

# **Ōtorohanga College Board of Trustees Meeting Minutes**

## **Held in the College Boardroom on 28 June 2018 at 6.30pm**

### Agenda Item

#### 1. Administration

##### 1.1. Welcome/Present

Lindsay Dunn, Lorraine Fox, Brenton Irwin, Chris van der Hayden, Keith Edwards, Maree Bublitz, Ashlee Hawkes-Board, Anthea Tata (6.46pm), Seilala Makasale (minutes)

##### 1.2. Apologies: Paul Singh

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

#### 2. Strategic Discussions and Decisions

##### **Student achievement reporting**

Report discusses accelerated Student Achievement plan, some of the celebrated successes, some of the pitfalls that have been encountered.

**Moved report be accepted LF/LD AIF**

2.1.1. <http://www.govtalks.co.nz/all-videos/holistic-thinking-student-achievement>

Presentation 2.1.2 Topic: Faculty report to Board

2.1.2. What is required in our curriculum/faculty reporting to the Board?

What do we want to see in reporting? Some form of template for consistency. What is the value of having face to face presentations at the Board meetings from faculty leaders? Reporting should be done through the Principal.

What would be in template? As this would be a guide to the report.

Thoughts on how you want curriculum reports to be presented to the Board

LD: Hui with SLT – what reporting/how reporting/what does it look like/what the best value

HOF's have not been appraised or held to account as middle leaders. SLT have decided that HOF's report periodically (up to BoT). Report on set criteria, student numbers, standards, what is working/not working. Target groups: how do we build this in?

HOF's report as part of principal's report.

SLT have not been appraised against their task (not job description). Each month LD will have a report from each SLT to report to principal on all set tasks.

LF: will be discussed at next BoT meeting when there is more clarification on reporting

KE: Leaders constantly in battle between holding the student at the centre of Education process and reporting back on the data. Sometimes they do not align. What we need to hear from HOF's:

KEEP – IMPROVE – STOP - START

That will give info on how we can support them. It'll give LD direction on the data on achieving a bit better. Keep it simple: How's it going? What's wrong? How can we help? LF: these questions have been raised previously several times but not under the KISS format

Part of our professional learning: understanding and unpacking data, asking the questions, know what to ask, how and when to ask

#### 2.2. ERO Visit 24/07/18 @4.30pm

##### 2.2.1. Behaviour management/Pastoral care systems/systems review

LF encouraged all trustees to read the 2016 ERO report and understand its contents. BOT has asked ERO to focusing on health and safety, pastoral care systems etc, policy and procedure

LD will call Ann Roberts for clarification on whether the visit will be a final or interim visit.

LD – on the release 2016 report, discussed what their visit would look like. Will concentrate on work we have done since 2016 about teaching and learning. LD said SLT are disappointed that results were shared with ERO before they were shared with the SLT. LF assured LD that the plan was always to share with the SLT and this has been communicated to the SLT and this will still happen in spite of results being shared with ERO. Some data has already been shared with all staff.

#### 2.3. Girls' academy – progress

Conversations continue.

**Action point: LD to speak with Diane re: girls' academy**

2.4. Ōtorohanga College Brand

'Food for the long journey' – to use in our vision/motto

New vision/new brand?

Vision is academic based, do we want to brand? Maree: What about a community type brand?

Rather than us in isolation, you get the whole community and push it that way with the development board as well. A school of destination with the new businesses coming into Ōtorohanga.

Taking it to the community, branding as a whole.

2.5. Pathways in charter – what consultation is required here?

Board led initiative – finding out what people think of it, what does it look like

LF: One staff member asked in the recent survey: is it vocational pathways or academic pathways or both?

Discussion on: vocational, academia or a broader 'pathways' for each student. Conversations around pathways started after forums last year.

Starting from year 9 – take away the 'muck around for 2 years' belief that many parents and students have. Start making plans early so students can start achieving goals. Start the dialogue, strengthening their pathway.

Getting students to having a pathway. Including expos and consultations with local businesses.

Ashlee: Students hear about Gateway/Pathways but don't know what it's about. Not introduced to juniors. More value needs to be placed on vocational pathways

New careers department next year will change the way it's introduced to students.

2.6. Kahui Ako progress

Tuesday 3/7 SLT meeting with Suzanne who is the new Principal Leader. Wednesday 4/07 Ki te Moana Kahui Ako Hui, LD and Donna will be attending. Update after that.

2.7. C Block – Invite external people to be part of submission process?

Possibility of inviting someone from the community to assist with the submissions, someone who is objective

LD – challenge is to find someone who is not tied emotionally but to look at it as a reality for our students.

