

Ōtorohanga College Board of Trustees Meeting

Held in the College Boardroom on Wednesday 24 th October 2018

1. Administration

1.1. Welcome/Present

The meeting opened at 6.03pm with a welcome from Lorraine and a Mihi Whakatau and Karakia led by Keith.

Present were -: Lorraine Fox, Anthea Tata, Keith Edwards Chris Van der Hayden, Brenton Irwin, Maree Bublitz, Paul Matthews LSM, Paul Singh, Sylv Morgan

1.2. Apologies

Monique Fagan, Student representative

1.3. Declarations of Interest

Maree Bublitz is an NZEI Site Rep and Staff Trustee

The Board members took part in whakawhanaungatanga with Paul Matthews LSM

2. Strategic Discussions and Decisions

2.1. Speaking rights to Paul Matthews

Move that Paul Matthews be given speaking rights but not voting rights.

Lorraine/Paul
AIF
Carried

2.2. Strategic Direction document –

Lorraine asked Maree if she had any progress to report as Lindsay is absent and unable to speak to it. Maree said that the document had not yet been shared with staff although it was stated at the last Board meeting that staff would see the document last week. Lorraine suggested that copies of a shorter summary could be placed on the seats at Senior Prize Giving on November 5th for parents to take away and consider with perhaps a Survey Monkey link to give their responses. Maree said that would be a good idea as long as Staff have had the opportunity to view and comment on the document prior to Prize Giving.

Lorraine suggested that she and Paul Matthews meet with Lindsay on Thursday/Friday to ensure this is done.

2.3. Bus routes

Defer for Lindsay to update the Board

2.4. 7 C's - defer

2.5. Exit Leaver's data or Survey Information tabled

Paul Singh said the data was good and gave information on everything we were looking for. He was surprised that the data showed only 5% had an issue with the College as the reason the information was requested by the Board was a perception in the community that many students are leaving from dissatisfaction with the College. Maree suggested that the Personal Reasons for leaving could also be indicative of a problem.

Anthea observed that all this data is available now after months of asking for it. Maree explained that the information had to be collated from leavers folders and from KAMAR and from the Sign Out form and Leaving Certificates.

Lorraine wondered if the Personal Reasons option is chosen with families feeling a sense of whakamā about communicating their upset. Is there a way of accessing other Ōtorohanga College data to be more effective?

Keith suggested that a template be set using this report as an exemplar of what the Board requires and Lorraine reiterated that Stand Downs and Suspensions information should be reported termly. Paul added that the monthly figures be presented alongside the cumulative ones to track trends.

The meeting discussed what is known anecdotally about students leaving to go to Te Awamutu College and if that is not being represented in the data. Perhaps a specific column is needed for going to another school.

Lorraine reiterated that this report is a great starting place and thanked Donna Russell for the work she has put in to it.

Paul Matthews suggested to the Board, that to get the information it wants, the Board needs to consider the question it wants an answer to. Leavers data is related to the Public Service target, what is the level of qualifications students are leaving with? It is required to be at 85% at NCEA level 2 or higher at the point of leaving. For senior school leavers why is it necessary to stop tracking on leaving when often they may go on to further qualifications that can be credited to NCEA which is a cumulative accreditation. This can be seen as an added success too.

Maree pointed out that THRIVE was tracking students who had left school and should have the data. This was funded by Ōtorohanga College and the Ōtorohanga Council when Dale Williams was Mayor.

Lorraine pointed out that with the new Head of Pathway and Pathways Coordinator, this data would be best moved in to the College's responsibility and then we would own and monitor that data.

Regarding Leavers data Lorraine said we could look at the rolls for the last 5 -6 years and see how the numbers stack up - if there are any long-term trends or anomalies. Use this data rather than rely on conjecture. Maree said she could talk to Donna and see what files she could share, to look up any requests that the Board had, through KAMAR.

Paul Matthews reiterated that the Board needs to be clear about what they want to be informed on.

Lorraine would like to be able to answer some of the current talk regarding a dropping roll with surety of evidence or be able to unpack the reasons why the roll is dropping if this is the case.

Maree asked if the current Board was familiar with some of the annual reports of Timoti Harris? They would provide this Board with roll data in one format. Lorraine asked that there be an assurance that when families do have a concern with the college that these are recognised and addressed in some formal and appropriate way.

Paul Matthews offered a final reflection that the data is not addressing the issue of students leaving before they have not even come i.e. year 8 students who are not even starting college in the first place. What proportion of the year 8s are actually coming here.

