

Ōtorohanga College Board of Trustees Meeting Minutes
Held in the College Boardroom on Thursday 30th November 2017 at 6pm

Meeting opened at 6.03pm

1. Administration – Welcome to Keith and Chris: Lindsay warmly welcomed Chris and Keith to the Board.

1.1. Welcome/Present: Paul Singh, Lindsay Dunn, Lorraine Fox, Brenton Irwin, Chris van der Heyden, Anthea Tata, Ashlee Hawkes-Board, Keith Edwards, Sailala Makasale and Amy Hacker

1.2. Apologies: nil

1.3. Declarations of Interest: Maree Bublitz is the staff Trustee and the NZEI Site representative.

2. Strategic Discussions and Decisions

2.1. Student achievement reporting – progress

Lindsay: There is progress in SAT team regarding data and the use and analysis of data. Data has been ambiguous in the past but now robust data is being reported on. Amy: internal capacity of school to analyse data has been limited and there is clarity and acceptance around that now. Professional development has been set up for this through Karen Crowe, once per week every week in 2018. Amy suggested that junior/senior achievement stats. Should be reported to the Board.

Lorraine: We need a planned approach to reporting across curriculum areas and key competencies etc that we can build into the Board workplan. Amy: should the Board direct this or the SLT? Lorraine/Paul: Both.

LINDSAY – ACTION – Lindsay to send curriculum levels to BoT.

2.2. Senior Leadership Team/Board objectives and overarching goal for future success

Paul: The current charter was driven out of ERO review. More has been revealed over the year and we need to get a better understanding of our environment. We need something that 'sits at the top' of the charter, something ambitious - 90% NCEA 2 goal which will focus all of our decisions, budgets and everything leading up to that. CoL has been established and goal will fit within goal.

Lindsay: Once we establish the goal it is easier to set up what we are going to do and how we do that. Accountabilities will be easier to define and follow after setting up the goal.

Seilala left the meeting at 6.51pm.

Keith: are we focusing on the goal and not the teaching and learning?

Lorraine: we are required to set goals and targets.

Anthea: any indication of how students may go in NCEA this year?

LINDSAY – ACTION – Lindsay to find out how results are tracking so far.

Lindsay: SAT team has hardly talked about NCEA but have talked about Y9/10.

Ashlee: why can't we set a goal for L1 and L3 as well?

Lindsay: L2 is the benchmark.

Lindsay: goal must high and we have to have our point of difference.

Paul: 70.3% pass rate was our result prior to 2016.

Maree: there has been a strong focus of teachers to communicate with parents about credits, contacting home etc.

The Board agreed that the following goals would be put in place:

L2 80% pass rate for 2018 cohort

L2 85% pass rate for 2019 cohort

L2 90% pass rate for 2020 cohort

Amy: Lots of strategies can be put in place if a child does not look like they will pass...eg, they can bring them back in January after results are known.

Ashlee: to help pass rates students need to better understand credits etc. Need to be told before students enter NCEA what the expectations are, lots of students are confused about this.

LINDSAY – ACTION – find out why senior students do not understand what is required of them to succeed at NCEA.

2.3. Update on server replacement/TTS proposal – Wade and George from TTS attending meeting at 6.30

Wade and George from TTS presented their proposal and ideas for why (or why not) a cloud based server option would be viable. Some data needs to be stored locally (and not cloud based). The needs of the school in terms of data storage needs to be considered before deciding about which server to adopt.

Lindsay: We want a server that looks after Kamar.
George and Wade left at 6.42pm.

LINDSAY – ACTION – Lindsay to send information to BoT regarding the lease option for the server replacement - 3 year finance lease and 5 year operating lease options and Board to decide by Thursday 7th December, 2017.

2.4. Staff appraisal systems

Amy: Latest ERO report found that staff appraisal systems were not compliant. Amy has implemented an appraisal system that meets Education standards – including robust enquiry process. Appraisals are due tomorrow (1 December) and Amy currently has 5/31 staff appraisals. Amy appraises the HoF's, Lindsay appraises leadership team, HoF's appraise staff within their departments.

Paul: who do HoF's report to?

Amy: Not sure

Paul: Deans?

Amy: Deans report to Donna. Need job descriptions and appraisals for non-teaching staff – which hasn't been done for several years. Those JD's are in the process right now. At start of next year they will be signed by the people holding these units and they will be measured against the job descriptions. These people should be appraised at the end of the year.

Lorraine: is there a constant focus on evaluation and development, rather than being reviewed once per year?

Amy: there is a requirement to have regular feed forward. Important for the person appraising the HoF's that they work with them regularly.

