

Board of Trustees Ōtorohanga College
Minutes
Thursday 29 August 2019 held in Board Meeting Room

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

BOT Members: Mrs Lyndsay Kurth (Acting Principal), Lorraine Fox, Corey Wilson, Monique Fagan, Anthea Tata, Michael Ritch, Mark Pitts-Brown, Rex Fare and Chris van der Heyden.

In attendance: Santjie Stols (Financial Advisor, Education Services) and Barbara Wenn (Senior Adviser, MOE)

1. **Opening and karakia - Corey**
 - a. Honouring Jayden Disher
 - b. The meeting opened at 6.31pm

2. **Board Processes and Planning**

- a. Present

Mrs Lyndsay Kurth (Acting Principal), Lorraine Fox, Corey Wilson, Monique Fagan Michael Ritch, Mark Pitts-Brown, Rex Fare, Chris van der Heyden, Sylv Morgan, Santjie Stols and Barbara Wenn

Apologies: Paul Matthews and Anthea Tata.

- b. Declarations of interest
Nil
 - c. Speaking rights for this meeting

Move that Santjie Stols, Barbara Wenn, Keith Edwards, and Donna Russell be given speaking rights

**Lorraine
AIF**

- d. Confirm trustees' attendance at workshops and/or PLD, MOE or NZSTA training
Lorraine asked for register of attendance and feedback from members on any workshops/meetings they had attended
Mark - Whanau Hui, MoE Finance Workshop and will be attending the Governance Workshop in Te Kuiti.
Michael - MoE Financial Workshop and Governance Workshop 4th Sept.
Rex - Finance and Governance. Also part of the Principal selection Board. Professional Development very well done. It was put into Layman's terms and engaging. Michael and Mark concurred. Lorraine emphasised the learning that continues right through the BoT experience.
 - e. Trustees to sign Trustee Code of Conduct
Seilala has printed off to be signed at the end of the meeting.
 - f. BOT induction continues and NZSTA policies
 - i. Offer of governance support from NZSTA
Anna Gallean asking what is specifically needed. Lorraine suggested that after the Governance Workshop the BoT refine what areas trustees may need more information/support on. Anna willing to come to OC.
 - g. Move that pre-approval of RAMS for PIHMS trip be granted (STAR funded)

Move that the pre-approval of the PIHMS trip be granted.

Lorraine

Donna arrived 6.45pm to speak to item 6aiii

- h. Traci's visit 30th August - Days Plan tabled
Traci arrives tomorrow at 8.00am for a Powhiri. She will be here all day.
- i. Ratify snow trip approval
Move that the electronic motion to approve the Snow trip be ratified.

Lorraine
AIF

3. Partnerships for learning

- a. Attendance data - discussion with Donna Russell

Donna Russell spoke to the meeting.

Thoughts - Many factors affect the low attendance rates

Critical link between successful educational outcomes by students and their attendance.

Students need to be present and engaged in order to learn. This has been discussed with SLT and the student Achievement Team. Trend is downwards in attendance at the end of T2. Focus weeks were decided on as an immediate intervention. Systems and processes focussed on to improve data. Analyse that data for next step. Donna and Lyndsay have seen improvements in systems. Lorraine asked if KAMAR errors had been a large factor in the apparent poor attendance record? Donna said it was not definable but is confident that all the improvements are now giving far more accurate data. The next focus was a student driven incentive. Karen Crowe funded some incentives where 100% attendance for a week was rewarded with a "Mufti" day and for two weeks a canteen voucher as well. Students very supportive and to be implemented again this term. Michael asked how it was monitored. Donna said it was followed through properly. A few tweaks have been made. 100% is 100% including school trips. 80% of students managed full attendance in both weeks.

Curriculum review is important. Up skilling of staff needed for any new initiatives. Staff to get out to other schools to witness some new strategies. This all takes time and Lyndsay said Jo Wilson - Independent Consultant - sees 2021 as a more likely year to implement any new curriculum. Lorraine also noted the critical need for a student voice and agency. The poor attendance during Mataariki Week was noted and put down to being outside of a lot of students comfort zone. Unfortunately a lack of support from parents to encourage their children to attend as well. Parents not seeing the value in Mataariki week. Education needed. Lorraine thanked Donna for the presentation. Lyndsay also thanked her for the amount of work she has put in.

