

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

## **Held in Lindsay Dunn's Office on the 23<sup>rd</sup> of February, 2017**

Ernest welcomed Tori van der Heyden and Charles Ward. Administration section to be undertaken by the Principal until the Chair was elected.

Meeting opened at: 6.02 pm

### **Agenda Item**

#### **1. Administration**

**1.1. Welcome/Present:** Lindsay Dunn, Lorraine Fox, Paul Singh, Brenton Irwin, MiClaire Venter, Ernest Montgomery, Anthea Tata. Guests: Charles Ward and Tori van der Heyden.

**1.2. Apologies:** Nil

**1.3. Declarations of Interest:** Maree Bublitz is the Staff Trustee and the NZEI site representative.

#### **1.4. Election of Officers (Chairperson, Finance, Secretary, Health and Safety, Property portfolios)**

Lindsay asked each Trustee to explain their role before elections take place.

Paul (Chair): To Chair the meetings, support strategic and higher level thinking and encourage discussion.

Finance: Attendance at monthly finance meeting. Finance role to date has been emergency or crisis and the role of Finance has not 'taken off' yet. Finance role needs to ensure that operating costs fit within what the Ministry grant allows. Finance person needs to understand budget and try to drive a planned approach to the school. Ensuring that what the Board says, the school management does.

Lorraine (Secretary): Calling for agenda items 10 days before Board meeting, meeting with Principal and Chair before meeting to set/clarify agenda items.

Brenton (H&S): liaising with Ram re Health and Safety.

Ernest (Property and hostel liaison): Ernest said he is on the Hostel subcommittee. Ensuring students and staff at hostel and school are healthy and safe.

Chairperson - Paul

Finance – Paul

Assistance Finance - Anthea

Secretary – Lorraine

Health and Safety – Brenton

Property – Ernest

Minute Secretary – Lorraine is happy to continue in this role.

Anthea/Maree AIF

Anthea/Lorraine AIF

Lindsay/Maree AIF

Maree/Ernest AIF

Ernest/Maree AIF

Lindsay/Brenton AIF

#### **2. Strategic Discussions and Decisions**

##### **2.1. Student Achievement**

Lindsay: Big changes, making it explicit to staff and students how important our achievement is. Work being done with contributing schools to ensure valuable and robust data comes to us that offers a point to move forward. Lindsay is happy with students' baseline data. Karen Crowe and Student Assessment Team (SAT) has been established and has responsibility of achieving goals/targets as set in the Charter. SAT meeting will be held every week. Paul asked for Board to be copied in on correspondence/emails and emails re decisions that come out of SAT. In a short period of time the Board will have a clear indication of what questions need to be asked of Lindsay, then SAT will provide monthly progress reports to the Board. Paul asked Lindsay to obtain year 8 data from feeder schools and sent to Board - Lindsay said that this has been done and this data is already in the Charter.

##### **2.2. CoL update**

Expression of Interest has been submitted. Been advised that we cannot form a CoL until we have four more schools. Lindsay meeting with Coast schools to talk about where they are at with decision to join a CoL. There is interest but no one ready to commit. Kio Kio and Maihihi Schools have signed the Expression of Interest form.

Lorraine said a Chair from another school contacted her recently and the CoL was discussed. This Chair believed that some schools are 'protective of their patch,' do not want the College to act as "big brother" and boss the small schools around. Reluctant (small) schools see very little benefit in joining a CoL and they are fearful of losing key staff if their school has an 'expert'. Lorraine said the College's only agenda is to collaborate with its feeder schools to raise student achievement, and the College will need to offer advice or direction to primary schools regarding its needs around reporting and assessment. The Chair who contacted Lorraine said it would be timely to hold another CoL meeting for all schools to attend. Paul: The CoL concept addresses competitiveness among schools. Lindsay stated he would support the CoL but not lead it.

**LINDSAY – ACTION POINT:** Lindsay to contact Barbara Wenn to arrange another CoL meeting and invite feeder schools. Lindsay to consider holding the meeting at the Coast.

### **2.3. Hostel update**

Himi still working through the process to assess and feed report back.

