

Board of Trustees Ōtorohanga College
Minutes of the Meeting Held
Thursday 2 May 2019; Board Meeting Room

Mission Statement: Ko te mana mō mua ki te whakamana “Honour before Honours”

1. **Karakia Timatanga** was led by Keith and the meeting opened at 6.32pm

2. Welcome

a) Welcome to Corey Wilson and farewell to Chris van der Heyden

Lorraine Welcomed Corey to the Board and expressed her appreciation for his commitment to the college. Lorraine also expressed appreciation for the work that Chris Van Der Heyden has provided to the Board and wished him well in his new career. Lorraine will write a letter of thanks to Chris.

b) Present/apologies:

Phil McCreery (Acting Principal), Lorraine Fox (Chair), Anthea Tata (H&S), Keith Edwards (Co-opted - Hostel Liaison), Brenton Irwin (H&S), Monique Fagan (Student), Maree Bublitz (Staff), Corey Wilson (co-opted - Finance/hostel support), Paul Matthews (LSM). Sylv Morgan (Minutes)

All present therefore no apologies:

c) Declaration of interest – Nil

3. Strategic Decisions

a) 2019 Charter/AOV – update on progress

Phil reported that the Strategic Direction and Strategies for the five-year period has been completed and this year's action plan will be sent out to BoT members by email on Monday. Trustees will review and electronically agree to the Charter and the movement of acceptance for Lorraine to sign and send on to MoE.

b) Adopt/accept dates for elections

Lorraine reported that all information and nomination forms are being sent out to eligible voters in both the Staff Representative election and the Parent Representative election. An announcement is being placed in the Waitomo news as well.

Move that the following dates be accepted for the triennial election of Parent Representatives to the Board of Trustees and the Staff Representative to the Board of Trustees Election

Calling for Nominations - 10 May 2019

Nominations Close - Noon 24 May 2019

Voting if necessary closes - Noon 7 June 2019

Official Office of new Board - 14 June 2019

Lorraine
AIF

Paul pointed out that there is a grant to cover all costs of the elections and the remainder of the grant covers the payment for the Returning Officer.

c) Chris Van Der Heyden's resignation.

Chris has taken on a position as a member of staff at the College. The vacancy on the Board, this has created, does not need to be filled as it has fallen after the October preceding the triennial elections.

Move that BoT will not replace this position until the triennial election on 7 June 2019

Lorraine
AIF

4. Strategic Discussions

a) Update on past meeting with MoE and upcoming meeting 8 May 8.30am

Paul summarised the previous meeting with the Ministry. The meeting discussed current support from the MoE and their support from the last five years. This included the writing off of debt and PRA. The BoT at the last meeting expressed the view that the current level of support offered by the LSM was correct and the MoE agreed.

The follow up meeting is to cover finances and will be held 8.30am Wednesday 8 May 2019. Paul has shared with BoT members the one-page summary of key figures covering the surplus /deficit amounts from the previous four years. Highlighted are the crippling losses of the 2015/2016 years. A lot of credit must be given to all involved for the much better performance in 2017 and 2018 years. Over the four years the hostel has sustained a loss of \$80,000. There has also been \$65,000 raised to help cover costs so actual deficit would be in the vicinity of \$140,000 without this work undertaken by Roy and Caroline. It is unfair that all the hard work put in to raising those funds could not have been used to directly benefit the hostel. These funds should not have to go on costs. Paul's intention is to ask the BoT meeting that these facts be presented to the MoE meeting next Wednesday.

Corey asked where the extra Hostel funds have come from. Keith replied that a lot of the funds are made up from Pokai, Koreihana, donations from the Kingitanga and koha. Wanaanga are also held on site and the kitchen is rented out. Keith would also like to know what the total cost of running the hostel is as Roy the manager believes the Hostel is self-sufficient and is adamant that there is to be no raising of student fees. Keith asked to be able to approach Lisa to extract that data from the 2017 and 2018 accounts. Keith and Paul stressed how hard Roy and his team have worked to uphold the hostel and the financial situation is not of his making.

Paul believes there is a social justice issue here as the ability of students to pay a more equivalent fee of \$12,000 is not feasible. He would like to investigate a joint subsidy arrangement between possibly MoE, Maniapoto, and whanau. This will be the focus of the meeting on Wednesday as the burden of debt impacts on all students at the College. Phil reiterated that the responsibility for the Hostel has unfairly been thrust on to the BoT and from his point of view the current situation is not sustainable. Lorraine feels strongly that the responsibility of the school is to ensure that all young people are able to learn in their community and should not, through their finances, or rural isolation, be disadvantaged in that.