Donna left the meeting at 7.04pm

Keith joined the meeting at 7.05pm and spoke to item 3c

- b. Partnership visits to contributing schools – Principal's Report
 - i. Thursday 17 October at Hauturu School | Monday 21 October at Ōtorohanga College (both at 6.30pm).
- c. Whānau 'rep' on BOT – representation of Maniapototanga

Keith spoke to the meeting

Whanau group established this year to bring the Maniapoto voice to school operations. The group has now developed to the point where it wishes to move closer to the BoT table - either by a member reporting back to the whanau group or the whanau group having a representative on the Board. The meeting explored the various options for taking a seat on the board.

 - Election by vote at the Triennial Elections.
 - Co Option onto the Board now as a specialist area for a defined period of time.
 - A Board Member taking on the port folio of liaison between the groups and reporting to and from the Whanau group.

Suggesting also Manaakitanga awards for students who contribute to Maniapototanga in the school. Taonga a Iwi award for students who take Maniapototanga out into the community. Lorraine also noted that she has realised that Maniapototanga has been inadvertently dropped from the School Charter and needs to be re established. Also the Whanau group has set its own Vision and Mission Statement and she would like to hui about the intent and kaupapa to align together under one umbrella. Over the next month conversations/ideas for both BoT members and whanau members to take place and revisit the issue at the September meeting.

Keith left the meeting at 7.17pm
The meeting returned to item 2 h

4. Student Progress and Achievement

- a. Progress report on Year 7 to 10 curriculum and assessment plan – Deferred, dependent upon curriculum review.
- b. Term 2 report on target students – Principal's Report
- c. NCEA prediction report - Principal's Report

5. Leadership and Performance Management

- a. Term 2 interim department reports - Deferred
- b. Final report progress on SLT performance agreements – Deferred
- c. Confirm progress on all staff appraisals, including MU's – Principal's Report
- d. Confirm required progress on any attestations and PTC renewals – Principal's Report
- e. Confirm PRT support and progress – Principal's Report

6. Compliance/monitoring

- a. Principal's Report, tabled by Lyndsay Kurth (Acting Principal) including
 - i. 2018 ERO recommendations, progress and next steps
 - ii. Health and Safety Including First Aid and Emergency Evacuation Trials
 - iii. Attendance
 - iv. Partnership visits to contributing schools
 - v. Australian tour review
 - vi. Australian tour finances
 - vii. IT Strategy and Cyber Safety - Deferred

Move that the Principal's Report be accepted

**Lyndsay/Rex
AIF**

- b. Student Trustee Report tabled
Monique will be re-standing at the Student Election next month. If not voted on Monique thanked the Board for their time and commitment and Lorraine for her support. Lorraine acknowledged this could be Monique's last meeting and if so thanked her for her input and wished her well. Monique added the School Jackets on trial are incredibly warm.

Move that the Student report be accepted

**Monique/Rex
AIF**

- c. Hostel Report
Mark reported verbally that he and Roy have caught up. Lorraine confirmed with Mark that reporting is to be monthly using the reporting template already shared. This is a reassurance that the MoE has required. Mark to liaise with Keith. Mark and Roy discussed the anxiety around the hostel's future. Mark was very impressed with the warm whanau atmosphere. How polite all the students were. The roll is down to 50 which is probably economically the lowest it can go. Schools feeding in to the Hostel don't have a lot of year 8s feeding in. Meeting in Hauturu 17th October to help with BoT visibility in the coastal communities -

meet the Principal hui. Hostel needs re- roofing. Lyndsay pointed out that Roy has a real gift of manaakitanga.

d. Finance Report

i. Change in accounting service provider

Corey - after contemplation of the situation Corey feels there are some issues with technical correctness for the school's unique accounting requirements. There is also an issue of timeliness. Corey would like to research options available in the market including the current provider. He will provide quotes for the September meeting.

ii. Payments over \$500

Lorraine said she is an authorised signatory with Lyndsay when there is a payment that Lisa is seeking reimbursement for. The last payment was to Himi Whitewood that Lorraine approved was for over \$500. Lorraine discussed that this puts her and the BoT at risk. The BoT needs to clear anything over \$500. The problem is some service providers (as in this case) require payments in a shorter term than the OC schedule. Lorraine does not approve anything without evidence for the payment. Lorraine asked the meeting for input. Corey suggested informing service providers that we will only payout on the 5th or 20th. The meeting discussed what a reasonable sum would be for the chairperson to be able to authorise as well.

