

**MINUTES**  
**Ōtorohanga College Board**  
**15th November, 2022**  
5:30pm, College Board Room

**Board Members:** Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Takarei Bidois (Student Representative), Michael Ritch, Jaimee Tamaki, Aaron Cornelisson, Kim Ingham and Duncan Coull (Parent Representatives).

**In Attendance:** Gillian Diprose (Specialist Advisor), Neil Harray (ERO), Anna Cunningham (Enviroschools) and Monica Clark (Board Secretary).

**Vision:** Empowering learners to succeed.

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

**Motto:** Ko te mana mo mua i te whakamana – “Honour before Honours”

**Strategic Plan Priority Areas:**

- **Learners At The Centre** - To provide a safe and inclusive learning environment where barriers to education are removed.
- **Learning Community** - To deliver effective teaching and quality learning experiences where learners strive for personal excellence.
- **Learning Partnerships** - To strengthen the partnership between home, school and the wider community to support learning.

**Meeting opened: 5:30 PM**

**1. Opening and Karakia**

*Led by Gillian*

**Apologies:** Jaimee.

**Additions to the agenda:**

– Approval for extended leave.

- Gillian spoke on governance. Gillian was presented with a small token of appreciation and farewelled as the terms of her appointment have been met and the MoE is now confident Ōtorohanga College is in a position to move forward independently. We thank Gillian for all her guidance and wisdom.
- **MOTION: That Duncan Coull and Kim Ingham be nominated as co-chairs, with Duncan Coull as Presiding Member.**

*Moved: Lyndsay. Seconded: Aaron. All in favour. Carried.*

*5:55pm Neil Harray arrived.*

- Neil Harray spoke on the recent changes in how ERO conducts school reviews, with the move to being ‘evaluation partners’ assisting schools to implement continuous

improvement plans that are individual to the needs of the school and its community, future focused and are directly linked to improved outcomes for learners. He shared [Te Ara Huarau: School improvement framework](#), which will be incorporated into the Board Work Plan. The section on stewardship is board related, the rest the board should know in order to support the management team. Board members to plot where they believe the College sits within the framework. The next longitudinal report for Ōtorohanga College is due in 2024.

6:25pm Neil Harray left the meeting.

6:27pm Anna Cunningham arrived.

- Anna Cunningham spoke on the kaupapa of [Enviroschools](#) and the support and resources the programme offers schools. Ōtorohanga College would need one teacher as the main contact with a team of students who would lead/coordinate projects. There would be many benefits to the school, including: opportunities for connection with the wider community, access to a network of environmental scientists and other passionate and knowledgeable people, networking with other enviroschools, increased opportunities for hands on, real life learning, backed up with Enviroschools activity and tool kits, the opportunity to give back to the community, and it would compliment the agricultural modules being implemented in 2023.

More information to be gathered so a decision on whether to join Enviroschools can be made at the next board meeting.

6:59pm Anna Cunningham left the meeting.

## 2. Strategic Decisions

*Led by Duncan*

- The Governance Statement was reviewed. Monica to replace the NZSTA logo with Ōtorohanga College logo.

**Motion: That the Governance Statement be accepted, with the above change.**

*Moved: Duncan. All in favour. Carried.*

## 3. Strategic Discussions

*Led by Duncan*

- The Community Engagement Plan will be developed in conjunction with management to ensure community is adequately but not arduously consulted. Monica to investigate board reporting requirements, Gillian to share example document. Engagement plan to be reviewed and evaluated for effectiveness at year end.

## 4. General Discussion

*Led by Duncan*

- The board discussed governance including induction, the Code of Conduct, delegations, future board training needs and the Work Plan. Lyndsay and Kim will attend the MoE's Property 101 Workshop, other board members encouraged to attend if they are available.

- Board to discuss policy. *Deferred to next meeting.*
- The board honoraria amounts for 2023 were reviewed and confirmed. Payments will be \$55.00 for a board member and \$75.00 for the chair to attend a board meeting. Board members can claim for expenses, fuel and childcare. Board members can opt out of receiving payment, or donate the payment back to the College.  
**Motion: That the honoraria approved as outlined above.**  
*Moved: Duncan. All in favour. Carried.*
- Board to discuss policy. *Deferred to next meeting.*
- **Motion: That the Board fund three extra itinerant music hours.**  
*Moved: Duncan. All in favour. Carried.*

