

**Ōtorohanga College Board of Trustees Meeting  
Held in the College Boardroom on 30 August 2018**

**1. Administration**

**1.1. Welcome/Present**

The meeting was opened by Keith with a Mihi Whakatau and Karakia at 6.00pm

Present were: Lorraine Fox, Lindsay Dunn, Keith Edwards, Chris Van der Hayden, Ashley Hawkes-Board, Anthea Tata, Maree Bublitz, Paul Singh and Sylv Morgan

**1.2. Apologies**

Nil

**1.3. Declarations of Interest**

Maree Bublitz is a Staff Trustee and a NZEI Site Representative

Before moving on to the agenda Lorraine informed the meeting that she, as Chairperson of the BoT, and Lindsay, as Principal of the college, each filled out a Survey on NZCER. Lorraine tabled the survey and asked one member of the BoT to also contribute especially as it was an opportunity to present any alternative views. The survey closes tomorrow afternoon.

**2. Strategic Discussions and Decisions**

**2.1. 2019 Strategic direction document**

Lorraine asked for comments. Paul said he liked that the focus is on what this geographical area is about however with regards to the article he sent out to Board members he is concerned that "Tourism" studies are seen as a drop out option. Will the emphasis on Agribusiness /Tourism cement that perception in?

<https://www.tvnz.co.nz/one-news/new-zealand/tourism-industry-moves-attract-more-young-workers-stave-off-threat-nzs-biggest-earner?auto=5824239718001>

Lorraine said the other areas such as sciences would balance that up and Maree added that sciences and maths/accounting are all tied in to Agribusiness. Lorraine felt that the message in the article was mostly positive and that it is up to us to balance that and ensure options are available for all. Paul felt that parents would still see only the "Agri" aspect. Maree suggested how things are presented would have a great influence and Lindsay added that parents need to be presented with all aspects to prevent the misconception of offering particular subjects that "dumb down" the curriculum. The meeting held a discussion around these points and decided to defer any commitment to branding until the Strategic Direction was finalised after consultation. The next step in consultation is for the SLT to look at the Strategic Direction document. Lorraine highlighted that this allows the ability to refine as we go and that stakeholders will help us define our strategic direction rather than being purely Board driven even though the document is a result of the consultation last year.

**Lorraine Action Point.** Lorraine to present, through Lindsay, a draft plan of the Strategic Direction 2019 to SLT for their thoughts until Tuesday 4th, then for staff and students to be consulted

**2.1.1. Set dates for consultation with students, staff and parents**

Lindsay suggested that during the last two weeks of term 3 staff and students could be consulted then parents consulted early in Term 4.

**2.2. 2019 Netball trip**

The meeting held a general discussion on the proposal for a Netball tour to Australia. The Board feels that overseas trips are a great opportunity for the students. Anthea said taking a B team as well was a good idea. After some discussion Lindsay summarised by saying it was unclear what the selection processes were and clear and explicit criteria would be needed around the selection processes as well as clarity and transparency as to who the teams are.

The Board agreed and would like to encourage these types of trips. Further details are needed.

**2.3. Policy framework update– decommission policies**

Policies to be decommissioned were tabled through Google Documents. These policies are not governance related, are covered by Acts or not recommended by NZSTA.