Maree: Need to have a focus on professional development, on how to do appraisals and also support teachers to be receptive to appraisals.

Ashlee: Students were sent questionnaires about the teachers. Does the information we give as students about a teacher get used in their appraisal?

Amy: this forms the teachers' appraisal in terms of planning for curriculum but specific comments about them as a teacher will not be used

Paul: We need a trainer to come in to assist with staff appraisal

Move that in 2018 PD around appraisals to ensure a consistent and professional approach to the appraisal process.
Paul/Keith AIF

Keith is a leader and trainer of Kaiako. Tool is tetra map. Tool is based on a behaviour management model but it aligns peoples' feelings (aahua) with fire, earth, water, air. Keith offered to do the training at no charge.

LINDSAY – ACTION – Lindsay to hui with Keith regarding Tetra Map.

2.5. Hostel remediation update

Lindsay: two major tasks have been completed to avoid the Hostel losing its license.

1st (completed) asbestos and complaints policies/procedures and the Board overseeing the hostel. Hostel director has to meet with Hostel Director once per week and report to Board at Board meetings.

2nd (completed) Hostel's water tightness. MoE will inspect the hostel after remediation works are complete

at the end of January. Hemi will give Lindsay costings for Hostel. If costing is 50 – 100k we will approach MoE and ask for help.
We are grateful to Barbara Wenn who has been extremely supportive and helpful throughout the process.

Amy presented the draft budget. Need to cut \$90k from the budget as 2018 roll is lower than expected.
Amy outlined areas that may be considered to cut in order to relieve the budget.

LINDSAY – ACTION – send Career’s Audit Report to Board.

LINDSAY – ACTION – Lindsay to send BoT the MoE (staffing) funding model

AMY – ACTION – Amy to send BoT the draft budget showing areas that BoT could consider for reductions.

Amy left the meeting at 8.16pm

2.6. 5YA

Lindsay: We will receive \$1.5m for next 5 years for 5YA maintenance. We have been advised that C Block is going to cost up to \$440k to upgrade to usable standards. If we want to bring it up to exceptional standard it will cost another \$300 - \$400k which will wipe out our 5ya and compromise the rest of the school. We are six classrooms over code, C Block has seven classrooms. It is recommended that a school stays about two classrooms over code. One suggestion to remove C Block and Ministry funds new build. 2nd option, halve C Block or mothball half (far end) because it is rotting. Either of these options will need consultation with community. Another option to remove B6 because we cannot afford to keep it.

LINDSAY – ACTION – Follow up with Brennan to get one-page information sheet and send to BoT.

2.6.1. C Block (rationalisation)

See above.

2.7. Streamlining of policies

Maree has found that many policies on T drive have not been uploaded, signed and filed in the policy folder held in Boardroom. Lorraine suggested talking to STA and decommissioning some policies as a first step.

2.8. CoL update

CoL has employed Glenn McPherson from Maihihi as CoL leader. CoL name = Ngā Awa ki t e Moana.

2.9. Careers audit

Lindsay to send through careers audit report.

2.10. Drug dogs (school culture)

Lindsay tabled letter to send to forum. Drug dog visit is in progress.

2.11. Parent hui focus points/topics (shared vision/strengths/areas for development etc)

SLT to facilitate. NCEA information for parents to be included in the hui.

2.12. Refund from Larz Ngawaka

Lindsay was expecting a letter today explaining that they will not refund the funds. They may offer to use their services as the money has already been paid to them.

2.13. Ratify the following electronic motions:

2.13.1. to spend \$7500 on prizegiving

2.13.2. to purchase vacuum cleaner for \$728.97 (ex gst)

2.13.3. to purchase finance software for \$862.50 (inc gst)

2.13.4. Hostel Complaints Policy

Move that the above electronic motions be ratified

Keith/Brenton AIF

2.14. Mariana Papa – Tahiti Trip – deferred

2.15. Electronic communications/motions – reply all

Lorraine reminded trustees that when a request is made to move a motion electronically that all trustees are required to respond, stating agreement or otherwise. If any trustee disagrees with the motion then the decision must be made at a Board meeting.

2.16. Disciplinary hearings – what help is being given by/sought from external agencies?

Lorraine asked what support is offered to 'at risk' students from local NGO's (ie not MOE or CYFS) before they appear at disciplinary hearings (eg local counselling agencies, whanau groups, mentors etc).

Lindsay: right now it is our guidance counsellor

Lorraine: We need higher level support for students before they attend disciplinary hearings which may be in place already and we need to see evidence that this is taking place.

ANTHEA – ACTION – Anthea to speak to a Te Kuiti based social worker to find out what might be available in schools.

