

MINUTES
Ōtorohanga College Board
8th June, 2023
5:30pm, College Board Room

Board Members: Jennifer Roughton (Staff Representative), Lyndsay Kurth (Principal), Takarei Bidois (Student Representative), Michael Ritch, Aaron Cornelisson (Parent Representatives) 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: 5:36 PM

1. Opening and Karakia

Led by Duncan

Apologies: Kim Ingham (Co-chair), Yvonne Mita (Parent representative)

Conflicts of Interest: Jennifer - Unit Allocation Review.

Additions to the agenda:

1. Student Voice on uniforms, honours board and printer code
2. Matariki Plinth
3. Unit allocation review
4. Health and Safety
5. Grant Application

2. Board Decisions

Led by Duncan

- **Sport Wish List:** Sport Wish List tabled and discussed. Students need to be well equipped with sporting and safety gear. Teams should be dressed appropriately to represent the College with pride. A line to be added to the 2024 sports budget to ensure adequate funds

available for purchasing health and safety requirements. Look to fund mouthguards and have them fitted by a dentist.

- Sports Committee to look into kit for students representing the school. Purchase is usually self funded, can it be sponsored? Board funded? And how can funding be sustainable long-term?
- Lyndsay to investigate setting up a 'Friends of the School' committee to support various student opportunities.

Motion: That the Sports Wish List be approved.

Moved: Duncan. All in favour. Carried.

- **Server upgrade:** Lyndsay presented her findings, after considerable research, that in order to best provide for students the College does need a server. The cost to purchase and change over would be approximately \$35,000, including a change in print supplier, allowing better functionality with the new set up.

Motion: That the Board supports the recommendations as put forward by Lyndsay, that the server be upgraded and the printing contract be changed from Cannon to Print Matters.

Moved: Duncan. All in favour. Carried.

- The Board noted the [17.04.23 email resolution](#): appointment of Yvonne Mita as a parent representative.
- **Motion: That the Board gives approval for College groups to apply to The Ōtorohanga Club Grants Committee for funding support.**
- *Moved: Duncan. All in favour. Carried.*

3. Board Discussions, Planning and Training

Led by Duncan

- Board to discuss College position within [Te Ara Huarau: School improvement framework](#).
Deferred until meeting with Julie Earl.
- The following policies were reviewed:
 - Delegations: Monica to update Principal Delegations.
 - Fundraising Policy: The SchoolDocs policy is adequate to cover this, along with the addition of a fundraising line to the budget, enabling tracking of spend, income and profit allocation.
 - Cellphone Policy: The College is having issues with student misuse of cellphones in class, can no longer endorse the 'Traffic Light System' and will pursue a policy of NO cellphone use during class. Lyndsay to update wording on policy, Monica to coordinate with SchoolDocs. Policy to be shared with staff, students and whānau. Strong process to sit behind supporting/enforcing the change.
- ERO: Julie Earl, our new ERO partner will visit on the 19th of June to begin developing a relationship with the College and to work together to determine priorities for a structured internal review and identify work-ons from Te Ara Huarau. There will be compliance documentation for the Board to complete. Kim, Duncan and Lyndsay to dedicate a few days to this.
- The Board will organise a termly staff lunch. Other options for showing appreciation discussed.

- The SLT will follow up on the 2023 Board Annual Workplan. Board strategic goals to be incorporated. There will be a LoL evening.
- Community Engagement Plan. *Deferred.*
- The Board discussed connections and work-ons with Tārewaanga Marae. Monica to confirm any use restrictions with Alan and add work ons to action list.
- The Board discussed student issues. **School lunches:** Lyndsay and Takarei will meet with Chantel from the canteen and students to gather solutions based feedback. There are strict MoE requirements about what can be served. At Te Whare Kura o Oparure students are fully involved in preparation of food and it works well. **Honours Board:** KS Design has been approached to update. **Printing Code:** Takarei to be issued with one. **Uniform:** A petition is circulating regarding the formal uniform. Staff, students and whānau will be surveyed on current uniform to assess how it is working and if there needs to be a change.
- The Board to discuss vision, “From good to great”. *Deferred to next meeting.*
- The Board discussed matters of Health and Safety. An evacuation specialist will be contracted to create an approved escape scheme for the Hostel and evaluate the College at the same time for assurance. Emergency Drill posters are being updated and practice drills will increase.
- Matariki Plinth: All Board members are happy for Tārewaanga Marae to design and build a weatherproof plinth displaying local tribal Matariki beliefs. The plinth will go near the marae driveway, beside the road, but on College grounds.
- Unit allocation review: Feedforward has been received from staff, SLT to review and put forward a recommended structure to be shared with staff on the 21st June. The intent is to arrive an equitable and flexible structure, allowing opportunity for professional development and growth opportunities. Delegation of Board members to meet with Lyndsay, Vanessa and Stoffel on the 14th June, 7:30pm, to go through current structure, proposed structure and any costs or other considerations to be taken into account. Jennifer withdrew from joining the committee due to potential conflict of interest as a member of staff.
Motion: That a subcommittee, as above, meet to deliberate on the unit allocation review.
Moved: Duncan. All in favour. Carried.
- The Board noted available [Learning Events and Online Courses](#) for strengthening areas of governance.