**Move that the following policies be decommissioned as they are now redundant.**

**Section A Student Support Enrolment Policy 2015**

**Section A Student Support Attendance Policy 2016**

**Section A Student Support Student Management Policy 2015**

**Section A Student Support Vulnerable Children's Act Policy 2016**

**Section B Resources Personal Use of Capital Items Policy 2016**

**Section B Resources Travel Policy 2016**

**Section B Resources Theft and Fraud Policy 2016**

**Section B Resources Credit Card Management Policy 2017**

**Section B Resources Collection and Deposit of Monies Policy 2014**

**Section B Resources Curriculum Budgets Policy 2014**

**Section B Resources Fund Raising Policy 2015**

**Section B Resources Traumatic Incidence Response Policy 2016**

**Section B Resources Separation of Duties Policy 2015**

**Section B Resources Expenditure Policy 2016**

**Section C Personnel Employee Leave of Absence Procedures 2013**

**Section C Personnel Finance Secretary/Educational Services Policy 2014**

**Section C Personnel Allocation of Units and Allowances Policy 2015**

**Section C Personnel Equal Employment Opportunity Policy 2015**

**Section C Personnel Performance Management Policy 2013**

**Section C Personnel Performance Management Policy 2016**

**Section D Teaching And Learning STAR Policy 2016**

**Section D Teaching And Learning Pathways Education and Guidance Policy 2016**

**Section D Teaching And Learning Annual Reporting Policy 2016**

**Section D Teaching And Learning Cyber Safety Policy**

**Section D Teaching And Learning Managing National Assessment Policy 2015**

**Section D Teaching and Learning Specialised Education Policy 2015**

**Section D Teaching and Learning Professional Development Policy 2015**

**Section D Teaching and Learning Reporting Student Progress Policy 2015**

**Section D Teaching and Learning Curriculum Delivery Policy 2015**

**NAG3 Employment and Personnel Governance Timetable Policy**

**Maree/Anthea  
AIF**

#### **2.4. Girls' Academy progress**

Lindsay said that conversations are continuing, firstly around staffing ideas and class sizes. Also considering where the Academies would sit in the school structure and the costs involved re staffing.

#### **2.5. Hostel update – Paul's suggestion: Letter to MoE re hostel**

Paul feels the MoE need to be providing funding for the Hostel and that the Coast students would not need a hostel if there was still a secondary school option in Kawhia/ Coast. MoE need to be showing Leadership in looking after these Coast students' education.

Lorraine pointed out that the Feasibility study can provide the best evidence for the cost of supporting the hostel versus the cost of providing a new school. Coast families have been assured that a new Hostel will be built and we cannot alter that pathway.

The Board will wait for the completion of the feasibility study before approaching MoE re funding.

#### **2.6. C Block – set meeting to discuss plan forward**

As there is information to review from Himi and Sharron a focus meeting, inviting them both, needs to be held. Lorraine suggested a "C" block Board representatives committee. Chris, Lindsay, Paul and Lorraine were keen to attend. The meeting is to be arranged in three weeks according to Himi and Sharron's availability.

#### **2.7. Ratify motion to advertise for 2x hostel staff**

**Ratify the electronic motion that Roy be given approval to advertise for two permanent positions; one part time day hostel supervisor and one night supervisor for commencement in term 4.**

**Lorraine/Anthea**

**AIF**

2.8. Ratify motion to advertise for Head Of Pathways

**Ratify the electronic motion that Amy be given the permission to advertise for the Head of Pathways position that will commence in 2019 as per careers restructure.**

**Lorraine/Paul**

**AIF**

**2.9. Bus to Te Awamutu through our transport entitlement zone**

Lindsay said that in March he had determined that any out of zone school transport bus into our bus zone had to have our permission for children to catch that bus to go to other secondary schools. If the Grandparent clause is cited (Historic habit) then permission is still needed. Currently a bus is entering our Bus Zone to collect pupils for Te Awamutu College. Paul said that we need to push back on this issue. Maree said any implementation of rules should start at the beginning of the new school year. Members felt it was not appropriate for this bus to enter our transport entitlement zone.

**Lindsay Action Point.** Lindsay to contact MoE and discuss bus routes, the legalities and "out of zone" use.

**2.10. WSNUP upgrade @ \$4644.27 (inc GST)**

The WSNUP upgrade will cost \$4644.27 (inc GST) if taken up now. Although this cost is not in this year's budget Lindsay said that if the board defers the upgrade to next year in June/July the 80% subsidy runs out and the cost balloons to \$23,200. Maree suggested approaching the MoE for a discretionary payment for this year. The new server is working well but needs wireless "snapping" to improve the wireless issues.