Move that Paul has clearance to share with Lisa and the MoE managers, at the meeting to be held on Wednesday 8 May 2019, the Summary Report titled Summary of Bottom Line Figures

**Lorraine
AIF**

b) Adoption of policies for May 30th meeting

Maree and Paul shared Delegations to Principal, Curriculum and Assessment and Health and Safety Policies to be considered before adopting at the next BoT meeting.

i) Non-smoking/vaping expectation on college property

Smoking/Vaping by staff at the front gate, in view of students, parents, community is not acceptable. What is the BoT opinion on an area that could be screened off or a policy for members of staff to move away from the school to smoke/vape and not be visible or identifiable as a College member.

An in-depth discussion on the practicality and fairness of the options was held. The costs of screening an appropriate area, as discussed last year, could be greatly reduced with the appointment of Chris to staff. Phil will discuss options with him and report back to the next meeting.

c) Netball trip – policy/guidelines/finance

Lorraine reported that the BoT is under scrutiny by the auditor from the financial management of the Tahiti trip last year. There were various issues around that trip that the BoT was not made aware of. She is keenly aware of the BoT responsibility for the underpinning of expenditure and the following of current policies and procedures for the proposed Netball Trip.

Paul asked if the issue is that deadlines by students, for payment, haven't been reached? Phil pointed out that the timelines for approval are quite short. Phil met with Karen Flay (Organiser) and received responses from her for the 12 points he raised that has given him good assurance that the trip is well run and thoroughly thought out. All

students are to pay \$2000. Fundraising is tagged to raise an additional \$400 per pupil that if achieved will be deducted from that \$2,000. The adults will be getting their own food and therefore would not be using any of the \$400. Phil did extend the cut-off date by three days to ensure all participants were able to attend. All staff are paying to go even though they will be working in a supervisory capacity. Paul would like to see a more financially directed management of trips in the future. The deposits are nonrefundable. He feels the trip is not a risk for the BoT and reassured that the parents will be made aware of the non-refundable deposit.

Anthea is concerned over the timing of payments. She asked where the \$5,700 deposit funding for accommodation is coming from when there is a shortfall of funds by the deadlines. Who then picks up the shortfall? or don't the students go? Phil reassured the meeting that the funds would be available or a student wouldn't go.

Lorraine feels the BoT is very vulnerable for having to meet any financial shortfalls given the history of trip management in the past. NZSTA have advised that the BoT must follow professional advice and that Foster Shek, Auditor, advises that all monies be accountable and traced and into school accounts not staff or parents' accounts for fundraising. All expenses itemised and the budget timing is strictly adhered to. There should be contingencies and controls in place that currently are not being followed. Until they are the BoT should not be contemplating any further trips.

Paul suggested every possible support and expectation be put in place around this trip. Best practise now uses debit cards for fully transparent recording of monies collected and paid out. Phil also reassured the meeting that as Principal he will make this trip work. Phil suggested the need for a moratorium for future trips. Paul agreed and suggested Corey and another BoT member draw up with Lisa's assistance a step by step requirement of expectations both financial and organisational. Corey stressed the need for accurate budgeting early in the planning stages of a trip. Phil expressed his opinion that the BoT level of liability is to having policies and procedures in place. His, as Principal, is to make sure they are being followed.

Keith understands the difficulty of payments being made on time unless meeting them is being driven by policy rather than ad hoc collecting. The BoT has been asking for more information around the trip for a long time. Lorraine expressed again her concerns for the BoT and suggested that Phil discusses these concerns with the auditor.

Phil suggested due to the shortness of time left, the trip is planned for the first Thursday in the holidays, that the trip goes ahead with his assurance that the auditors and BoT concerns will be met by the Principal. He will report at the next meeting on all the issues to give the BoT a clear idea of all the risk. Paul supported this but with advanced notice to all concerned that the level of concern is such that if the organisational and budget requirements are not met the BoT will need to re consider the trip.