LINDSAY – ACTION – Lindsay to ask Donna to investigate what other schools do regarding support systems prior to student crisis/disciplinary so we can be proactive with these students. Regarding the last disciplinary hearing - what was done for student prior to hearing?

2.17. Driver licensing

Max Baxter is trying to get driver licensing to happen within the College.

LINDSAY - ACTION – Lindsay to investigate Max's driver licensing proposal at the college prior to Thursday 7th December and find out what is holding up these plans.

2.18. Trust Waikato hui re hostel (31st January 2018 @ 9am)

Lorraine advised that Rongo Kirkwood from Trust Waikato had been in touch with her and suggested a meeting at the Hostel (above date). Lorraine suggested a 'value add' model that could be investigated, especially for economic/community development (eg more beds and commercial kitchen).

2.19. Public Excluded Business (PEB) matters

Move that the public be excluded from the discussion regarding the following agenda items (2.19.1 - Sports Co-ordinator (finance for role) and 2.19.2 - Principal's appraisal). General subject to be considered: Personnel and staffing. Reason for excluding the public: To protect the privacy of natural persons.

Paul/Maree AIF

Public Excluded: 8.52pm

Public Included: 9.06pm

2.19.1. Sports Co-ordinator (finance for role)

2.19.2. Principal's appraisal

LINDSAY – ACTION POINT - Lindsay to prepare a written report to the Board in response to his recent appraisal.

3. Monitoring

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

LINDSAY – ACTION – Lindsay to ensure Hostel Director's report is prepared prior to December 14th 2017

LINDSAY – ACTION – Lindsay to set up hostel hui with Roy and Keith for Wednesday 13th at 6.30pm

Move that Keith Edwards be the Board delegate on the Hostel Committee

Lorraine/Anthea AIF

Move that Chris van der Heyden take the Board Property Portfolio

Lorraine/Paul AIF

LINDSAY – ACTION – Lindsay to meet with Chris re C Block and Hostel

Move that the Principal's report be accepted.

Lindsay/Lorraine AIF

3.2. Hostel Boarding Director's Report – Due December 14th

3.3. Treasurer's Report

3.3.1. Asbestos Plan Quote from Jeanne Ayson (\$1200 + GST and disbursements - to approve)

Jeanne Ayson has prepared a quote to undertake an asbestos management plan for whole school. Brennan from MoE advised that we need this plan to show how we are managing asbestos in the school.

Move that the Asbestos Plan be undertaken at \$1200 + GST

Lindsay/Brendon AIF

3.3.2. Ratify payment of October accounts

Move that the October payments passed electronically be ratified

Paul/Anthea AIF

Lindsay said teachers have done a fabulous job in 2017 keeping to a budget.

Move that the Treasurer's report be accepted

Paul/Chris AIF

4. Annual plan overview

5. Correspondence

5.1. Inwards

5.1.1. Max Baxter

5.1.2. Suze Strowger 3 November – (MoE – re hostel compliance)

5.1.3. NZSTA 6 November – (subscription)

5.1.4. Suze Strowger 17 November – (Moe – re follow up Hostel)

5.2. Outwards

5.2.1. Lindsay Dunn

5.2.2. Lyndsay Kurth

5.2.3. Donna Russell

5.2.4. Jamie Tamaki

5.2.5. Karen Flay

5.2.6. Tanchia Pitts-Brown

5.2.7. Suze Strowger 15 November (MoE – re hostel compliance)

5.2.8. Board induction packs to Keith, Chris and Ashlee

5.2.9. Lindsay Dunn, Lyndsay Kurth, Donna Russell and Amy Hacker (leadership review)

Move that the inwards be accepted and outwards be approved

Lorraine/Paul AIF

6. Confirmation of Minutes

Move that the minutes dated 26th November 2017 be accepted as true and accurate.

Lorraine/Paul AIF

7. Matters Arising: Nil

8. Identify Agenda Items for next meeting:

- Year 9 and 10 achievement statistics (as per Amy's data)
- Planned approach to achievement reporting (SLT and BoT collaboration)
- NCEA results so far (Lindsay to report back in December)
- SAT sustainability plan
- SLT review update (PEB)
- Server replacement
- Staff appraisals
- Hostel remediation update
- Hostel meeting 31st January
- 5YA – C Block (rationalisation?) and community consultation
- Policies
- Parent hui progress
- Larz Ngawaka
- Tahiti Trip
- Disciplinary hearings – NGO support and report on progress made by students who have appeared at hearings

this year

- Driver licensing

9. Identify Items for College newsletter

- parent hui

10. Set next meeting date: 14 December 2017 at 6pm

11. Meeting Closure/Farewell: 9.30pm

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