

Ōtorohanga College Board of Trustees Meeting Agenda

To be held in the College Boardroom on 28 September 2017 at 6pm

Lindsay shared a prayer for the board to learn over the next month

Paul thanked Mi-Claire for her services as member of BOT. MiClaire left the meeting at 6.10.

1. Administration

1.1. Welcome/Present

Paul Singh, Lindsay Dunn, Brenton Irwin, Lyndsay Kurth, Seilala Makasale, Ashlee Hawkes-Board, Maree Bublitz, Mi-Clare Venter, Greg Howitt, Amy Hacker, Anthea Tata

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 – Lyndsay Kurth

Lyndsay provided a summary of the work that has been undertaken since the last Board meeting. In response to a question about the moderation of junior students' assessments, Lyndsay outlined the work that has gone into ensuring effective moderation. Lyndsay tabled the Moderation Cover Sheet and explained the development of the Individual Learning Plan which is now more robust than one produced earlier in the year.

Primary schools are providing OTJ's which will guide who is in Te Ope Angitu next year. Data from primary schools is needed earlier and would be better if it included all aspects of students' learning. Paul: How are Y12 and Y13 students tracking? Lyndsay: has met with Deans and asked who are identified as 'amber' and 'have they been tracked throughout the whole year?' Lyndsay wanted to know who is on track, not on track and who needs extra support to get 'over the line'.

Lyndsay left the meeting at 6.31pm.

Lorraine: How are the needs of the 'top' end students being met? Do/can the 'top' students have ILP's? Amy: Diane Pemberton provides high level assistance for these students. Amy would like to assist Diane with this support next year, in 2018.

2.2. Greg Howitt – PB4L and discipline

PB4L overarching system in New Zealand schools – the whole idea with it is to build better human beings. To establish an environment where learning takes place. Paul: The community forums raised the issue of discipline, or, the lack of it and the approach to this needs to be systemic. We are currently on tier 1, and almost ready to have tier 2 training.

Greg tabled the SFT Narrative handout – School wide Evaluation tool

Paul: Do our students know that they are here to pass NCEA? Some students seemed surprised when I suggest that this is their reason for attending College – not understanding that they are here to gain a qualification. Perhaps this could be a focus in our 2018 Charter.

Ashlee: Junior classes need to be advised what NCEA is and explain what they are aiming towards. There is confusion among junior students about this.

Paul: Is everyone on board with this initiative?

Greg: 80% are on board, 20% not.

Greg left the meeting at: 6.51pm.

2.3. Telco Technology Services (TTS) – regarding server upgrade

Wade Charman and George Flanagan from TTS and Jackie Wallace attended the meeting at 6.53pm. Current server is a liability for school. The majority of schools will upgrade servers between 3-5 years

because they are under warranty during that period. Also, all computer manufacturers run 'slick' supply chains so equipment gets outdated. College server is eight or nine years old and has broken down once already which caused problems (losing data, no karmar or email etc). TTS provided school with a report last year based on age of computers etc. Server replacement including backup system would cost \$29,300 (2016 quote...needs to be updated).

Paul: Might the community be interested in assisting with this funding?

Lorraine: Perhaps, because it's a tangible expense that will have a direct and immediate positive effect on teaching and learning.

TTS to tidy up last year's report regarding the server and represent to the Board. TTS to send updated proposal to Amy who will share with BoT. Paul asked Wade to offer lease options in new proposal, we would like to see 3 Year Finance Lease options and 5 year Operating Lease options, we also need to know the interest rate implicit in both lease options.

Jackie, Wade and George left the meeting at 7.16.

Amy left the meeting at 7.18pm.

2.4. Hostel update and,

Meeting held with Barbara Wenn, Hohimi Whitewood, Paula Rawiri, Sharon Walker, Brendon Lannigan, Barbara Kuriger last Monday 18th September. Reassuring words from Barbara Kuriger regarding her strong support for the hostel. Kaupapa of hui was to have guests see the hostel.

2.4.1. Hostel policies to review

Did not discuss.

2.4.2. Hazard register for hostel

Hazard register up and running and has been for some time

2.5. Disciplinary hearings

2.5.1. Trustees' attendance at hearings

Lorraine outlined the legislative requirements on the Board regarding disciplinary hearings. Whole Board must be on committee (excluding Principal). If whole Board cannot attend we must have a quorum of five (half plus one trustee, again, excluding the Principal) OR a smaller committee of three (recommended by NZSTA) that is delegated by the Board in writing.

LORRAINE – ACTION POINT - Lorraine to find out if the delegated committee must be named.

Lindsay: not fair on student trustee to be involved in the disciplinary hearings.

Ashlee: would prefer not to be involved so she can maintain good relationships with students who appear at the hearings.

2.5.2. Delegated authority to disciplinary committee

See 2.5.1 above. Lorraine to advise.

