

Ōtorohanga College Board of Trustees Meeting Agenda

Held in the College Boardroom on 25th May, 2017, at 6pm

Meeting opened: 6pm

1. Administration

1.1. Welcome/Present: Paul Singh, Lindsay Dunn, Lorraine Fox, Maree Bublitz, MiClaire Venter, Anthea Tata and Brenton Irwin.

1.2. Apologies: Ernest Montgomery

1.3. Declarations of Interest: Maree Bublitz is the staff trustee and also the NZEI site representative.

2. Strategic Discussions and Decisions

2.1. Year 9 stats from feeder schools – Lyndsay Kurth attended the meeting at 6.45pm – 7.06

Lyndsay: with the CoL it is important to understand where children are [achievement wise] when they come to the college. When data used to be received from primary schools it was from a mixture of different testing methods. Lyndsay tabled Y9 OTJ summaries from all primary schools for all Y9 students, showing OTJ's for reading, writing and maths. Paul: Wants to see statistics of which primary school each child attended. Lyndsay: That is 'league tables' which was abolished.

Lindsay: What is the value of this information? Paul: knowing where to put the resources.

Lyndsay spoke about the under achievement of some students in year 9 and noted which primary school they came from. Children at risk of not achieving has an even spread of children across most contributing schools and from schools outside of our catchment.

Lindsay: We shouldn't look at the data in deficit terms. Lyndsay: contributing schools currently feel comfortable sharing data, but they may not if the information was ever made public. Paul: we get lots of sensitive information at board level, this is no different. We won't make sensitive information public, it is important we have good information for BOT decision making.

Lyndsay: Data is national standards from primary school, then shifts to curriculum levels at college.

Paul: need conversion factor to understand the value we are adding.

Lindsay: We don't want to do the conversion. Curriculum levels are to be printed and made available to parents. Lyndsay: We need to explain to parents, excellence, merit etc, or curriculum levels according to sliding scale that is in the curriculum level.

Maree: is it on parent portal?

Lyndsay: No, because it is on Kamar and whatever is on Kamar can go on the portal

Paul: did you have statistics for 2016 year 9's?

Lyndsay, no because we didn't get OTJ's until this year, we asked for OTJ's this year for consistency. We have never asked for OTJ's before.

Paul: there are clear links between the charter and the data from schools. Paul: Lyndsay, did you meet with schools prior to students finishing as per the Charter? Lyndsay: No. This is work in progress and doing lots of work within the SAT but it feels slow. We need to make sure we are getting it right. We are going to put together a letter to Y10 parents so at start of 2018 so up and running from day one – get into it early in term 1.

Lindsay: feeling frustrated that it's a talk fest, and not making any changes. We have to be patient and get it right, it will take time, and we can't put a timeframe on it. We are scoring small 'runs' but it is slow.

Paul: what does it look like to build a powerful connection with families of children who are at risk of not achieving?

Lindsay: is it a letter, visit, phonecall??? Still to work out what method of communication is best for these families. Currently working through charter goals in SAT.

Lyndsay: it is a working document because you are assessing as you go along and it might change.

Paul: Lyndsay, we won't be as successful as a Board unless you are successful in implementing the charter. We are going to keep the charter in front of us, and keep track of progress per meeting. We need to make sure the process is right. Lindsay: the Board will keep track of progress and hold him accountable for the goals in the Charter, then he will hold staff accountable for the same.

Lyndsay: we need to visit primary schools earlier, to get data earlier, we need data by end of term 3 or beginning of term 4. We can then contact parents. We didn't get data from primary schools for this year until term 1, towards end of term. Look at our processes, to enable the charter to be a reality.

Paul: we are going to ask you to come to all board meetings and report to the board on progress.

Lindsay: re SAT and year 9 and 10 achievement we haven't begun to discuss what strategies are going to be put in place to raise achievement as per the Charter. These discussions coming up with SAT team. Paul: are you meeting the SLT?

