

Ōtorohanga College Board of Trustees Meeting Minutes
Held in the College Boardroom on 29 June, 2017, at 6.05pm

1. Administration

- 1.1. Welcome/Present:** Paul Singh, Lindsay Dunn, Lorraine Fox, MiClaire Venter, Maree Bublitz, Anthea Tata and Brenton Irwin (arrived 6.50pm).
- 1.2. Apologies:** Ernest Montgomery
- 1.3. Declarations of Interest:** Maree Bublitz is the staff trustee and the NZEI site representative

2. Strategic Discussions and Decisions

2.1. Student Achievement reporting and planning – progress of SAT team – Lyndsay Kurth

2.2. Peter Granville (attended at 6.36pm)

Lindsay: Peter in attendance as an opportunity for trustees to discuss needs of board in regards to monthly reporting. Peter spoke to the reporting format in the financial summary for the month ended 31 May 2017.

Paul: Regarding MOE Wages Creditor (\$273,990), arrangements have been made with MOE and is to be paid back to MOE in a 10-year period. We are running at a \$110,405 deficit but this includes approx. \$115,000 of depreciation. If we follow same course, and remove depreciation we will move out of deficit - we will be at a cashflow of \$0. Also, as we have spent only 37% of budget, we will run with a surplus of \$64,490.

Brenton attended at 6.50pm.

Paul: from a board perspective we are supposed to be operating on a surplus, even though approx. 800 schools in NZ currently do not. Ministry has advised that we either have to cut costs or increase revenue, or a combination of both.

Peter is currently working through preparing the 2016 accounts for review. Outstanding creditors need to be ascertained and adjusted if necessary, to appear in 2016 accounts and not brought forward into 2017 financial year.

Lindsay: purpose of front cover sheet is to provide assurance to board that we are on track

Paul: we are on track, better than on track, and we are in a significantly improved financial position compared to last year.

LINDSAY – ACTION POINT – see Lisa re hostel debtors – are there any debtors that are in the system that relate to 2016 and earlier that are not recoverable? We need to have them reversed or cleared and into 2016 financial year. We do not want them to move into this year's accounts.

Peter to visit quarterly to explain accounts to board and provide assurance re financial stewardship.
Peter left the meeting at 7.18pm.

Lindsay: wanted Peter to put in hostel depreciation in budget, because it is not currently present in the accounts.

2.3. Recap on last 12 months

Paul: Lots has happened in last 12 months. Discovered financial position over three month period. Lots of assistance received from MoE re finances. Finances are good but constraints are still difficult. ERO visit showed challenges around academic achievement. A year down the track there is lots to celebrate but we still face challenges and our main focus is student achievement.

A consistent approach across all facets of the school is required.

Paul: Lindsay, how can you report on Charter progress in your report?

LINDSAY – ACTION POINT – Lindsay to invite Lyndsay to a meeting to discuss Charter progress - next week Tuesday at 3.30pm.

2.4. Ratify motion to approve May accounts – *need to define a more efficient way of approving monthly accounts*

Lisa to send monthly accounts to Santjie and board at the same time. Board to then approve (or discuss) accounts and the first person to reply with approval needs to move that the accounts be paid. With electronic motions, all trustees must agree (unanimous); accounts cannot be paid unless whole board approves electronically.

Ratify motion by Ernest on 19th June, 2017, to approve payment of May accounts

Maree/Paul AIF

2.5. Ratify appointment of Amy Hacker to DP position

Move that the appointment of Amy Hacker be ratified and that Amy will commence employment on 24th July, 2017

Paul/Lorraine AIF

2.6. Hostel

2.6.1. Hostel update

Received letter re hostel from Jim Greening (MoE) re hostel condition. Letter requested information from the board about how it intends to remedy problems with hostel that were identified last year. Letter to Jim Greening required as follow up.

Letter to MP's to be drafted re hostel rebuild by committee at 5pm on Monday 3 July. Letter to focus on social benefits of hostel to Ōtorohanga.

2.6.2. Hostel – options – no hostel, refurbish or rebuild? DECISION/MOTION REQUIRED

Anthea: we have to have a hostel, where will students be schooled if they don't come here?