### **2.4. Student Trustee portfolio – careers?**

Paul asked Tori and Charles if the careers advice is meeting senior students' needs. Charles: Not enough career advice range for students. Gateway was not offered to "higher" achieving students, only "lower" achieving students. Was only done on the basis for credits for NCEA. Students are not given enough options and some students are even excluded. Concerns about missing class if students are involved in Gateway. Maree: Careers expo could be held in school. Board was favourable. Charles: Does not know what he needs to do to "go places" and students need direction from prospective employers to assist with this.

Tori: Y12 is too late to have careers guidance.

**MAREE, MICLAIRE AND LINDSAY – ACTION POINT:** To investigate careers expo options. Co-opt Head Boy and Girl to this project.

Lindsay: Y10's are going to careers expo in Hamilton.

Tori: Students and parents need advice on how to ease into university lifestyle and process because they are unsure of how it works. Parents and students don't know enough and it scares them. Charles: Need more information on the Forces – Navy and Army education.

### **2.5. Agribusiness update**

Paul: St Pauls is running a three-day forum for schools on the 20, 21, 22 April. Course is expensive to register and we need to analyse what it is and decide whether we implement it in our school. Science, technology and commerce is the focus of the course. Would our school benefit from it? Course starts at NCEA 2. Investigate as a target for 2020.

**LINDSAY – ACTION POINT:** Lindsay to register and attend Agribusiness forum at St Paul's on the 20, 21 and 22 April.

### **2.6. Capital Plan progress**

Lorraine advised she had emailed HOF's and some HOD's (with Paul and Lindsay's support) requesting their required capital items for the immediate, mid (2-5 years) and long term (up to 10 years). This will guide the proposals to the ODDB and the Community forums proposed to be held in April. Focus of capital plan is to ensure planned and strategic expenditure in faculties and to prioritise items. Lorraine said that this request may be perceived as operational in nature, however it is required for strategic and direction setting purposes. Items from HOF's to be completed by 8 March when needs will be assessed and refined.

### **2.7. Community survey results/themes**

Survey reinforced areas to work on. Newsletter to include survey results and themes.

## **2.8. Policy matters**

### **2.8.1. ICT policy**

Maree: ICT policy needs to be considered as either management or Governance policy and given that we are reviewing policy framework we need to wait and see if it fits into this, or not.

### **2.8.2. Decommissioning of policies/Board Policy Framework**

Maree and Lorraine met this week to look over policies and compare to NZSTA Board Policy Framework template. Policy manual will be looked at and Lyndsay Kurth has offered to help with streamlining and decommissioning.

### **2.8.3. Media Policy**

Media Policy needs to be ratified at March meeting. Paul: If something serious happens, media will be directed towards Paul and anything operational needs to be directed to Lindsay. Staff comments on Facebook about the College need to be addressed.

### **2.8.4. Delegations schedule**

Schedule to be signed as delegated amount for Lindsay to spend has been reduced \$500.

## **2.9. Grants update**

Lorraine has applied for four grants, one for the Rural Travel Fund and three for technical gear for the gymnasium. All of them are unconfirmed.

## **2.10. School/Community Focus Group**

Brenton: Spoke to local business owner and asked if they believe there is a disconnect between the College and community and answer was 'yes'. Tori: Talking to sponsors must be organised and face to face and needs to offer incentives for the sponsor for example school magazine or sponsors page in newsletter. Paul: Not all feel negative towards the College but some are disconnected and some are angry (they take their children to other schools). Lorraine outlined the proposed three forums to take place in April. Lorraine to continue working on this and report back to Board.

Brenton left the meeting at 7.05pm

Suggestion to make the community forums regular and ongoing.

**Move that we recruit Jo Shortland to facilitate the community forums, subject to funding being approved by ODDB.**  
**Lorraine/Maree AIF**

Tori and Charles to attend ODDB meeting on the 15<sup>th</sup> March.

## **2.11. Triennial Plan progress**

Lindsay asked what previous board did regarding Triennial plan. Ernest said it was mostly organised by Timoti.

