

Board of Trustees of Ōtorohanga College
Monday 4th November: 6.30pm in Boardroom.
Minutes

BOT Members: Lorraine Fox (Chair), Anthea Tata (Deputy Chair), Mark Pitts-Brown (Hostel), Corey Wilson (Co-opted – Finance), Chris van der Heyden (Property – Staff Trustee), Rex Fare, Michael Ritch (Policies), Emma Rye (Student Trustee), and Traci Liddall (Principal). Paul Matthews in attendance.

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

Current Strategic Priorities: (Provisionally taken from LSM summary until community consultation)

- To engage the community in positive and respectful partnerships to support student learning and success, both within the college, and in the wider community including our contributing schools
- To sustain an unrelenting focus on raising levels of student achievement in all areas and all year levels, and to accelerate the progress of priority students.
- To build leadership capacity at all levels of the college, including students, staff and parents.

1. Opening and Karakia
Whanaungatanga/any apologies

Led by BOT Chair and Corey

Welcome Santjie Sols (MOE Finance Adviser to BOT)

- *Meeting Opened: 6:30PM*
- *No Apologies*
- *MOVE - Agenda Area 6 to after Agenda Area 2 - Lorraine, AIF, Carried*
- *MOTION - Santjie has speaking rights for the entire duration - Lorraine, AIF, Carried*

2. Finance

Led by Santjie and Corey

- BOT Finance training led by Santjie (30 minutes)
 - *Additional information was provided*
 - *Budget for Depreciation*
 - *Asset replacement plan.*
 - *SUE Report (Staff Usage and Expenditure)*
 - *List of everyone paid during pay period.*
 - *It is to be checked every two weeks for anomalies by Traci and her appointed staff.*
 - *The BOT must sign.*
 - *Banking Staffing*
 - *Given a certain amount of money, the boundary of which you need to remain within to avoid additional costs.*
 - *Cyclical Maintenance*
 - *Every 5 years, create a 10 year maintenance plan that includes the cyclical maintenance required in the future 10 years.*
 - *To be reviewed annually.*
 - *If unsure of the plan, the MOE will pay to get a quote or get it reviewed.*
 - *The hostel is not a part of the 10 year plan as it is board owned not government owned. It is recommended to make a plan for the hostel that follows a similar structure to that of the 10 year plan.*
 - *The school is not allowed to borrow more than 10% of their operations grant, the repayments.*
 - *FISH (monthly) to Include:*
 - *Income statement*
 - *Balance sheet*
 - *Expectations*

- *Commentary Report*
 - *Further information available on the Ministry of Education Website*
- *Governance Report*
 - *Commentary Report*
 - *Page of Significant Items*
 - *Income Statement*
 - *Balance Sheet*

Lorraine takes a phone call - 6:59PM-7:01PM

- *Suggestion of \$80'000-100'000 set aside as 'emergency funds'.*
- *When analysing risks, consider:*
 - *Are we adhering to our strategic plan?*
 - *Is this what we want for the school?*
 - *Do we have a deficit or a surplus?*
 - *Can we afford it?*
 - *What is it doing to our cash?*
- BOT to decide whether to opt in to MOE donation replacement scheme of \$150/student. Comparative finance data provided.
 - *Cannot ask for donations or curriculum related costs*
 - *MOTION - School opt into MOE donation replacement scheme - Corey/Anthea, AIF, Carried*
- BOT to decide whether to retain or change current college accountant – Current MOE advice is to consider a change by end of 2019
 - *A suggested accountant is Accounting for Schools who are based in Te Awamutu.*
 - *Corey to provide summary in next meeting.*
- BOT to confirm preparation of draft 2020 budget and 3 – 5 year finance strategic plan for 5th December BOT meeting
 - *The hostel is currently the main financial burden.*
 - *The infrastructure is too much for the current student level.*
 - *For hostel to break even, a minimum of 53 students is needed.*
 - *When were hostel staff salaries last reviewed?*
 - *Approximately 6 years ago*
 - *Potentially review in the near future.*
 - *MOTION - To increase the hostel fee to \$6000 per year, an increase of \$300 per student - Traci/Michael, AIF, Carried*
- December 5th meeting of BOT to receive proposed protocols for financial planning expectations for EOTC/Sports/Tours etc.

3. Board Processes, Planning and Training

Led by BOT Chair, LSM, Michael

- BOT to consider adopting 'School.docs' for Policy and Procedure database and ongoing review programme. Reports costs and benefits. See <https://www.schooldocs.co.nz/>. Annual subscription fee is \$2000 for a U5 secondary school.
 - *MOTION - To take on 'School.docs' at the annual fee of \$2000 - Lorraine, AIF, Carried*
- Propose changing November BOT meeting to Thursday 5th December at 6pm, and to set meeting for Thursday January 30th 2020 at 6pm.
 - *Meeting for Thursday 5th December at 6PM - Approved*
 - *Meeting for Thursday 30th January 2020 at 6PM - Approved*
- Propose Christmas function 5 December after BOT meeting.
 - *Christmas Function for Thursday 5th December after the meeting - Approved*
- Acknowledge training and thank trustees for attendance
 - *Everyone to attend the training session on Thursday 7 November*
- BOT meeting with Barbara Wenn (MOE) – 21st November (tbc)
 - *21st November at 5:30PM - Confirmed*

4. Property

Led by Chris

- BOT to receive quotes for security cameras
 - *10 cameras to be installed at a cost of \$10'565 + GST. These are to be located at all entrances so if anyone enters the property, no matter where, they are detected.*
 - *To be reviewed in the December meeting - Chris to research further.*
- BOT to receive quotes for lights in gym
 - *Quote from Kiwitown Electrical - \$1450 + GST*
 - *Where does money come from?*
 - *Building Maintenance?*
 - *BOT Fund?*
 - *Income from Hiring the gym out?*
 - *MOTION - To accept the quote from Kiwitown Electrical at \$1450 + GST to mount 4 250W LED lights and relocate the current 200W LED lights - Chris/Rex, AIF, Carried*
- Report on progress with MOE 5YA property projects
 - *No update as of current.*
 - *To be reviewed in the December meeting.*

Traci left the room at 8:39PM - 8:52PM to allow BOT to consider rental value.