Move that the board supports the building of the new hostel

Paul/Maree AIF

2.6.3. Supporting hostel students' achievement – defer

2.7. Streaming and achievement of 'middle' streamed students – defer

2.8. Complaints policy

Use HBHS as a template, but to include procedure for staff and board members in the same policy.

LORRAINE – ACTION POINT - Lorraine to work on over next month and submit a draft for July meeting.

2.9. Disciplinary hearings report

Lindsay read a report regarding two students who have attended disciplinary hearings so far this year (students not identified). In future, during hearings, conditions must be specific to the needs of the student rather than the actions of staff to remedy the 'problem'. Ministry advised that AE be an option before these students attend a board disciplinary hearing.

Maree: What stand down period is there for students attending AE?

Lindsay: That is an unknown. We endeavour to get them in the following day but that is unknown. Dual enrolment; they stay enrolled at school and AE.

Anthea: Is there a period of time that students attend AE?

Lindsay: That is an unknown and is negotiated between parents and school.

2.10. CoL update

CoL group has been named: Ngā Awa ki te Moana (from the rivers to the sea). Kahui Āko group

recommended for a board member to attend each meeting. Lorraine and Paul showed an interest in attending these meetings, depending on time commitments. Lindsay meeting with Moana cluster tomorrow (30th June) and will discuss CoL membership with them. Had most recent meeting today that Karen Crowe and Barbara Wenn attended. At the next meeting Ōtorohanga South and Ōtorohanga Primary will be members of the Kahui Āko.

First draft of MOU has been completed.

Peter Granville attended at 6.36pm – see item 2.2 above.

2.11. Grants

No update

2.12. Forums update (some of the items that have fallen out of forums)

Thank you letters to be sent to students who performed/catered, Lorraine to draft these. Meeting with WN reporter Yvette Batten Friday morning – using draft plan as a guide for discussion and the findings from all forums. Focus on PR.

2.12.1. Ōtorohanga College Partners programme

Paul will check on progress with Kara.

2.12.2. Parent forums/staff forums/student voice

All groups to cover off the relevance of the current Vision Statement.

Student Voice - **ACTION POINT – MICLAIRE** – MiClarie to talk to Tori and Charles regarding best methods of gathering information and enabling student voice. To commence with discussion about relevance of current vision statement, as suggested by forum participants.

Parent forums – date to be set in term 4, include presentation on NCEA at parent forum in term 4.

Staff voice - **MAREE – ACTION POINT** – Maree to talk to staff and find out from them how they would like to strengthen staff voice. Staff voice discussion to start with vision statement. How would they like that to be delivered, information recorded and disseminated?

2.12.3. Vision

Relevance of Vision statement highlighted as key in forum #2.

2.12.4. School culture

Community wants consistent and clear boundaries within the school. Community wants school leaders, across the school, to be visible and accessible.

Lorraine: Important for board to keep being visible to staff. Can we attend staff meetings?

Lindsay: Meet with staff once per month before after board meetings.

Lorraine: Meet Monday after board meetings.

2.12.5. Careers audit/stocktake

Lorraine: another important finding from forums. We need an assessment of where we are in regarding careers before we implement careers initiative. What do we provide, how many students are involved, at what level does careers advice start?

Lindsay: Any review needs to focus on outcomes

Maree: Is that a management or board issue?

Lorraine: It is in the grey area as it fell out of the forums, because of community consultation

Maree: Could a small group on board get together to discuss careers?

BOARD - ACTION POINT – Group to form to start careers stocktake

Anthea: Will we get a summary of the findings?

Lorraine: Yes, as per the last two forums, will send out draft for board info and if board is happy with it, will send to forum participants.

2.13. Capital plan completion timeline - defer

2.14. Ag Business

Could fall out of careers stocktake.

2.15. Change to Education Act

Did not discuss.

2.16. SSEP programme

Applications close tomorrow which won't allow time for Lindsay to complete application. Look at implementing 2018.

2.17. Annual review of trustees' code of conduct

Lindsay: We had no induction process last year for new board. Board to design induction process for new trustees for elections in 2019.