Lyndsay: no but we will, and there will be specific set items on the agenda, to have specific class meetings that will meet the charter point. Meetings will be open to all staff and will allow for open feedback, advice and ideas.

Lyndsay was thanked for her work and left the meeting at 7.06pm.

Maree: need back stories of the stats (eg truancy)

Paul: we as a college need to protect where they are at y9 then raise them.

2.2. Gold coast tour July 2018 – Karen Flay and Leighton presenting – (6.15 – 6.25)

On the back of a successful rugby trip in 2016, the proposal is that that a netball attends the tour next year. Learned from some challenges last year, especially finance. Lindsay: next year look at holding the assembly before they leave as this was a great experience.

Organising through world sport, as it's their area of expertise. Parents can go but have to organise their own group. Paul: feedback from forums is that parents want more involvement in the school.

Lindsay, get message to parents early to establish who would like to go. If staff go, we need to start building the culture within the school that the cost for teachers is built in to the cost of the trip.

Looked at local business to support the trip but they couldn't compete with the World Sport package.

Paul: Give local agent the opportunity again.

Karen: if it's approved, they will call a meeting between college A and rugby parents. Last year EOI's were requested then presentation was made to parents showing breakdown of cost etc. Deadlines were set based on World Sport recommendations. Three meetings with parents were held prior to tour.

Paul: How do you keep the behaviour on track? Leighton: there is school attendance criteria and parents know at the beginning. Maree: can achievement be built in? Leighton: yes, and pastoral care as well. Lindsay: keep communication open and no surprises. On tour, daily meetings are held, curfew was 5pm, staying in groups of three.

Karen tabled the letter (correct version) for the Board to consider.

Maree: suggested fundraising ideas that don't impinge on other fundraisers that are already occurring. Karen: fundraising ideas won't do this. Lindsay: Blues and golds can get \$300 for fundraising from Otorohanga Sports.

Anthea: regarding fundraising, do the boys have to participate?

Karen: yes, although some parents prefer to pay outright. Anthea asked for clarification on the

numbers of staff attending the camp as the cost of paying for all attending adults was high. Karen: five will attend (lower than original presentation to the Board).

Karen and Leighton were thanked for their report and left the meeting at 6.38pm.

Clear parameters are to be developed so that everyone understands clear guidelines of behaviour and expectations of students before and during the tour.

Move that the 2018 Gold Coast tour be approved

Paul/Maree AIF

Lyndsay attended the meeting at 6.45pm (see item 2.1 above).

2.3. Hostel update and report

Hostel report has come through. Recommendation from Himi is that the hostel is rebuilt as the cost to rebuild is not much higher than the cost of refurbishing.

Paul: what is the best approach regarding this? We have no money, community has no money. We draw up a letter to Nicky Kaye, Minister of Education, and we talk to Barbara Kuriger and Nanaia Mahuta. We will go via Barbara Kuriger, letter needs to sell the mutual success of the hostel to Otorohanga and the Coast communities. We need to get government funding for it. It is unique and students add much to our community, whereas hostels at HB or HG are add ons, but our hostel is specifically for our community. If coast children don't have a hostel there is no option for schooling for them. It is cost saving for students.

LINDSAY – ACTION POINT - create a working party to draft letter. Maree, Lindsay, Lorraine, MiClaire, Paul and Roy. Lindsay to forward meeting time to trustees early next week.

PAUL – ACTION POINT - Paul to ask Ernest if he would like to be on working group.

Lindsay: hospitality and tourism is big in the area. We have had our property meeting, we want to grow hospitality. Is there a need for hospitality? Yes, do we have an expert? Yes. Do we build a hospitality area within the existing school or in the hostel, new kitchen in the hostel, or sports arena? Where is biggest value for kids? Providing lunch, if we had a commercial kitchen? Manned by our kids, creating food for our kids. Lindsay suggested other ideas for growing hospitality at college and also where the hostel might be located. WINTEC are keen to come on board. Maree: will we grow the food? Lindsay: yes.