## 5. Finance

*Led by Lyndsay*

- Lyndsay confirmed that the September bills were paid on the 20th of October and the August and September monthly statements were received.
- Quotes were tabled for monthly accounting services from Simply Accounting and Education Services. Aaron to review and return recommendation back to board via email.
- Individual Curriculum Budgets were tabled, along with a Curriculum Budget Summary for 2023. Curriculum Budgets to be approved in December so staff can procure supplies to hit the ground running in 2023. Payments will be made from uncommitted funds, which will be 'paid back' from 2023 curriculum funds. Full budget to be approved in January 2023.
- **Motion: That the financial reports be accepted.**  
*Moved: Duncan. All in favour. Carried.*

## 6. Property

*Led by Kim*

- The board was updated on the progress of work on 65 Kakamutu Road.
- **Motion: That the quote from Hokioi Builders of \$13,908.95 for the bathroom refit be accepted.**  
*Moved: Lyndsay. Seconded: Kim. All in favour. Carried.*
- **Motion: That the quote from Rentokil for pest control be accepted as tabled.**  
*Moved: Duncan. All in favour. Carried.*
- **Motion: That the quote for treework from All Things Trees Waikato be accepted as tabled.**  
*Moved: Lyndsay. Seconded: Michael. All in favour. Carried.*
- School houses: School house recommendation document tabled. Two houses are currently in the disposal process, Lyndsay to follow up with Sophia regarding whether Maniapoto Iwi wish to purchase them as the timeframe for consideration has lapsed.  
**Motion: That three more houses be put into the disposal process.**  
*Moved: Kim. Seconded: Michael. All in favour. Carried.*
- Hall Upgrade: The project has been completed aside from some snagging work. The floor could be sanded to match the rest of the upgrades but is low priority at this stage.

- A property services proposal was tabled from Watershed, a company specialising in property management in schools. They have expertise in cyclical maintenance which will save money in the long term by maintaining school property correctly. Two other companies were interviewed but were not suitable. Watershed will be engaged on a project by project basis. Kim raised a potential conflict of interest as she is currently working with Watershed on a personal project, however she would not stand to gain financially.

**Motion: That the Watershed Proposal be accepted as presented.**

*Moved: Duncan. All in favour. Carried.*

- The board discussed cyclical maintenance, including paint colours. Kim to circulate concept pictures of entrance paint colours. Board to approve by resolution email. Painting is scheduled to start on the 12th of December.

## 7. **Hostel/Hostel Review**

*Led by Lyndsay/Kim*

- The Board discussed Hostel strategic planning. Meetings have been held with Roy and Caroline, it has been agreed that the Hostel staffing structure will be reviewed to increase efficiency and delivery with the lower boarding numbers of approximately 25 students. Advice to be sought from NZSTA to ensure the board acts correctly, fairly and within legal requirements for all involved. The meal plan and food budget will be reviewed professionally and mara kai/gardens will be developed. Will meet again with Kāwhia whānau once there is progress to report. Gillian has spoken with the MoE and they are not interested in supporting the Hostel.

*8:50pm Aaron left the meeting.*

## 9. **Principal Report**

*Led by Lyndsay*

- The November Principal's report was tabled, planning for modules is well underway and will be shared with whānau, the board, the King Country News and the Te Awamutu Courier.

**Motion: That the Principal's report be accepted.**

*Moved: Lyndsay. Seconded: Michael. All in favour. Carried.*

## 10. **Administration**

*Led by Duncan*

- **Motion: That the September 29th, 2022 minutes be accepted as a true and accurate record.**

*Moved: Duncan. All in favour. Carried.*

- Matters arising: Nil.
- Board informed of relevant correspondence:
  - Inward:
    - i. MoE - Property 101 Workshop Invite
- Agenda items for next meeting: Presentation from DPs.

**Action points for the 15th of November, 2022 meeting:**

<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
All board members	Review/rate College on position within <a href="#">Te Ara Huarau: School improvement framework</a> .	
Lyndsay?	Present further information on Enviroschools to Board.	Before next meeting.
SLT/Board	Develop Community Engagement Plan.	
Monica	Investigate board reporting requirements.	Immediate start.
Gillian	Share Community Engagement example doc.	Immediate start.
Aaron	Review potential accounting providers and return recommendation to board via email.	Immediate start.
Lyndsay	Follow up school houses with Sophia.	Immediate start.

**11. Meeting closed at 9:23pm**

*Next meeting: Wednesday the 14th of December, 5:30pm*

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 14.12.22