

**MINUTES**  
**Ōtorohanga College Board**  
**20th December, 2023**  
5:30pm, Zoom

**Board Members:** Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Michael Ritch, Yvonne Mita (Parent Representatives), Kim Ingham (Co-chair) and Duncan Coull (Co-chair, Presiding Member).

**In Attendance:** 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: 5:33 PM**

**1. Opening and Karakia**

*Led by Duncan*

**Apologies:** Aaron Cornelisson.

**Conflicts of Interest:** *Nil.*

**Additions to the agenda:** *Nil.*

**2. Policies and Assurances**

*Led by Lyndsay*

- Lyndsay assured the board that Ōtorohanga College complies with key legislative and regulatory requirements, that relevant policies and procedures are up to date, and that the appropriate actions have been taken in respect of the Term 4 assurances, as listed on the SchoolDocs - 2023 Review Schedule and Board Assurances document. **Refer Appendix I.**  
The following points were noted:
  - Ōtorohanga College will open for 380 half days next year.
  - Emergency Kits and Supplies: Extra equipment has been ordered to meet policy requirements and will be set up for next year.

- All supporting information relating to assurances can be viewed in Lyndsay's office, any board member is welcome to view at any time.

**Motion: That the 2023 Term 4 assurances be accepted.**

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

**3. PEB:** Time entered: 5:47pm Time Exited: 6:14pm

**Motion:** That public be excluded from the following part of the proceedings of this meeting to discuss the agenda item/s below. The grounds are that the matter is one of personnel and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public.

a. Matters relating to the Hostel and employment.

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

**4. Meeting closed at 6:17pm**

*Next meeting: 2024 TBC*

Minutes are true and correct:



Duncan Coull

**BoT Presiding Member**

Date: 21.03.24

## APPENDIX I

# 2023 Review Schedule and Board Assurances



### REVIEW SCHEDULE

Reviews are open to the whole school community: board, staff, and parents/caregivers/whānau.

The board is welcome to review all topics, but should focus on shaded rows with (board) beside the topic name.

Some topics are optional, e.g. Boarding House Policies. Optional topics are indicated with an asterisk (\*). If you don't have an optional topic, you don't need to review it.

### BOARD ASSURANCES

The principal assures the board through regular board reporting that the school complies with key legislative and regulatory requirements, that relevant policies and procedures are up to date, and that the appropriate actions have been taken.

Shaded board assurances indicate these are repeated during the year. Where more than one topic is involved in a board assurance, there is a slash between topic names. Some topics may not be relevant to your school. Optional topics are indicated with an asterisk (\*).

TOPIC(S)	ACTIONS
<b>Risk Management</b> <i>(repeated every term)</i>	<ul style="list-style-type: none"> <li>Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection.</li> </ul>

#### TERM 1

#### LEGISLATION AND ADMINISTRATION POLICY

*Review the main board-level policy*

Student Attendance

Enrolment

Privacy (board)

Official Information Requests (board)

Uniform / Dress Code

Boarding House Policies \*

School Planning and Reporting

- Assure the board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.
- Assure that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.
- Assure the board that the school charter/strategic plan and annual report is available for public view.

Equal Employment Opportunities

- Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).

Healthcare

- Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.

Safety for Students on Work Experience \*

- Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.

Boarding House/Hostel Policies \*

- Assure the board that the boarding house/hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school.

#### TERM 2

#### EDUCATION OUTSIDE THE CLASSROOM (board)

EOTC Planning and Review

EOTC Risk Management

Digital Technology and Cybersafety

- Assure the board that the Digital Technology and Cybersafety policies and procedures are being implemented correctly and the school holds copies of signed digital use agreements for all staff and students, as required.

Computer Security and Cybersecurity

- Assure the board that computer security and cybersecurity systems are reviewed and up to date.

Student Attendance

- Assure the board that student absences are correctly recorded, monitored, and followed up. Report on any annual targets for student attendance.