Lindsay: Where will hostel kids go? Local marae have offered, but if we build on new site students can live in old hostel while new hostel is being built. Cafeteria for the hostel could also be commercial cafeteria for school.

Current cafeteria building...either get rid of it (no we don't want to do that), or open it up and making it lighter for students? Not being a cafeteria it could become a student common room in non-contacts etc.

Working with project manager who has given ideas for how this can be achieved. Project manager has suggested other schools that have achieved this hospitality vision. Suggestion to visit those schools.

Draft letter re hostel, we will deliver it via road trip to Parliament.

2.4. Charter

Lindsay: happy with Charter, it is a living document. Main thing, new coming in to the college, we have six strategic goals which have been approved by MoE. Over time the hostel and finance goals

will be achieved and we will have four constant goals for the future. All goals reflect the ERO report recommendations.

Paul: what are the difficulties around SAT that is slowing down some of this?

Lindsay: relational pedagogy that is being built within the team. Continuing to make explicit what the team is about and what the goal is. Charter has been mentioned briefly in SAT meetings, only because it hadn't been ratified, but now that it has it will be central to discussions.

Trustees need a copy of annual plan each, then we can track progress as a board at meetings.

Lindsay: I want any staff member on any given day to be able to quote the charter. Everything has to relate back to annual plan and strategic goals.

Maniapototanga, goal 4. This will be a massive challenge so please be patient as he knows we will be. Hostel: most of aspects have already been achieved. Is a working document and on our way to something good.

Lorraine: feedback from forum #2 is the current vision has no relevance to our community. Community has no ownership of it. Forum members sparked the debate about the Vision but parents need more representation in this discussion.

Lindsay: Do we adopt Charter with a vision that the community is unhappy with or do we accept it, making it explicit that the Vision will be worked on?

Paul: Board driving the vision and putting it to the parents, who have a stake. We aren't happy with the vision and we will continue to work on that.

Move that the 2017 charter be approved with the current Vision that will be reworked with community
Lindsay/Paul AIF

2.5. Streaming and achievement stats of middle streamed students

Defer

2.6. Complaints policy

Lorraine awaiting feedback from Trustees re their thoughts on the current complaints policy. Once Lorraine has this, she can start to formulate a policy that 'fits' our requirements. Policy has to be accessible, easy to follow and focus on early or low level intervention as first options, unless the complaint is of a serious nature. Lorraine to send out again and do a mix and match based on best practice.

LORRAINE – ACTION POINT – Lorraine to send out St Paul's and HBHS complaints policies again for trustees to review and feed back to Lorraine.

2.7. Follow up re disciplinary hearings

LINDSAY – ACTION POINT – Lindsay to follow up with donna regarding 3 monthly reporting of students who appear at disciplinary hearings, including students who appeared in 2016, how is their progress going?

We haven't had any reports yet.

Lorraine: Send letter to both student and family when they have met expectations from disciplinary meeting and congratulate them on their progress.

Paul: Is there anything available for extra tuition?

MiClaire: Yes, some students go to Mr Newton and Mr Buckley after school

Lindsay – Action point – Lindsay to bring NCEA 1, 2, 3 – 2016 stats to June Board meeting to compare math, reading and writing stats against national average.

Lorraine: we need to establish a planned student achievement reporting cycle, eg, every curriculum area is reported on regularly.

LINDSAY – ACTION PLAN – Lindsay to develop a achievement reporting cycle and report back to next Board meeting.

2.8. Support for and focus on hostel students' achievement

Defer

2.9. CoL update

First meeting held last Wednesday with Barbara Wenn, Karen Coleman, Lindsay Dunn, Glenn MacPherson, Suzanne (St Mary's??), Karen Crowe and Tamae Dimond from participating schools. Catriona and Shawn Gielen also attended. Chair/leader hasn't been elected yet. Paul: college needs a strong voice on the CoL.

Lindsay: needs to come up with a collective statement of what it will be achieving. Set achievement challenges.