4. Finance

Led by Lyndsay

- Lyndsay confirmed that the March, April and May bills were paid on the 20th of the month following and that the March and April monthly statements were received.
- Resolutions made by email since the previous meeting:
 - 15.05.23 - Approval of [April Accounts to Pay](#), including [Additional account to pay](#).
 - 15.04.23 - Approval of [March Accounts to Pay](#).
- Better Off Funding: Some dates had to be changed due to time taken to sort contract. Sashtree will support Lyndsay and Lisa with milestone reporting. There is discretion for funds to be reallocated to other projects in order to be used more effectively. A full school audit has been carried out to see where resources are required. Duncan to pull together a

'Think Tank' for development of an Agricultural Unit at the College, including Dianne Pemberton and possibly John Oliver. The benefits of the BOF are being realised with the successful development of the junior modules and new ovens and a coffee machine for the food room.

- The Board reviewed the 2022 Annual Report and confirmed that the recommendations from the auditor have been actioned. The Annual report has been signed, Lisa will file. Lyndsay to send to MoE, Monica to ensure report meets privacy requirements, then action it being published on the school website.
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Duncan

- 10 YPP - Hall, Air Conditioning units, Roofs, LED Lighting: The Hall lighting has been received and will be installed once audio components arrive. Asbestos tests have been taken and will be sent to the lab on Monday. E Bock has asbestos - it is contained however it will impact what we can drill into when installing air conditioning. Roofs that need attention: The lower part of Hall, Pathways Room, Property Managers shed, Gym and G1. Work on the gym will start in the holidays. The roofs must be completed before work can commence on shifting the science lab to the library. LED lighting: Quotes have been sought from Action Electrical and Kiwi Town Electrical and will go to Watershed.
- Solar: Aaron/Board to investigate options for solar power.

6. Hostel

Led by Duncan

- The Board discussed Hostel strategic planning, including outgoings and employment. Nahnia Mahuta meeting still to happen. Roster to be reviewed and aligned to current roll. Menus to be redesigned. \$50k allocated to Hostel from Better Off Funding. External support needed to assist with an effective way forward. Lyndsay and Duncan to meet on Monday at 9.30 and bring recommendation back to the Board.

7. Principal Report

Led by Lyndsay

- The April 2023 Principal's report was tabled. The College is part of the Sport Waikato program encouraging student involvement in sport, with funding of \$100k per year for four years. A committee of five teachers and six students will work to identify projects, driven by student voice.

Attendance: Is still an issue, with strikes adding to the impact. Lyndsay to add a variance column to the right of the attendance table highlighting where we are relevant to our target. Modules have influenced attendance positively in the junior school. Modules will be rolled out to seniors. Vanessa, along with the College's Truancy Officer, are carrying out an

attendance enquiry. Fighting and attendance are two big issues nationally, Lyndsay to share strategies within her Professional Growth Group.

- Principal's Professional Growth Cycle: Lyndsay's PPGC partner sends regular updates. Lindsay feels the process is adding value, with mentorship provided for SLT and LoL's, with benefits and knowledge shared also flowing down to teaching staff.

8. Employment

Nil.

9. Administration

Led by Duncan

- **Motion: That the April 4th, 2023 minutes be accepted as a true and accurate record.**
Moved: Aaron. Seconded: Michael. All in favour. Carried.
- Matters arising: *Nil.*
- Board informed of relevant correspondence:
 - Inward:
 - i. Elena Sileava, MoE: Disposal of School Houses
 - ii. Karen Flay, Netball TIC: Grant applications
 - Outward:
 - i. Alan Smith, MoE: Disposal of School Houses
 - Internal:
 - i. Kim Ingham: May 2nd, 2023 Hostel Meeting
- Agenda items for next meeting: *Nil.*

10. PEB: *Nil.*

11. Meeting closed at 8:17pm

Next meeting: Thursday the 17th of August and Thursday the 14th of September, 2023.

Minutes are true and correct:



Duncan Coull

BoT Presiding Member

Date: 17.08.23