Lorraine answered that a synopsis was conducted last year before the forums because there were lots of questions around that issue. Year 8 data was matched with year 9 data over 5 - 6 years and it showed that we are losing potentially 25 - 28 students into year 9 each year. This data did not include the loss experienced at year 6 level and those who choose to go to Te Awamutu intermediate.

2.6. Behaviour management

Maree was thanked for sharing by email the draft form of the Behaviour Manual. At this stage it is awaiting feedback comments from staff and fine tuning. Maree pointed out it is an adaption of what has been used in the past and is not a totally new document.

Lorraine asked how is the practise of these managements assessed in terms of consistency, review and efficacy? Maree replied that the staff have identified that currently it isn't working consistently. The next step is to reiterate what staff must do and to evaluate how the staff want it phrased and then a system in place to ensure that all staff know how to deliver the protocols and what the steps are in restorative conversations. Part of staff appraisals should show how well the staff member is achieving delivery and what support there is for the staff member to be able to put it all in place.

As staff they need to own the role of consistently applying rules and trusting colleagues to follow through on KAMAR with feedback and consequences.

Lorraine explained to Paul Matthews that through the course of the staff survey the Board gave staff the assurance that we would keep Student Behaviour Management practises on the radar and keep asking for accountability. Maree added that also to consider is the possibility of funding required to provide PLD for staff around the delivery of the programme.

Lorraine asked for a date that would be appropriate to report back on the significant milestones. Brenton suggested being ready to go with the programme at the start of the year makes sense.

Lorraine said a report at the first BoT meeting at the beginning of the year may be appropriate.

Lindsay Action Point. Lindsay to report to the BoT, at the first BoT Meeting in February 2019, a formal report on the progress of the Behaviour Management Programme.

Lorraine asked Paul Matthews if the New Zealand Council for Educational Research survey of Well Being at School, that has been mooted for some time, needs to be a formal motion to ensure that it takes place.

Paul replied that there are two points to consider; there is a cost involved although there is a lot of valuable information when the results are interpreted alongside the Staff Survey and that seniors are now about to leave and should be focussing on their exams so is probably too late. Whether this means only conducting a Junior School Survey now or waiting until early next year for a whole school approach. Lorraine doesn't believe it is a cost factor but more that it should just be a routine and embedded in practice every year, for example, every February or March as decided. Not to be reactive.

Paul Matthews pointed out that as a board if you are asking for evidence of the effectiveness of the Behaviour Management program then the NZCER Survey is a very effective tool, however the implementation of the survey is an operational matter. It is an evaluative question the Board needs to ask and it is critical. Students need social and emotional engagement to learn.

Anthea observed that the questions have been asked over a long period of time with no feedback. Paul Singh said there seems to be a lack of sense of purpose amongst a proportion of the school. Engaged pupils go to other schools and that throws out our averages. Lorraine said how it feels like an exodus and effects a lot of layers within the school.

2.7. H & S Tool - defer

2.8. Adopt reporting template

Lorraine and the Board wish to acknowledge that Amy Hacker has done an outstanding job with the Reporting Template and Faculty reporting to the Board and thank her.

Move that the Reporting Template be accepted

Lorraine/Paul
AIF
Carried

Paul Matthews and Lorraine have discussed that a plan will need to be in place for student achievement reporting (ie targets) so that those reporting to the board understand what is required of them and when, that it is not reactive, and allows for planning-

2.9. Crowe Horwarth continue to audit accounts for next three years

Move that the Crowe Horwarth continue to be the Ōtorohanga College Auditors for the next three years

Lorraine/Paul
AIF
Carried

2.10. Ratify electronic motion for Lorraine to sign letter of representation and 2017 audit report

Move that Lorraine is to sign the Letter of Representation in the 2017 Audit Report

Lorraine/Maree
AIF
Carried

2.11. Move that all school owned houses have full inspections quarterly

Maree reported to the meeting that the insurance coordinator from Crombie Lockwood recommends full quarterly inspections. Lorraine said the logical next step is to research the cost of a full inside and outside inspection from an independent Inspector. Anthea will take the new parameters required by the Insurance Company back to Buzz Linn and see how the changes may affect her original quote. Anthea will email the revised quote to the Board for the Board to agree electronically and then that process can be started.

2.12. Board administration

2.12.1. Detail in minutes

Lorraine asked each member of the Board their views on the amount of detail in the minutes. Generally it was considered important for the transparency of the Boards actions but sometimes there is too much general information that makes for a lengthy read and is not always necessary. As a public record the amount of detail gives the rigour of the pathways we use to make decisions. Anything taken out of context from the public record cannot be controlled by the members of the Board so what is brought to the table by individual members should be pertinent to the topic and suitable for the public domain.