**LORRAINE – ACTION POINT:** Lorraine to put the NZSTA template triennial plan onto google docs for trustees to add to.

## **2.12. Approve Charter**

Lindsay suggested that it might not be appropriate for the Board to ratify the Charter as it has not been shared with the Board yet. Charter is a living document, slashed in size compared to previous Charters. Lindsay applauded the work of previous Boards re mission, vision, values etc. Lindsay spoke to targets in the draft Charter document. Charter and targets are "courageous", we cannot hide from previous results.

Tori: Will there be an assembly to advise students about the Charter? Lindsay: Student council etc to lead this.

Charter shows clear lines of accountability. Anthea: Achievement data is not kept current. Lindsay: This is being addressed. Send Charter to feeder schools.

Tori: It would be helpful if year 9/10 students are taught relevant methods and topics that can strengthen year 11 as she found it difficult to transition to year 11 – she had gaps in her knowledge that were met with one-to-one time in class. Lindsay: Differentiation – understanding where every student is at – and teaching every member of the class.

Lindsay: The Charter creates a “growing culture of accountability”.

**LINDSAY – ACTION POINT:** Lindsay to send draft charter document to Board members on Friday 24<sup>th</sup> for their consideration.

Paul: A cultural shift is required regarding communication between home and school

### **3. Monitoring**

#### **3.1. Staff Reports**

3.1.1. nil

#### **3.2. Principal’s Report (Including policies to review and H & S and Risk Management)**

**Move that the Principal’s Report be accepted.**

**Lindsay/Paul AIF**

#### **3.3. Treasurer’s Report**

January’s finance report came last night and early signs show that our position is positive. We are on budget and staff are listening to concerns. We are on track.

**Move that the Finance Report be accepted**

**Lindsay/Paul AIF**

**Tori and Charles left the meeting at 7.55pm**

### **4. Annual Plan Overview**

### **5. Correspondence**

#### **5.1. Inwards**

5.1.1. Whitehead Group Employment Solutions

5.1.2. Employment Relations Authority

5.1.3. Letter from school house tenant

5.1.4. MoE – Asset Management and Finance – sale of house

#### **5.2. Outwards**

5.2.1. Rural Travel Fund application submitted (\$1714)

5.2.2. Whitehead Group Employment Solutions

5.2.3. Trust Waikato grant application submitted (\$2138) for PA system for gym (included in gym’s technical upgrade)

5.2.4. First Sovereign Trust Ltd grant application submitted (\$6207) for projector system and installation for gym

5.2.5. Otorohanga Club Grant application submitted (\$1477) for speakers for gym

### **6. Confirmation of Minutes**

Lorraine apologised that she had previously given Trustees wrong information about the circulation of minutes. Correct information is that unconfirmed minutes can be displayed on the noticeboard or given to a person requesting them, but they are not to be displayed on the website until they are confirmed at the next meeting.

**7. Matters Arising**

Nil

**8. Identify Agenda Items for next meeting**

- Student Achievement
- CoL update
- Hostel update
- Student Trustee portfolio – careers?
- AGBusiness update
- Capital plan progress
- Grants update
- Focus groups update
- ODDB proposal update
- Triennial Plan progress

**9. Identify Items for College newsletter**

- six targets in Charter

**LINDSAY – ACTION POINT:** Lindsay to provide a synopsis of defining a charter in newsletter and website

**Tori and Charles left the meeting at 7.55pm**

MiClaire suggested establishing a memorial garden to honour those who have passed so tragically in recent months. Lindsay to talk to Tom Roa about this. MiClaire to go back to student body to build a memorial garden.

**Section 48, Local Government Official Information and Meetings Act 1987**

**Move that the public be excluded from the discussion regarding agenda item 5.1.3 and to discuss personnel matters (see Principal's report).**

**General subjects to be considered:**

**Tenancy, rental matters and personnel**

**Reason for excluding the public:**

**To protect the privacy of natural persons**

**Move that the public be excluded from the discussion**

**Lorraine/Maree AIF**

Public excluded: 8.10

Public included: 8.50

**10. Set next meeting date: 23 March 2017 @ 6pm**

**11. Meeting Closure/Farewell: 8.50pm**

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