Phil will have a report electronically sent to BoT members by the end of next week and if he is seriously concerned, he is willing to cancel the trip at that point.

d) Request for information for May 30th meeting

- i) Summary of student attendance data for 2018 (including gender, ethnicity, year level and attendance data with similar analysis)
- ii) Summary of stand downs/suspensions in 2018 and similar breakdown for term 1 2019.
- iii) Checklist of policy and procedures as per MoE guidelines to follow in relation to stand downs and suspensions.

5. Monitoring

a) Principal's Report - tabled

Phil pointed out that with regards the reports on fighting the repetition of offending by students concerned is very low. Once having a stand down issued there is low repeat offending. Lorraine asked for a method by which BoT could assess the effectiveness of BoT recommendations at hearings. Phil said without compromising confidentiality he could include in his Principal's report case "A", "B", "C" etc as a summary of statistics.

Anthea asked what the position is for pupils on stand downs with regards to playing sport?

Phil answered that stand downs or suspensions require pupils to not be on school grounds and a letter is sent out to parents /caregivers to that effect. Alternative Education is supportive of pupils remaining involved with the school and playing sport as they are on the school roll.

Move that the Principal's Report be accepted

**Phil/Maree
AIF**

b) Student trustee Report - tabled

Monique expressed her concern that any new incoming trustee is not overwhelmed as she was in the beginning. Lorraine suggested that they meet to put some protocols in place. Paul reminded the meeting that the Student election is in September

Move that the Student Trustee Report be accepted.

**Monique/Anthea
AIF**

c) Property

i) Hostel – funding/MBIE

Phil has provided to MBIE all information but they have come back requesting a formal statement that will be sent tomorrow.

ii) C Block – Peter Hanna confirm visit date

The visit from Peter Hanna is to be arranged.

iii) A Block toilets

On the scheme of works directly with the MoE

Monique left the meeting at 8.07pm

d) Finance – ratify March payments

Lorraine explained to Corey that with Paul Singh our accounts person leaving last year the financial reporting is in a state of flux. The accounts only arrived through yesterday so not really time for comments but in the future Corey will receive a copy of the accounts in time to give a broad overview and alert the BoT to any concerns or areas that may need focusing on. Lorraine also suggested meeting with Lisa to start reporting from the 30th May 2019 meeting.

e) Policy Review – covered in item 4b)

6. Administration

a) Confirm minutes 28 March 2019

Move that the minutes be confirmed as a true and accurate record of the meeting held on 28 March 2019

**Lorraine
AIF**

Matters Arising

Keith asked about the review of Hostel Policies. Lorraine said she will share the proposed Policies for the BoT to review before next BoT meeting.

b) Correspondence Inwards/Outwards

Nil received

7. PEB (see over page for resolution):

Move that the meeting go into PEB

**Lorraine
AIF**

Moved into PEB at 8.11pm

a) Canteen contract

b)Media update

c)Principal appointment:

- i) BOT to pass recommendations made by committee
- ii) Approve interview questions
- iii) Set meeting with Virginia Crawford to adopt procedures for interview

Resumed public business at 9.11pm

8. Meeting Closure 9.12pm – Karakia Mutunga led by Keith

Appendix 1: Correspondence:

Inward:

Item	Date	From	Concerning	Action

Outward:

Item	Date	To	Concerning	Action
1				
2				

Appendix 2: Public Excluded Business:

Board to resolve:

That the public be excluded from the following parts of the proceedings of this meeting - namely:

a) Canteen contract

b)Media update

c)Principal appointment:

- i) BOT to pass recommendations made by committee
- ii) Approve interview questions
- iii) Set meeting with Virginia Crawford to adopt procedures for interview

Declarations of Conflict of Interest:

List other business

The reason for passing this resolution and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Reasons: Legal and professional privilege, consideration of confidential matters relating to staffing and to protect the privacy of natural persons.

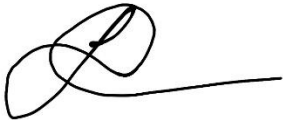
Grounds: The public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

Board to resolve at end of Public Excluded session (in Public Session):

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Person to Action	Item Ref	Action	By
Lorraine	2a	Letter of thanks to Chris Van Der Heyden	
Paul	4b(i)	Report back on screened area discussion with Chris	30/5
Paul	4c	Email to BoT members re Netball trip finances/processes	10/5
Lorraine/Monique	5b	Review protocols for student trustee position	9/19
Lorraine	6a	Share again with BoT Proposed hostel policies	30/5

Minutes are true and accurate.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Lorraine Fox
Board of Trustees Chair