2.10. Careers

Defer

2.11. Grants update

Lorraine awaiting grant outcome from Otorohanga Club for speakers for gym technical upgrade. This project is almost complete and accountability is almost ready to send to First Sovereign Trust and Trust Waikato for this project. One further grant application has been sent to Grassroots Trust for the four heatpumps. Will be advised late June of the outcome. Several staff members have asked Lorraine to apply for grants and they are being prioritised and aligned with appropriate funders. The science department has requested that 10 laptops be included in the capital plan and that funding be applied for, for these laptops.

Sorting capital plan is the job of Lindsay and new DP.

LINDSAY – ACTION POINT – Lindsay to develop timeline for completion of the capital plan.

Lindsay would like to have the charter printed professionally.

Maree: use department within the college.

2.12. School culture

Lorraine: One of the major findings from forums is that school culture needs to be addressed, eg drugs. Do we have to bring in drug dogs?

Maree: we have brought in drug dogs in the past.

Paul: what is the process if drugs are discovered on a student?

Lindsay: It is addressed and treated very seriously. The student's caregivers are contacted and the student is immediately stood down until investigation is carried out.

Paul: We need to make sure that this is publicised as some people think we have a soft policy in this area.

Lorraine: If staff, students and parents are saying the same thing about behaviour at school it is likely to be a reality, not perception, this is triangulation. A staff member, an ex-student and a parent told

Lorraine today that behaviour is a major concern. Community doesn't receive enough information about matters that are causing them concern, eg, drugs at school and what happens with students who break these rules. Perception among some community members is that bad behaviour is overlooked.

Paul: I was clear to the people in my group at the second community forum that we are taking the school culture seriously, we are addressing it as an agenda item in our BOT meetings and staff are planning to do a breakout session on Positive Behaviour 4 Learning (PB4L), behaviour will only be improved if it is done using a systems approach such as PB4L.

Lindsay: We need to develop a shared message: *"We are serious about the culture of the school and rebranding as a college. We as a board are determined to use the evidence in front of us to drive and improve."*

Lorraine: The Board can't have blinkers on, or deny parents' experiences. We need to take concerns seriously whether they are perception or reality. We need to communicate rules and our policies to parents, including the complaints policy. Parents need more information.

2.13. Capital plan

See 2.11 above.

2.14. Forums update

Forums going well with lots of positive and honest feedback coming forward. Because of feedback at the forums, Lorraine has approached Peter Coventry to assist with outsourcing driver licensing and possibly a mentorship programme and outreach programme to Kawhia primary schools. They aim to source funding for these projects, Peter to advise Lorraine re this. Paul, Lindsay and Lorraine meet with Eric Tait, Kara Thomas and Zach Mounsey after the first forum and discussed branding, agribusiness, College Partners and the SSEP scheme (see below).

Lindsay: Peter Coventry has also suggested a fund or incentive to reward high achievers. Peter to advise.

2.15. Secondary Schools' Employment Programme

Lindsay and Paul attended Smart Waikato Charitable Trust event. Smart Waikato approach local employers and contextualise learning – so curriculum makes sense for students. This is a three year programme, (cost \$20,000). Lindsay has expressed an interest in the programme (but has not submitted an expression of interest). Have approached Federated Farmers to help fund this, but they only support one school per year.

LORRAINE – ACTION POINT – Lorraine to also talk to Ray Haley about what has happened in the past in this regard.

2.16. Otorohanga College Partners

Eric Taite, Zach Mounsey and Kara Thomas met with Paul, Lindsay and Lorraine. Idea was suggested to Paul after the first forum for businesses to pay per month that will be used specifically for PR, Driver licensing, agribusinesses and SSEP.

Maree: some feedback from several people saying that the Board is only hosting the forums to get money into the school. That was one part of it, yes, but not the main purpose.

Lorraine: That is a shame that some people feel that way

Lindsay: If that is perception we need to address it

2.17. 5YA/Capital Plan

Budget for 5YA has jumped because of house sale. There is \$300,000 to spend on priority 1 and 2 items. These items are already decided, then we decide on priority 3 (asset preservation). Next big

project is roof of C Block (priority 3).

