home – resident information guide

LD to report back on this. Will include a Synopsis head boy/girl, slt,

3. Monitoring

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

BI – chase up Rachel Stubbs (driver licensing)

**LD/BI catch up with Rachel and feedback to board**

**Move that the Principal's report be accepted.**

**LD/LF aif**

3.1.1. Lindsay speaking about a conference

SPANZ Conference

Queenstown – March 18th –20th

Subject to quotes we will approve via email

**Seilala to send out to board**

**Move that Lindsay be given approval to attend the conference, in principle, subject to costs**

**Lf/ps aif**

3.2. Hostel Boarding Director's Report

**Boards appreciation to Keith and Roy for the quality of work put into report**

**Move that the Hostel Boarding Director's Report be accepted**

**KE/MB aif**

3.3. Treasurer's Report

**LD – conversation with staff regarding accounts**

Peter Granville wants to come in March meeting.

PS – we should get final accounts from last year before we can bring him in.

**Move that the January accounts be ratified LF/PS AIF**

4. Annual plan overview

5. Correspondence

5.1. Inwards

5.1.1. Letter from MoE

Heart foundation

<p>NZOIA University of Canterbury Letter from the public – Trish Ambury Invoice from John Carlyon Tukutuku Korero Education Gazette</p> <p>5.2. Outwards 5.2.1. LD – sent letter to Trish in response to Trish Ambury <b>MB – put letter on website</b> <b>Move that the inwards be accepted and outwards be approved</b> <b>LF/PS AIF</b></p>
<p>6. Confirmation of Minutes <b>Move that the minutes dated 14 December 2017 be accepted as true and accurate</b> <b>LF/BI aif</b></p>
<p>7. Matters Arising KE – Keith is concerned that the Strategic Targets sounds like national standards, and he asked is this the measure we are going to use? Keith would prefer to encourage our students to have and state their exit strategy plan. MB – student to set pathway so we can help them get there LF- Discuss at March meeting</p>
<p>8. Identify Agenda Items for next meeting Student Achievement reporting Portfolios Feedback about parent hui Reporting to parents – progress? Consultation re C Block Commencement of other ‘must do’ 5YA projects Careers audit – ratify electronic motion to adopt Dennis Finn’s recommendations Principal appraisal Exit survey Policies Disciplinary hearings – report to Board and pastoral care of students Driver licensing progress Buses Hostel remediation progress Welcome home -resident information guide Pathways - Keith</p>
<p>9. Identify Items for College newsletter <b>LD- Parent forum – report</b></p>
<p>10. Set next meeting date 28/03/18 Wednesday 6pm Seilala left 8.24pm</p> <p>Public Excluded Businesses: Careers audit Principal Appraisal</p>
<p>11. Meeting Closure/Farewell: Meeting closed at 8.36pm</p>

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