- Agree on weekly rental value of Hostel flatette. Agent has recommended \$180 to \$190 per week.
 - *MOTION - Maximum rental fee of \$150 per week with a 25% reduction for staff members - Lorraine, AIF, Carried.*
 - *Investigate possibility of charging a per night fee for other guests.*
- Principal's accommodation - rental for 2020.
 - The new DP may want the accommodation
 - To revisit the recommended accommodation fees.

5. Hostel

Led by Mark

- Planning for 2020 – Report to November meeting on expected hostel roll for 2020, any anticipated property costs (Budget), and any staffing changes?
 - *Current issue - the hostel has deficit however, the introduction of a scholarship covering hostel fees would encourage an increased number of large families to send their kids to Otorohanga College.*
 - *MOTION - The income generated from the one weekend a year that the hostel is hired out to an independent party is to be put towards a scholarship to cover hostel fees - Mark/Chris, AIF, Carried*
- For November (5 December meeting), work with Principal and Hostel Manager to report on academic performance/progress/attendance of hostel students, compared to students in rest of college.

6. Employment

Led by Traci and LSM

- BOT to ratify appointment of Deputy Principal for 2020
 - *The identity shall remain in confidence to the board until the appointed person has informed their community.*

MOTION - Go into Public Excluded Business (In 7:33PM - Out 8:21PM) - Lorraine, AIF, Carried.

- BOT to ratify any other staff appointments for 2020
- BOT informed of 2020 staffing levels set by MOE, and reduction of 1.2FTE, and 1 Management Unit within ongoing staffing appointments.

- BOT advised of positions still being advertised.
 - BOT advised of Learning Support Coordinator (LSC) position for 2020, and any pending Kahui Ako cross school positions to be advertised/appointed
 - LSM to report on completion of external SLT appraisal for 2019, and report with Principal on strategic planning for SLT 2020.
 - LSM to advise BOT of any confidential employment matters in Public Excluded Business (PEB).
- MOTION TO EXCLUDE THE PUBLIC.
- Canteen contract

The BOT meetings are to be organised to increase the efficiency. Over the next two or three meetings, it is to be determined what works for everyone and what does not. It is suggested that in the meetings include what needs to be decided in the current meetings and in future meetings. Allocate a person for each Agenda Area.

Paul and Santjie left 8:15PM

7. Student Report

Led by Emma

- Traci to collaborate with Emma.

No discussion held

8. Principal Report

Led by Principal -covers progress related to strategic priorities, not already covered in meeting so far.

- Proposal for Kapa-Haka to go to Rarotonga
 - *Would have to be self-funded.*
 - *A school wide fundraiser policy or procedure would have to be put in place.*
 - *FISH states that any reasons for the proposal must be stated. Currently, there is insufficient amount of information to satisfy the standards of FISH.*
 - *Suggestion - investigation of a New Zealand tour as opposed to overseas. The two shall be reviewed and compared.*
- Leadership Wahanga
 - *MOTION - The principal takes part in a Maori Leadership Wahanga in Napier from the 28th - 29th November 2019 - Traci/Lorraine, AIF, Carried*
- Engaging college and wider community in partnerships to support student learning and success
- Report/evaluate community meetings with coastal schools, local parents and whanau meeting.
- Report/evaluate meetings with individual staff
- Ideas for improved communication and IT to support engagement – including website.
- Raising student achievement and accelerating progress of priority students
- Term 4 standardised assessment purpose and planned reporting.
- Assessment partnership to support transition arrangements with contributing schools and from Year 9 to 10.
- Kahui Ako and Area Achievement Challenge shared
- Building leadership at all levels
- (Deferred) Pastoral Care Plan and Recommendations for 2020
- Sharing other relevant information and dates with BOT.

MOVE - The report to be accepted - Traci/Lorraine, AIF, Carried

9. Administration

Led by BOT Chair:

- BOT to ratify minutes of Last (26/9/19) Meeting
 - *MOVE - 26th November meeting minutes to be confirmed - Lorraine, AIF, Carried*
- BOT to check for any matters from minutes arising, not already covered in meeting
 - *Minutes to now be recorded differently to incorporate the main components discussed in the meeting.*
- BOT informed of any relevant correspondence inwards/outward.

10. Internal Evaluation

- At end of December 5th Meeting – Trustees to evaluate new format for Agenda/Minutes
- At December 5th meeting BOT to receive SLT evaluation of college progress against ERO recommendations. BOT to add own evaluation of progress.

No discussion held

11. Data and Key Reporting/Decisions for Next Meeting

Led by Traci/Paul/Lyndsay

Next meeting Thursday 5th December at 6.00pm

- Final 2019 NCEA predictions reported and EOY Year 9 and 10 achievement/progress reporting to inform Analysis of Variance from 2019 targets.
- 2020 Charter and Targets to be confirmed
- Draft 2020 Budget and Strategic Financial Report presented.
- Employment – confirm all staff performance appraisals completed and teacher certifications current.
- Employment – confirm arrangements for principal's annual performance agreement.

No discussion held

Meeting closed 9pm.