Start builders report - \$10K from 5YA

Use local builder, how do we have conversation with local business as a working group.

Where would new block go? What is the current annual maintenance costs? Current state?

Information exactly how much it would cost?

**Action point: LD access quantity surveyor (building inspectors at council – Maree)**

2.8. Hostel consultation/feasibility study progress

Mid-august, feasibility study will be finished. Leaving here at 3pm for Taharoa and Kawhia for coastal hui (Chris, LD, LF, Keith)

2.9. Policy framework update

MB – working with LK on Decommissioning now so that policies can be built into triennial plan and a three-year review can continue as per Lyndsay's previous work, but build into Board workplan

2.10. Triennial plan progress

Once we hear about curriculum reporting policy framework we will plug in Triennial plan along with policy review

2.11. Staff survey update

LF still working on final report. LF to share draft with BOT first, then final with SLT then all staff on last day of term.

2.12. Board Agreement – what does Competence look like for trustees?

LD & LF – will review what competence looks like because we have adopted the Board framework, professionalism framework and Board agreement.

Reason: communication and role modelling, competence similar to the staff, shared agreement.  
Want it to be a living document.

To be competent: read before coming to meeting, listening, engaging in conversations/discussions  
Commitment to read and be prepared before board meeting

### 3. Monitoring

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

##### **LD move report to be accepted LF/MB aif**

Action point: LD – 'explanation of why building are being removed' to staff as the Board has already made the decision to remove the buildings based on cost of maintaining (comes from our operations grant)

As one water fountain was proposed to be placed next to C Block need to wait to install this until after a decision has been made about C Block. 2 water fountain, tech block & canteen

\$5,130 quote from Ōtorohanga/Te Kuiti plumbing and gas - Need 2 more quotes

The Board wishes to congratulate Whāea Cath on her proposal to Sport Waikato. BoT needs to be included in the school structure.

Hostel staff under stress due to being low on night shift staff. Need to advertise for night shift worker.

Board agreed that it is best to send reports home with parents rather than send via post (cost)

Tahiti trip: Rahui reassured LD that spending for the trip will fit within budget

##### **LD Move to attend conference 16/17 Aug at a cost of \$498. Incl gst LD/CVDH aif**

Thank you to LD for covering food and travel costs of conference.

##### 3.1.1. Ratify Substance Abuse Policy

LF move that Substance Abuse Policy be formally ratified **LF/LD aif**

##### 3.1.2. Review Complaints Policy

LF to make corrections

##### 3.1.3. Personnel – ratify request for leave

LF move that Kristen's request for leave be accepted **LF/AT aif**

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

LF move that the May Boarding Report be accepted **LF/KE aif**

Acknowledge due to several tangi's, Roy was unable to produce a report this meeting.

KE: formal report will be done quarterly with an informal discussion provided by Keith at each monthly meeting. The Board appreciates Roy's detail in his reports.

#### 3.3. Treasurer's Report –

LF May finance report be accepted and the accounts be ratified **LF/AT aif**

### 4. Correspondence

#### 4.1. Inwards

##### 4.1.1.

#### 4.2. Outwards

##### 4.2.1. Thank you letter to ODDB

##### 4.2.2. Lindsay Dunn

##### 4.2.3. Simpson

##### 4.2.4. Malan

##### 4.2.5. Roberts

LF move that the correspondence be accepted **LF/MB aif**

### 5. Confirmation of Minutes

LF – confirm minutes from 31/05 be accepted as true and accurate **LF/AT aif**

### 6. Matters Arising :

Student voices re C Block are still being collated.

NZSTA behaviour management survey, SLT completed on Tuesday

Exit survey – where are the questions? No questions from the Board

Principal report not shared with staff – changed as of today

7. Identify Agenda Items for next meeting (not in order some items will be moved to Principal's report)

- Student achievement reporting
- Curriculum/Faculty/Key competencies reporting to the Board – progress
- Girls' academy progress
- Branding/Vision
- Pathways in Charter
- Kahui Ako progress
- C Block
- Hostel
- Policy framework update
- Staff survey and meeting with staff 30<sup>th</sup> July
- Quotes for water fountains
- ERO visit

8. Identify Items for College newsletter:

9. Set next meeting date: Thursday 26/07/18

10. Meeting Closure/Farewell close: 8.33pm

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

Meeting closed at 8.33.

Signed as true and accurate:

A handwritten signature in black ink, consisting of a stylized, cursive 'S' followed by a horizontal line.