EOTC Coordinator

EOTC External Providers

EOTC Staff Competence

EOTC Event Categories

EOTC Communicating with Parents

Health Education

*(every 2 years)*

- Assure the board that the school has completed its 2-yearly community consultation about how the health curriculum is implemented. The board must adopt a statement about the delivery of the health curriculum for the next two years and share this with the school community.

Child Protection

- Assure the board that the Child Protection policy is in use, being implemented correctly, and is publicly available.

Abuse Recognition and Reporting

- Assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

Evacuation /

Emergency Kits and Supplies

- Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).

Expenditure

- Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign off in the Expenditure topic.

Monitoring and Auditing

School Bus \*

- Assure the board twice a year that the school compliance checklist has been attested to, requirements have been met, and those involved with the school bus are following appropriate policies and procedures.

#### TERM 3

Inclusive Education (board)

Māori Educational Success (board)

#### LEARNING SUPPORT

Learning Support Coordination

Identify Learning Support

Gifted Learners

School Swimming Pool

- Assure the board that a full risk management and safety assessment of the pool has been completed.

Safety Management System /  
Worker Engagement, Participation,  
and Representation

- Assure the board that an internal audit of the school health and safety compliance and practices has been conducted by the school health and safety committee/delegated health and safety person.

Searches, Surrender, and Retention of  
Property

- Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that all authorised staff have acknowledged their status in writing, and ensure that a written record has been kept of all instances of search, surrender, or retention of property.

Physical Restraint

- Assure the board that all procedures relating to physical restraint have been followed, and all requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing.
- Assure the board that staff authorised to apply restraint receive appropriate training and support.

Stand-down, Suspension, and  
Exclusion

- Assure the board that the school complies with the correct procedure and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.

**CURRICULUM AND STUDENT ACHIEVEMENT POLICY**  
*Review the main board-level policy*

Student Achievement Information *(primary)*  
 Student Assessment and Achievement *(secondary)*

Home Learning

Distance Learning

Religious Instruction / Religious Education *(board)*

Religious Observances \* *(board)*

Health Education *(board)*

Safety Checking	<ul style="list-style-type: none"> <li>Assure the board that all children's workers employed or engaged by the school have been safety checked.</li> </ul>
Principal Professional Growth Cycle	<ul style="list-style-type: none"> <li>Assure the board that the principal is completing their professional growth cycle.</li> </ul>
Provisionally Certificated Teachers	<ul style="list-style-type: none"> <li>Assure the board that provisionally certificated teachers have received an appropriate induction.</li> </ul>
Teacher Registration, Certification, and Police Vetting	<ul style="list-style-type: none"> <li>Assure the board that all teaching staff are certificated and police vetted.</li> </ul>
Police Vetting for Non-Teachers	<ul style="list-style-type: none"> <li>Assure the board that all non-teaching staff have current police vets on file.</li> </ul>
Appointment Procedure	<ul style="list-style-type: none"> <li>Assure the board that the Appointment Procedure policy is being implemented correctly, including appointment committee delegations, and referee/background checks.</li> </ul>
School Donations	<ul style="list-style-type: none"> <li>Assure the board that the school complies with all donation requirements, and has given a written statement to parents/caregivers indicating if it has or has not opted into the government donation scheme.</li> </ul>
Length of School Year	<ul style="list-style-type: none"> <li>Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Report the dates and number of half-days for instruction for the next year.</li> </ul>
International Learners *	<ul style="list-style-type: none"> <li>Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date - 1 December each year.</li> </ul>
Evacuation / Emergency Kits and Supplies	<ul style="list-style-type: none"> <li>Assure the board that staff and students have completed trial evacuations each term, that emergency planning and procedures are up to date and in hard copy, and that emergency kits have been checked and contain all necessary items (with current dates).</li> </ul>
Expenditure	<ul style="list-style-type: none"> <li>Ensure twice a year that a board member has checked the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities. See SUE report sign off in the Expenditure topic.</li> </ul>
Monitoring and Auditing School Bus *	<ul style="list-style-type: none"> <li>Assure the board twice a year that the school compliance checklist has been attested to, requirements have been met, and those involved with the school bus are following appropriate policies and procedures.</li> </ul>