**Move that the MoE be approached for approval of discretionary funding for the WSNUP of \$4644.27 because of the tight budget. If discretionary funding is not approved the upgrade will still go ahead to take advantage of the 80% subsidy.**

**Lindsay/Maree**

**AIF**

**2.11. 'It's not OK' campaign**

Chris asked Donna Hemara why the campaign was not brought into the school when it started. Donna said it was stopped at the inception. Donna is keen to bring "It's Not OK" into the school. Andy Connors of the NZ Police and Caren Campbell from MFVIN will also be involved. The board held a positive discussion around the campaign and its suitability for the school.

**Move that the "It's Not OK" campaign be adopted by the school.**

**Chris/Anthea**

**AIF**

**2.12. 7 C's – adding cultural responsiveness**

Defer to next month

**2.13. Rental properties update**

Anthea reported back to the Board that the person she intended to arrange to inspect the houses was unavailable.

All that is really needed is an assessment of what work would be needed to bring the building up to standard. Maree suggested asking a local council building inspector.

**Maree Action Point.** Maree to ask a local council Building Inspector for advice.

Lorraine pointed out that the rental monies received would not cover the cost of a Property Manager. Anthea suggested approaching Buzz Lyne, who is a Property Manager, what the costs would be for an inspection only service to be held twice a year.

**2.14. PEB - Deferred until the end of meeting**

- 2.14.1. Personnel matters - complaint
- 2.14.2. Principal performance appraisal/report
- 2.14.3. Accept PEB minutes 5 August 2018

**3. Monitoring**

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

**Lindsay moved that the Principal's report be accepted.**

Lindsay pointed out that there has been one staff resignation. Under Finance and Property an asbestos report is needed for both Board owned buildings (that the BoT has decided to sell) before they can be sold. The pressure switch for the fume cupboard in the Science Block needs fixing and will cost \$1172 + GST.

**Move that the pressure switch for the fume cupboard in the Science Block be repaired for a cost of \$1172 + GST.**

**Lindsay/Maree  
AIF**

Lindsay said that the Academic Achievement report was a great starting point and contained good information. Tracking and monitoring have greatly improved. Lorraine queried some challenges experienced in one faculty but Lindsay assured the meeting that progress is being made. Lindsay thanked the Board for the opportunity to attend the CNISPA Conference. He found it very informative and beneficial for his growth as Tumuaki.

The water fountain quotes for the installation of water fountains have been submitted. To meet Health and Safety requirements 3 will need to be installed. The best quote to be accepted was -:

Otorohanga Plumbing and Gas

\$6270 to supply 3 x drinking fountains ex GST

\$ 670 to install outside Tech Block

\$ 280 to install outside Canteen Fountain

\$ 490 to install outside C Block

\$7710 ex GST

As this is over the \$5,000 threshold the payment will need to be made from the 5YA budget

**Move that the payment of \$8866.50 GST Inc. for three water fountains as quoted by Otorohanga Plumbing and Gas be made from The 5YA budget.**

**Lindsay/Chris  
AIF**

The reporting timeline and Faculty Reporting Template was tabled by Lindsay at the meeting but the members of the Board were unable to discuss it as there has not been enough time to read through it.

**Lindsay Action Point.** Lindsay to send an electronic copy to all Board members.

Lindsay reported on the Sports Waikato Funding saying that he had met with Tony Rogers today. Tony will arrange for Matt Cooper to work with Lindsay on an amended scheme. If it is of value to the Board Tony will speak on models of sports in Secondary Schools. The meeting was in favour of this and suggested the next Board Meeting in September.

**Lindsay Action Point.** Lindsay to arrange for Tony Rogers from Sports Waikato to speak at the September Board meeting on the 27th September 2018 and for him to speak at 6.00pm before the start of business.

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

**Lindsay/Paul AIF**

After Item 3.2 Hostel Boarding Director's Report Anthea asked a question relevant to the Principal's report.