2.18. Add Otorohanga College – Condition survey summary to capital plan

Done.

2.19. Disposal of two buildings

Two buildings are owned by the Board, trades academy building and PE/Health classroom next to gym. As these buildings are owned by the Board the MoE won't pay for upkeep. We can't afford to maintain the buildings. Current state with roll, we can live without them. It has been mooted that we tender the buildings, purchaser uplifts buildings etc and returns it to lawn or green space. Lindsay: Buildings are in relatively good repair.

MAREE – ACTION POINT – Maree to clarify local bylaws for removal

Move that that, subject to council regulations, that G1 and the senior skills academy buildings are put up for tender and removal.
Lindsay/Paul AIF

2.20. Risk register – do we have one, if yes, add in asbestos in Block C (more details required from Himi).

If we don't have a risk register...we need one.

We have a risk register.

LINDSAY – ACTION POINT – Lindsay to add asbestos report to risk register.

2.21. Agribusiness

Needs to be discussed at curriculum levels before we proceed with this.

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 apologised for his late report.

No motion was made to accept the Principal's report.

3.2.1. Nil policies

3.3. Treasurer's Report

Cost of running school vans to be investigated.

LINDSAY – ACTION POINT – Lindsay to find out running costs of school vans.

2015 financials were held up because Paul and Lindsay refused to sign 2015 audit because they didn't want to be held accountable for the financial period that they weren't 'responsible' for. 2015 audit has now been signed and an assurance from MoE has been given that they will not be held accountable for that financial period. 2016 accounts are at auditor.

Email came in from Barbara Wenn regarding the need to keep an eye on finances and not to go over budget on some expenses. Anthea: if expenses are over \$500 (delegated spend) it needs board approval. Lindsay agreed and apologised that some items were purchased outside of delegations schedule.

Every board meeting we should receive accounts. Lindsay has assured the Board that the accounts are in a very good state for 2017, up to and including April and May. We are tracking well and Lisa doing a great job with accounts.

Lisa to send through payments schedule to BoT for approval for payment.

No motion was passed to approve accounts as this information was not at hand for trustees to consider.

Email to approve accounts ratify in June.

4. Annual plan overview

5. Correspondence

5.1. Inwards

- 5.1.1. Proposal to attend Gold Coast tournament 2018 – PE Dept
- 5.1.2. Hostel Report
- 5.1.3. Trust Waikato successful application \$1000 for gym technical upgrade
- 5.1.4. NZSTA AGM delegate
- 5.1.5. Kidscan
- 5.1.6. Resignation from Mike Smith

5.2. Outwards

- 5.2.1. Grant application to Grassroots Trust Ltd for heatpumps \$18309 (ex gst)

Move that the inwards be accepted and outwards be approved

Lorraine/Paul AIF

6. Confirmation of Minutes

Move that the minutes dated 27 April 2017 be accepted as true and accurate.

Lorraine/Paul AIF

7. Matters Arising

Nil

8. Identify Agenda Items for next meeting

- student achievement reporting planning
- ratify motion to approve April accounts
- hostel
- vision
- streaming and achievement of middle streamed children
- complaints policy
- disciplinary hearings report
- support for hostel students' achievement
- CoL update
- Careers
- Grants
- School culture
- Forums update
- Capital plan completion timeline
- SSEP
- Otorohanga College Partners
- Ag Business

9. Identify Items for College newsletter

- forums update

LINDSAY – ACTION POINT - Lindsay to give hostel report to Roy and ask Roy to communicate findings with his hostel families.

10. Set next meeting date: 29 June 2016 at 6pm

Anthea requested that the Board moves into PEB to discuss a sensitive matter. The nature of the PEB and reason for moving into PEB was discussed, however no formal motion was made (overlooked).

Public Excluded 9.32pm

Public Included 9.53pm

11. Meeting Closure/Farewell: 9.53pm