

Board of Trustees Ōtorohanga College
Minutes
Thursday 26 September 2019; Board Meeting Room; 6.30 pm

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

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

In attendance: Paul Matthews (LSM), Monique Fagan (outgoing student trustee)

1. Opening and karakia: Paul Matthews

LF: Welcome to Emma Rye

Thanks to: Monique Fagan (student trustee) and Lyndsay Kurth (Acting Principal)

2. Board Processes and Planning

a. Present/apologies: Corey

b. Declarations of interest

c. Confirm trustees' attendance at workshops and/or PLD, MOE or NZSTA training

Mark & Rex attended PLD workshop in Te Kuiti – presenter Shawn Gielen

School Charter – (not on website). LF: Paul and Lorraine looking into Charter and the direction to take in 2020. When Traci starts, will be part of setting up Strategy/Charter for 2020. Paul has developed a plan in the beginning of year: 3 Goals. Student Outcomes, Teacher Development and Engagement with The Community.

Chris – attending Staff NZ in Hamilton Friday 27/09

LF will seek a workshop for Emma to attend

Property workshop in October – Chris is registered to attend. Open to BOT.

d. Offer of governance support from NZSTA (BOT induction)

Mark, Rex and Michael identified that policy and strategy would be key areas to focus on for NZSTA training. LF to advise NZSTA.

e. Traci's poowhiri – morning tea to come from recruitment budget

26 have RSVP'd so far. Leighton arranging morning tea and keeping under \$500. Seilala to arrange name tags for those on RSVP list.

f. Phone for Traci - \$34.77 + gst PM

Move that a phone plan of \$34.77 + GST per month be approved for Traci who will supply her own phone.
Lorraine/AIF/Carried

g. Reimbursement for Lorraine - \$388.24.

Move that Lorraine be reimbursed for her flight to Wellington to visit Traci with Paul at \$388.24.
Rex/Anthea AIF/Carried

h. BOT internal review of own processes

Survey of last meeting showed that some members are not confident in their own contribution at meetings. The more we do collectively, the more confidence you get. PM: looking at Board processes, how we can develop to the next stage.

Question in Evaluation: How well are we tracking and working towards our Strategic goals. This has been left out of internal evaluation, but now is front and center of each board meeting.

LK: Charter development – include a wider range of people: SLT, HOF, Dean – then its owned by everybody. LF: next part, Engage community

Charter is due early March: consultation start in November.

Our proposed Vision: 'Sustaining our people for their journey'

i. Student Trustee election

Congratulations to Emma on her appointment as Student Trustee. Lorraine encouraged Emma to use the role as an opportunity to learn and develop while making a valuable contribution to our

meetings from a student's point of view.

- j. Internal Evaluation against ERO report
Positive and constructive report.

3. Partnerships for learning

- a. Maniapoto whānau 'rep' on BOT
Invitation left open to have a co-opted Maniapoto representative on the Board or a liaison person on the board to facilitate discussions between BOT and the Whaanau roopu.
Any person co-opted onto the BOT will have full voting and speaking rights. This is an opportunity have Maniapototanga and our cultural responsiveness filtered right through our practice.
Mark will follow with Christiaan Burgess: has there been a meeting? What is the general feeling, is there another meeting, can a board member attend?
- b. Maniapototanga in Charter
Awaiting Traci's input here.

4. Student Progress and Achievement

- a. Term 3 report on target students – deferred October meeting
Staff finalising assessments this term to moderate during the holidays. Report will be put together and will be at next BOT meeting.
- b. Special needs and ESOL report – Principal's Report
- c. Careers Report – Principal's Report
- d. Progress report on Year 7 to 10 curriculum and assessment plan – Deferred, dependent upon curriculum review.

5. Leadership and Performance Management

- a. Term 2 interim department reports - Deferred
- b. Final report progress on SLT performance agreements – Deferred
- c. Process for appraising new Principal
Traci will start her performance management process in T4.

6. Compliance/monitoring

- a. Principal's Report, including
 - i. IT Strategy and Cyber Safety – Deferred
 - ii. Special Needs and ESOL report
 - iii. Careers Report
 - iv. Pastoral Care with recommendations for 2020
Move that the Principal's Report be accepted. Lyndsay/Rex/AIF/Carried
- b. Student Trustee Report
- c. Hostel Report
CW changed power/line/gas into their name which was previously under school name. Lorraine thanked Mark for facilitating the process to ensure correct reporting and emphasised the reporting template was a draft.
Move that the Hostel Report be accepted Mark/Lorraine/AIF/Carried
- d. Finance Report
 - i. Change in accounting provider
Lorraine fed through to the BOT Corey's feedback regarding this: Corey is of the view that the changing providers may not be warranted but is in the process of obtaining quotes from other providers.
 - ii. Move that \$20,000 each year be paid towards \$136k MOE loan
Move that \$20,000 each year be paid towards \$136k MOE loan at a rate of \$5000 per term. Lorraine/AIF/Carried

iii. Finance Review

a. 2020 budget

Hostel fees will be increased in the future.

b. Equitable/priority based allocation of curriculum funding

Budget should reflect curriculum and strategy priorities and needs.

c. 3 – 5 year forecast

Corey and Lisa working on this.

d. Operational Review

Santjie requested an operational review to investigate the number of times last minute requests have been made that do not align with the budget which compromises the BOT.

e. EOTC accommodation expenses

Accommodation for two tournament week teams was over \$4000. LF: this is not a careful and appropriate use of public funds and appropriate planning for 2020 tournament week should lower this cost significantly. More modest accommodation should be a priority in planning. These costs are difficult for some families to meet. LF asked for assurance from the school management that all procedures and policies are met, eg, pay before you play.

f. Account signatories

Move that Traci be added as a full signatory on all school accounts.

Lorraine/AIF/Carried

g. School donations

Awaiting Traci's thoughts here and Santjie will speak at next BOT meeting.

e. Property Report

i. 55 Kakamutu Road – quotations for repair

Two quotations from Any Angle Roofing (\$14,131.01 inc gst) and Metal Craft (\$16,023.00 inc gst). Chris recommended Any Angle Roofing.

Move that Any Angle's quote to replace 55 Kakamutu Road roof for \$14,131.01 including GST be accepted and work to commence ASAP.

Chris/Anthea/AIF/Carried

ii. A Block toilets – changing area?

Move that the current A Block toilet space be converted to a changing area for rec. period etc when the B Block toilets are up and running. Chris to advise Himi.

Lorraine/AIF/Carried

iii. New B Block toilets – weather considerations

Lorraine concerned that students will be expected to visit these toilets in all weather conditions so suggested a roof at the entrance of the toilets. Chris to speak with Himi.

iv. Quotations for cameras

Chris and Michael to obtain quotations.

v. Hostel project

f. LSM Report

Permanent Deputy Principal interviews/appointments panel: Traci, Paul, Rex, Emma, Lorraine, Anthea.

HOF Maths: Traci, Paul plus one other BOT member tbc.

g. Policy Review/Ratification - EOTC

7. Administration

- a. Confirmation of minutes 29 August 2019
Move that the 29 August minutes be accepted as true and accurate.

Lorraine/AIF/Carried

- b. Correspondence inwards/outwards

- 8. PEB (see over page for resolution):
 - a. Personnel matters -

PEB open: 8.38pm

PEB close and meeting close: 9.30pm

Minutes are true and accurate:

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

Lorraine Fox

BOT Chair

4 November 2019