Anthea asked of the 12 leavers what was the result of their exit surveys? Lindsay replied that the answers need compiling by Donna and then to be included under the attendance report.

Lorraine asked if this could be implemented from the September meeting on.

**Lindsay Action Point.** Lindsay to arrange with Donna the compiling of the Exit Survey results of students who have left, from the start of using the exit questions, and to include them under the attendance report beginning from the September meeting.

### **3.1.1. EOTC policy**

**Move that the EOTC policy be accepted**

Lorraine/Lindsay  
AIF

### **3.2. Hostel Boarding Director's Report**

**Move that the Hostel Boarding Director's Report for June and July 2018 be accepted**

Lorraine/Paul  
AIF

Lorraine reminded the Board that we gave MoE an assurance last November that Hostel Boarding Director's reports would be submitted to the Board on a monthly basis. Members discussed the value of this and agreed that it would be best for reports to be received monthly as opposed to termly as discussed in the June meeting. Keith said he had a good relationship with Roy and they met fortnightly. Their communication was open and clear. Lindsay suggested that for compliance the fortnightly meeting could be minuted, similar to his weekly meetings with Lorraine. Keith replied that notes of the meeting were taken by Caroline and he felt this was a good method of Board oversight particularly with any complaints. Lorraine read back to the original agreement with the MoE that was clear in requesting a monthly report to the Board. Lorraine suggested that Roy use a succinct template so that monthly reports are not too onerous for Roy, and that they continue to cover all areas of compliance as agreed.

**Move that the Hostel Boarding Director prepare a brief monthly report to the Board of Trustees to meet MoE requirements. To achieve this Keith and Roy will develop together an appropriate template to cover requirements.**

Lorraine/Chris  
AIF

### **3.3. Treasurer's Report Approve July bills and Treasurer's report**

Paul gave an overview of the Treasurer's Report. He highlighted that Property has consumed 82% of the allocated funds but we are only 50% through the year. The cause is the Hostel payments going over budget.

Every other area he sees as being in line or under. Lindsay commented that Santjie Stoles, the appointed Finance Person, is happy with the school's performance, how the finances have tidied up and is confident in the embedded processes.

Paul noted that the budget for Learning Resources is under spent and he asked if that was depriving the students of any resources. He said that spending to the allowance in this area does not compromise other areas and recommended that we keep investing in learning resources.

Lindsay said that Heads of Faculty are working hard to spend only as required.

**Move that the July payments be accepted and that the Treasurer's Report be accepted.**

Lorraine/Anthea  
AIF

### **4. Confirmation of Minutes for 26 July 2018**

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

Lorraine/Anthea  
AIF

### **5. Matters Arising** Nil

### **6. Identify Agenda Items for next meeting** Building Inspector Strategic Direction 2019

Bus Routes 7 C's Rental Properties Annual Report to the Board Tony Rogers - Sports Waikato Exit Survey Hostel Boarding Director's Report
7. Identify Items for College newsletter
8. Set next meeting date 27 September 2018 @ 6.00 pm 25 October 2018 @ 6.00pm 29 November 2018 @ 6.00pm 13 December 2018 @ 6.00pm
<p style="text-align: center;">Section 48 Local Government Official Information and Meeting Act 1987</p> <p>Move <b>that the Public be excluded from the following parts of the proceedings of this meeting namely:</b></p> <p><b>2.14.1 Personnel matters - complaint</b></p> <p><b>2.14.2 Principal performance appraisal/report</b></p> <p><b>2.14.3 Accept PEB minutes 5 August 2018</b></p> <p><b>Reason for excluding the Public - To protect the privacy of natural persons.</b></p> <p style="text-align: right;"><b>Lorraine/Maree</b> <b>AIF</b></p> <p>Public Excluded 8.00pm Public Included 8.44pm</p>
9. Meeting Closure/Farewell 8.45pm

Signed as true and accurate:



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