

MINUTES
Ōtorohanga College Board
17th August, 2023
5:30pm, College Board Room

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

In Attendance: Rod Barnett (Landscape Architect), Vanessa Te Huia (DP Hauora), Stoffel Wilken (DP Student Achievement) 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: 5:28 PM

1. Opening and Karakia

Led by Duncan

Whakawhanaungatanga: Welcome to Yvonne Mita.

Apologies: Aaron Cornelisson.

Conflicts of Interest: *Nil.*

Additions to the agenda: *Nil.*

Guest Speakers:

- **Rod Barnett:** Rod presented two concept landscaping plans for consideration. Before embarking on this the board needs to create an overarching strategy, outside of student achievement. The board will meet in a dedicated meeting to establish a 2, 5 and 10+ year plan, an experienced outside facilitator to be engaged to enable full board participation.
- **Stoffel Wilken:** Stoffel presented the Semester A Student Achievement Report, with the following points discussed:
 - The biggest thing to come out of the data was the difference in credits still required by Year 11's vs Year 12's. This is driven by the transition from the old, to the new curriculum, attendance and less options for pathway credits.

- There has been a positive shift in reading and writing achievement. Teachers are being supported with PLD to provide better support to students. Finding relief teachers remains difficult, but important to ensure staff are able to attend PLD.
- Modules will be introduced through the senior school.
- Student connection to a subject matters - if they don't relate to a topic, they test badly. Planning and assessment is a work on area, as identified together with our ERO partner. Unit plans are being focused on - ensuring teachers are able to cater to diverse levels within one class.
- **Vanessa Te Huia:** Vanessa presented the Semester A Student Hauora Report, with the following points discussed:
 - We have solid data collection on factors contributing to learning outcomes for students, the next step is robust review, reflection and identification of levers to drive change.
 - Wellbeing and behaviour targets need to be improved. A baseline is measurable through the Wellbeing Survey, targets identified will be added to the Annual Implementation Plan with specific actions to achieve improvement. Funds will be aligned to these targets, rather than having budget amounts rolling over year to year.
 - Behaviour management: Better return conditions are needed, there is counseling support and a breakout room for phone and internet counseling, however the ability to offer face to face counseling every day would be ideal. We work with Ease Up, but further support with anger management and trauma support are needed. Are there opportunities for working with whānau and students together?
 - Access to fully funded EOTC experiences should be thought about and put into the EOY budget proposals.

2. Board Decisions

Led by Duncan

- **Motion: That the board confirms the appointment of Seilala Makesala as the Returning Officer for the 2023 Student Elections.**
Moved: Duncan. All in favour. Carried.

3. Board Discussions, Planning and Training

Led by Duncan

- College position within [Te Ara Huarau: School improvement framework](#): Lyndsay met with Julie Earl, the College's evaluative partner and identified that the evaluative question will be focused on planning and assessment. Kim and Duncan to read board assurance documents and MoE guidelines on good governance, then report back to the board. The Hostel will complete assurance documents also.
- Policies:
 - MOE Code of Conduct: Reviewed. Doesn't capture our own identity and uniqueness. Monica to incorporate into our Code of Conduct and personalise, if possible.

- Community engagement plan: To be developed. There is a webinar available through NZSTA.
- Connections and work-ons with Tārewaanga Marae: Further discussions to be had around shared space and use of bottom field. Lyndsay, Yvonne to meet, representative from Te Whare o Waiwaia, Candace, to look at process for connecting with all local marae, including Kāwhia, and the best way to gather authentic iwi voice, to be woven into our Strategic Plan.
- Board to discuss vision “From good to great”: will be held at the Strategic Plan hui.

4. Finance

Led by Duncan

- Lyndsay confirmed that the June and July bills were paid on the 20th of the month following and that the May and June monthly statements were received. Duncan and Lyndsay to meet with Sankjie and Lisa around isolating Better Off Funding. Termly budgeting and accounts meeting to be held in future.
- Resolutions made by email since the previous meeting:
 - 27.06.23 - Approval of quote for remediation work on Hostel Flat.
 - 17.07.23 - Approval to establish a budget line for the Ball of \$3,500, for this year and years to come, to contribute towards the cost of this important event.
 - 15.06.23 - Approval of May Accounts to Pay.
 - 13.07.23 - Approval of June Accounts to Pay.
 - 14.08.23 - Approval of July Accounts to Pay.
- **Motion: That the financial reports be accepted.**
Moved: Duncan. All in favour. Carried.

5. Property

Led by Kim

- Property update: The team from Switch Group are installing the next lot of equipment into the hall. They will train/upskill Fiona and another staff member. The MoE has signed off the kitchen refurbishment. The Hostel flat has had its upgrades and is being assessed for Healthy Homes standard tomorrow. Once all pricing is in for P2 projects, work can begin on C Block and the shift of science labs to the library.
- Resolutions made by email since the previous meeting:
 - 20.07.23 - Approval of \$80k to support the Stage 1 Hall Kitchen upgrade project, coming from within the Better Off Funding (BOF).
 - 19.07.23 - Approval of \$150k to support the Hall Kitchen upgrade project, coming from within the Better Off Funding (BOF).

6. Hostel

Led by Duncan

- Hostel Summary report tabled.

- Koroneihana EOTC Approval: The Finance Sheet, Risk Assessment, EOTC Pre-Approval were reviewed by the board. Moved for approval via email by Lyndsay Kurth, on the 11th of August, 2023. Confirmed that all board members satisfied that EOTC requirements were met.

Motion: That the board approve the proposal for Koroneihana EOTC.

Moved: Duncan. All in favour. Carried.

7. Principal Report

Led by Lyndsay

- The August 2023 Principal's report tabled. Several excellent staffing appointments have been made. This year some senior classes had to be combined due to numbers, which is challenging for staff and takes teaching time away from students. Numbers are looking better for next year, but we would like to avoid combining classes where possible. The staffing entitlement for next year comes out in September, but we need to advertise now for a Science/Maths/Agriculture teacher.

Motion: That the board supports advertising now for a Science/Maths/Agriculture teacher, and will use bulk funding to fund an additional staff unit if it is not covered by MoE Staffing Entitlements.

Moved: Duncan. All in favour. Carried.

8. Employment

Nil.

9. Administration

Led by Duncan

- **Motion: That the June 8th, 2023 minutes be accepted as a true and accurate record, with the removal of Kim as having lead discussions.**

Moved: Duncan. All in favour. Carried.

- Matters arising: *Nil.*
- Board informed of relevant correspondence:
 - Inward:
 - Outward:
 - Internal:
 - i. Duncan Coull: 07.08.23 [EOTC Guidelines](#)
- Agenda items for next meeting: *Nil.*

10. PEB: *Nil.*

11. Meeting closed at 8:09pm

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

Minutes are true and correct:

A handwritten signature in black ink, appearing to read "D Coull", followed by a period.

Duncan Coull

BoT Presiding Member

Date: 14.09.23