2.6. CoL update

No one has been appointed as CoL leader.

2.7. Grants

Lorraine will apply for grants that are in the pipeline. Lorraine shared the view that applying for grants, because of the nature of external funding through grants, does not encourage a planned approach to expenditure or budgeting so will stand down from funding officer role after current capital items have been applied for.

2.8. Careers

SLT has discussed careers audit. SLT recommends an external review of careers and NZSTA has personnel

who can assist with this. Review will assist with putting best practice systems in place.

LINDSAY – ACTION POINT – Lindsay to obtain costings for NZSTA to undertake external review of careers.

2.9. School culture – drug policies

Brief discussion held regarding current drugs policies. Lorraine: How do we obtain baseline data on drug use by students at school? We are trying to overlay systems on a group of students who potentially may be drug users. Need to understand extent of drug use at school so we can ensure these systems will be the most effective. Drug dogs will assist this. How easy is this?

Brenton: Dog at Waikeria may be easier to access.

Ashlee: Juniors need drug education; some junior students joke about drug use. Students can smell drugs in toilets. Ashlee concerned about vandalism and graffiti in toilets.

Lindsay suggested that student leaders could assist with gathering this baseline data by noting whenever they smell drugs in student toilets and reporting this to staff.

LINDSAY – ACTION POINT – Lindsay to draft letter to community informing them of the Board's intentions to bring drug dogs into the school.

LINDSAY – ACTION POINT – Lindsay to contact Andrew Connors at Ōtorohanga Police Station regarding access to drug dogs.

Maree noted that some electronic policies do not match those held in the policy folder.

2.10. Parent forum

Lindsay asked for forum to be moved to November.

LINDSAY – ACTION POINT – Lindsay to speak with SLT regarding the SLT facilitating the parent forum

LINDSAY – ACTION POINT – Lindsay to set a date in November for parent hui.

2.11. Complaints policy to ratify

Move that that complaints policy be adopted

Lorraine/Paul AIF

2.12. Update on casual vacancy

Work towards strengthening Maniapototanga goal in strategic plan by selecting someone with this area of expertise onto the Board. Next step to advertise in newsletter for people who are keen to fill the casual vacancy to write to the board and outline skills and experience. People to address letters to the Chairperson and review at next meeting or subsequent meeting.

2.13. Reimbursement from Larz Ngawaka

Lindsay has been in touch with Larz and mooted the idea of reimbursement with him.

LINDSAY – ACTION POINT – Lindsay to make meeting time with Larz Ngawaka to discuss refund.

2.14. Research from MoE regarding Te Ope Angitu group (identifying students)

Paul will contact Karen Crowe regarding this and report back.

2.15. ERO visit

LINDSAY – ACTION POINT – Lindsay to contact Paul Matthews at ERO and liaise with Karen Crowe regarding timing of next ERO visit.

2.16. 5YA

Still in progress.

2.17. PEB

Board agreed that the minute secretary be excluded from all Public Excluded Business discussions.

Section 48, LGOIA 1987

Move that the public and the Principal be excluded from the discussion regarding employment matters, hostel matter and the personnel update. General subject to be considered: Employment matters.

Reason for excluding the public: To protect the privacy of natural persons.

Paul/Lorraine AIF

Public excluded at 8.11

Public included 8.27

2.17.1. Employment matter

2.17.2. Hostel matter

2.17.3. Personnel update

3. Monitoring

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

Anthea queried the incident involving personnel referenced in his report.

Board moved into PEB to discuss this.

Move that the Principal's Report be accepted – Lindsay/Paul AIF

MAREE – ACTION POINT – Maree to liaise with Roy Willison and Lindsay regarding being on the hostel subcommittee

3.2. Treasurer's Report

Move that the Treasurer's report be accepted

Maree/Lorraine AIF

4. Annual plan overview

5. Correspondence

5.1. Inwards

5.1.1. Education Gazette – 25/09/17

5.1.2. Tukutuku Korero – 11/9/17

5.1.3. MOE letter regarding hostel to Paul Singh

Move that inwards correspondence be accepted

Brenton/Maree AIF

5.2. Outwards

5.2.1. nil

6. Confirmation of Minutes

Move that the minutes dated 31 August 2017 be accepted

Brenton/Maree AIF

7. Matters Arising

Nil

8. Identify Agenda Items for next meeting

- TTS Server upgrade costings
- Hostel policies to review
- CoL update
- Careers audit progress
- Parent hui date and planning for November
- School culture – drugs, progress on letter to parents and info re dogs
- Casual vacancy
- update on refund from Larz Ngawaka
- Research re identifying students (from Karen Crowe)
- ERO visit/review

- Personnel matters - TBC

9. Identify Items for College newsletter

- Parent hui

10. Set next meeting date: Thursday 26 October 2017

Lorraine is unable to attend this meeting so has put in her apologies.

11. Meeting Closure/Farewell: 9pm

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