LORRAINE – ACTION POINT - Lorraine to add in the rationale on the trustees' code of conduct that the board will operate using a no surprises policy and will ensure open communication with other trustees within and outside of meetings.

2.18. Ratify electronic motion to approve Janie Swyny's Bali trip

Trip will not be to Bali due to financial constraints. Alternatives are being arranged with students for a trip within New Zealand. Students are deciding on the venue.

2.19. Finance role

Lindsay had first training for banked staffing and SUE Report today. Finance group will consist of Anthea, Lindsay, Lisa and Amy.

Paul resigned from Finance role.

Paul nominated Anthea to be Finance person and Anthea accepted.

Move that Anthea Tata take over the Board Finance role

Paul/Maree AIF

Maree to sit on Student Achievement Team now instead of Anthea.

Lindsay: suggested that in the next elections we have two student trustees per board meeting to keep student voice as focus.

2.20. Public Excluded Business

Section 48, LGOIA 1987

Move that the public be excluded from the discussion regarding items 2.19.1 and 2.19.2.

General subjects to be considered: As outlined

Reasons for excluding the public: To protect the privacy of natural persons.

Paul/Anthea AIF

2.20.1. Staff appraisal system

No board member has the authority to be the spokesperson for the board without board approval.

2.20.2. Hostel matter

Public excluded: 8.50

Public included: 9.45

3. Monitoring

3.1. Staff Reports

Nil

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

LINDSAY – ACTION POINT - Lindsay to remove names of children from report and forward Principal's report to Board.

3.3. Treasurer's Report

Paul: board needs an evaluation process whenever we need to purchase fixed asset or capital items that exceed Lindsay's delegated allowance of \$500. This includes for grants or other sponsorship money received. To obtain three quotes and review/agree to items as a board. Need a cover sheet per expense item and have quotes attached.

4. Annual plan overview

5. Correspondence

5.1. Inwards

5.1.1. Grassroots Trust unsuccessful application \$18309

5.1.2. Barry Wilson - Cypher Systems Ltd

5.1.3. Jim Greening – hostel condition

5.1.4. Education Gazette – Number 10 & 11

5.1.5. Ōtorohanga Lions Club and McKenzie Strawbridge – confirmation of \$10,000 grant for laptops

5.1.6. Email from James Buckley requesting Board to pay for attendance at Math conference

5.2. Outwards

5.2.1. Email to Board re Cypher systems Ltd

MiClaire left the meeting at 9.50pm.

Lindsay obtained quotes for computers for science department

LORRAINE – ACTION POINT - to ghost write thank you letters to Lions Club and McKenzie Strawbridge.

Board to approve James Buckley's request to attend conference subject to budget.

Lindsay requesting \$1000 from board to pay for formatting of charter by Alasdair Laws who has reduced quote. Board agreed that as per May meeting, it would be best to ask Jackie Wallace and her students to assist with this.

MAREE – ACTION POINT - Maree to talk to Jackie regarding the graphic design of the charter.

Lorraine meeting with Waitomo News reporter Yvette Batten Friday morning (tomorrow) and sought permission to speak to the media regarding progress and update on forums to date. All supported this.

Move the inwards correspondence be accepted and outwards be approved

Lorraine/Brenton AIF

6. Confirmation of Minutes

An expression of interest for the SSEP programme was not submitted as stated in 25 May 2017 minutes. Lindsay had merely expressed an interest in the programme with the provider.

Move that the minutes dated 25 May 2017 be accepted as true and accurate. Paul/Lorraine AIF

7. Matters Arising

Nil

8. Identify Agenda Items for next meeting

- Student Achievement Reporting
- Hostel update

- Support for hostel students' achievement
- Middle streamed students achievement
- CoL update
- Grants
- Forums (School culture, careers, stakeholder voice)
- Capital Plan completion timeline
- Ag Business
- Change to Education Act

9. Identify Items for College newsletter

- parent forums in term 4
- report on community forums

10. Set next meeting date: 27 July 2017 @ 6pm

11. Meeting Closure/Farewell: 10.16pm