The Principal has a \$500 limit as well which is working. Always checked to be in the budget.

Move that the Chairperson has authority to approve payments up to \$750.

**Mark/Corey
AIF**

Move that payments be made on the 5th and the 20th of each month

**Corey/Mike
AIF**

iii. Ratify electronic motion to approve Traci's return airfare for her 30th August visit.

Move that the electronic motion to approve Traci's return airfare be ratified.

**Lorraine
AIF**

Lorraine pointed out that the invoice had not been received yet but that there is \$8,500 still in the Principal Recruiting Budget.

iv. Move that Corey be delegated the authority to communicate with all relevant parties in regards to finance and report back to BOT.

Move that Corey be delegated the authority to communicate with all relevant parties in regards to finance and reports back to BoT

**Lorraine
AIF**

v. Repayment of \$136k MOE loan

Santjie (Financial Advisor Education Services) spoke to the meeting explaining that the MoE are expecting the \$136,000 loan to start being repaid. She suggests over a 5-7 year period and to plan ahead to meet the requirements. When a school is in this situation using depreciation is an option to pay for things differently. Hostel running at a \$17,000 deficit so far. Many assets are also requiring upgrades. Spend half the depreciation on assets and half as a reserve. Work on a 'needs' based plan.

Corey Lisa Lyndsay(and in the future Traci) will develop a plan for the repayment of the \$136k loan to look at in September. Santjie will act as advisor.

vi. Move that from 2020 Ōtorohanga College ceases to charge parents school donations and accept the MOE \$150 per student contribution

Lorraine would like to defer this motion as more discussion is needed. The meeting agreed. Barbara Wenn distributed guidelines on what parents can be charged for. This is part of the discussion around the provision of \$150 per pupil. For example core curriculum books, work books cannot be charged for. Be aware that students cannot be excluded from access. Budget around these issues. Use current thinking around what is and isn't necessary.

- vii. Equitable/priority based allocation of curriculum funding
The basis of a 3 - 5 year plan. Corey said budget time is approaching and based on previous years he plans to be significantly involved in the process. Key contributors only as everything going quite well but the learning resources spend is down. Developing a 3-5 year finance plan will assist in more equitable/priority based funding.

Santjie offered to email her report.

e. Property Report

- i. 56 Mountain View Road – tenancy for 2020
Defer till Traci settles. A tenancy agreement is needed and appropriate rental with a 25% reduction as a staff member.
- ii. 55 Kakamutu Road – quotations for repair
Chris has only received one quote.
- iii. C Block – planning for future use/mothballing
Manuhira (Property Advisor MoE) to meet and advise on rationalisation plan.

B Block toilets will be put this end of B Block. Peter put forward the option of a similar set at T Block. What happens then to A Block Toilets?

- Refurbish as toilets (but funds are limited in 5YA for this)
- Refurbish as changing room space
- Refurbish as storeroom space
- Demolish completely when C Block is rationalised

Monique advised gym toilets/changing room is usually locked during rec. period on Thursdays. Lyndsay to ascertain through the SLT if staff could be on hand to monitor Gym facilities and ensure it is unlocked for changing for Rec. period. Chris concerned with Graffiti.

f. LSM Report - tabled

Move that the LSM Report be accepted

**Lorraine
AIF**

g. Policy Review/Ratification

Nil

Lorraine put to the meeting that

Search and Seizure

Physical Restraint

are two policies that need to be ratified.

7. Administration

a. Confirmation of minutes 25 July 2019

Move that the minutes of the meeting held 25 July 2019 be accepted as a true and accurate record

**Lorraine
AIF**

b. Correspondence inwards/outwards

Work in progress

8. PEB (see over page for resolution):
a. Personnel matters
Move that the meeting move into PEB.

**Lorraine
AIF**

Time into PEB 8.29pm

Time out of PEB 9.29pm

Meeting closed at 9.30pm with a Karakia Whakamutunga led by Corey.

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:

1. Personnel matters

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.



Minutes are true and accurate: 25 July 2019
Lorraine Fox (BOT Chair)