Lorraine asked if all members accepted the level of detail in our minutes is acceptable and all agreed to continue with the level of detail currently in place.

2.12.2. Student achievement reporting

To prioritise student achievement reporting Lorraine confirmed with the meeting that the Principal's report be moved to 2.1 on the agenda.

Paul asked if the person who is responsible for a report presents it to the Board as there is value in being able to clarify issues with them. Lorraine said that Karen Crowe's recommendations are to move away from that style as the Principal should be able to talk to the reports. To be discussed further in upcoming meetings.

2.13. PEB

Deferred to the end of the meeting
In the future PEB to be set at Item 9.

2.13.1. Student Wellbeing

2.13.2. Personnel

2.13.3. Public relations

3. Monitoring

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

No Principal's report received.

Student Achievement Reporting (reports received by the BoT 24/10/18)

Paul Singh noted that level 2 NCEA is tracking at 84%. This is very positive. The initiatives to align results with our Strategic plan are beginning to come through. Amy has made a recommendation at the end of her report that suggests some of the positions be made permanent and the variation of hours be made each January as needs require.

Paul Matthews added that you cannot employ a person in a permanent position if the funding for that position is not permanent. Paul Matthews is happy for it to be referred through to him as he has the employer role and Lorraine also supported this.

Anthea asked about the current staffing changes and should these things be in the Principal Report? Lorraine said yes this is part of it, and given Amy's HR role she will continue to report on a monthly basis through the Principal. The Board should be informed of any staff issue that could be of risk to the school.

Move that Amy Hacker's report be accepted

Lorraine/Paul
AIF
Carried

Move that Donna Russel's report be accepted

Lorraine/Keith
AIF
Carried

Move that Lyndsay Kurth's Special Ed report be accepted

Lorraine/Maree
AIF
Carried

Lorraine suggested that reports need dates and names for next time.

Lorraine had not yet read the AoV from HoF and Amy had said Math's data is missing so will be deferred until next meeting.

3.1.1. Gifted and Talented report

Gateway: Diane produced the report after attending the Gifted and Talented Workshop, has concerns and suggestions.

Diane suggested through Lorraine that she currently has a budget of \$600 but would like to request \$2000 and 2 contact hours per week. Lorraine suggested that Dianne work through Lindsay.

Paul: How can the Board be assured that the ALP programme be accessible to students across all disciplines?

Paul Matthews recommended that at the start of next year as part of the planning a Policy is in place. Amy and Paul Matthews could draft a policy and guidelines to be presented to the Board.

Move that Dianne's ALP report be accepted

Lorraine/Paul
AIF
Carried

3.2. Hostel Boarding Director's Report

Only just received so not able to be read but Keith reassured the meeting that he is in contact with Roy.

Lorraine asked how the reporting template is progressing. Keith intends to work with and support Roy more frequently.

3.3. Treasurer's Report

Move that electronic motion to approve September accounts be ratified

Lorraine/Anthea
AIF
Carried

Paul reported that it is pleasing to see the Learning Resources are now up to budget and the rest appears to be tracking really well. Lorraine added that Lisa had emailed through to the Board asking for a quick budget requirements for the 2019 budget, for members to assess what our board expenses are.

Paul suggested requesting from Lisa an analysis on the profit and losses of the 3 Board owned houses. Lorraine said it already has been done.

Move that the treasurer's report be accepted

Paul/Maree
AIF
Carried

4. Confirmation of Minutes of Thursday 27th September 2018

Move that they be accepted as a true and accurate record of the meeting held on 27th September 2018.

Lorraine/Maree

5. Matters Arising

Nil

6. Identify Agenda Items for next meeting

Lorraine asked the members of the Board to ensure that nothing is left out of the agenda prior to the meetings in case she overlooks anything in her administration of the agenda.

Strategic Direction Document

Bus Routes

7 c's

Exit leavers' data

behaviour management plan progress

H & S Tool

HOF AOV

School house inspections quote

7. Identify Items for College newsletter

8. Set next meeting date

29th November 2018 at 6.00pm

Section 48

Local Government Official Information and Meeting Act 1987

Move that the Public be excluded from the following parts of the proceedings of this meeting namely:

2.13.1. Student Wellbeing

2.13.2. Personnel

2.13.3. Public relations

Reason for excluding the Public - To protect the privacy of natural persons.

Lorraine/Anthea
AIF
Carried

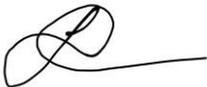
Public Excluded 7.59pm

Public Included 9.20pm

9. Meeting Closure/Farewell at 9.20

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

Minutes are true and accurate



29-11-19