

Board of Trustees of Ōtorohanga College
Thursday 26 November at 6pm
Minutes by SM

BOT Members: Lorraine Fox (Chair), Mark Pitts-Brown (Hostel), Chris van der Heyden (Property – Staff Trustee), Michael Ritch, Emily O’Reilly (Student Trustee), and Traci Liddall (Principal). In Attendance - Paul Matthews (Specialist Advisor) and Seilala Makasale (BOT minute taker).

Apologies: Shani Whitiora, Kelly Isherwood

Mission Statement: Ko te mana mo mua ki te whakamana – “Honour before Honours”

Strategic Priorities:

- Goal 1: Kotahitanga: Providing effective governance
- Goal 2: Rangatiratanga: Building effective leadership and capacity at all levels
- Goal 3: Whanaungatanga: Building positive partnerships for learning
- Goal 4: Marau Matauranga: Building effective teaching practice at all levels
- Goal 5: Ka Hikitia: Relentless focus on sustained and accelerated student achievement

Agenda Area	Decisions to be made/information required
1. Opening and karakia Whanaungatanga and apologies	Karakia by Chris
2. Board Processes, Planning and Training	<p>Led by BOT Chair</p> <ul style="list-style-type: none"> ● Chair to propose that Anthony Wanoa be selected to fill the casual vacancy - subject to no further expressions of interest. <i>Move that Anthony Wanoa be selected to fill the casual vacancy MR/CVH AIF</i> ● Chair to welcome Anthony <ul style="list-style-type: none"> □ <i>Introduction around the table completed</i> ● Feedback from October meeting process evaluation form - only area of ongoing challenge is keeping to task/timeframes. ● Trustees to declare any conflicts of interest ● Discuss governance scenario using NZSTA Scenario Cards ● Confirm 2021 training ‘Leading Effective Boards’ <ul style="list-style-type: none"> □ <i>PD for all Board Members - booked in for March (no definite date)</i> ● Decision: Chair to move that Strategic goal 3 is adjusted to include: “partnerships for learning and wellbeing.” <i>Move Strategic Goal 3 is adjusted to include ‘partnerships for learning and wellbeing. LF AIF carried</i> ● Decision: Principal to move that the Privacy Policy be ratified (https://otocoll.schooldocs.co.nz/). <i>Move that the Privacy Policy be ratified TL/MR AIF carried</i> ● Preparation for upcoming ERO review - Board Assurance Statement and Checklist completed. <i>Hostel Assurance Statement still in progress</i>
3. Finance	<p>Led by Principal</p> <ul style="list-style-type: none"> ● Principal to confirm October accounts were approved for payment electronically ● Decision: Traci to move that October financial statements be approved <i>Move that the Financial Statements approved TL/MPB AIF carried</i> ● Action from October meeting: Principal to advise on draft advice/warning letter to families with fee arrears <ul style="list-style-type: none"> □ <i>Letter completed and to be sent out to parents by end of week</i> ● Action from October meeting: Principal to advise progress on 3 - 5 year budget forecast <ul style="list-style-type: none"> □ <i>Meeting with Accountant: pressing issue, budget for next year. Will use that to make broad brush predictions for next 3-5 years</i> ● Principal to present draft budget aligned with strategic priorities <ul style="list-style-type: none"> □ <i>Ratify in December</i> <i>Move we continue to accept Ministry Donation Scheme for 2020 TL/CVH AIF</i> □ <i>5YA - talk to Himi regarding canteen to move to Priority 1 if it’s a Health & Safety or Closure issue for canteen</i> □ <i>Put canteen upgrade in 5YA, do a variation to the original and take it out of our budget if possible.</i>

	<ul style="list-style-type: none"> <input type="checkbox"/> Include line for male Guidance Counsellor: .2 FTTE in budget <input type="checkbox"/> SLT & Principal Appraisals costs - Traci to confirm with accountant to have this reinstated <input type="checkbox"/> Maori Achievement Plan - actioning through the budget. Funded by Kohikomai <input type="checkbox"/> Asset Register - Costs unknown <input type="checkbox"/> Review of Sport - haven't heard from Pete (the reviewer) <input type="checkbox"/> Separate Hostel out as a separate compartment within budget.
4. Property	<p>Led by Chris and Traci</p> <ul style="list-style-type: none"> ● Decision: Chris to move that the sun room leak at 56 Mt View Road be repaired by Ōtorohanga Plumbing and Gas at \$783 ex GST. <i>Move to accept the quote from OPG for repairs at 56 Mountain View Rd. CVH/TL AIF carried</i> ● Action from October meeting: Move that the King Country Cool Air (KCCA) quote for \$25,060 including gst for cooling systems in four A Block classrooms be approved and actioned. <i>Move TL/CVH AIF carried Chris to action</i> ● Action from October meeting: Decision that heat pump (KKCA \$4820 inc gst) and smart tv (PB TECH 998.99 inc gst) and chairs (Target, \$95ea inc gst) quotes for board room be approved and actioned. <ul style="list-style-type: none"> <input type="checkbox"/> Chairs to be in separate action to vote <i>Move that heat pump and smart tv (55in) purchased for boardroom TL/LF AIF carried</i> <input type="checkbox"/> Vote for chairs to be purchased: <i>For: 5 Against: 2 carried</i> ● Action from October meeting: Principal to move that Central Security quote for \$75/month (\$75 per callout) be accepted and actioned. <i>Move that Central Security quote with the expectation it be reviewed in November 2021 be accepted. TL/MPB AIF carried</i> ● Action from October meeting: Chair to update trustees on property management of BOT owned properties. See shared doc. <ul style="list-style-type: none"> <input type="checkbox"/> Moved to PEB ● Principal to advise on asset register progress <ul style="list-style-type: none"> <input type="checkbox"/> No action yet ● Principal to advise progress on property contracts/5YA/SIPS work ● Principal and Property Manager to confirm status of cyclical maintenance plan ● Proposal: To review of 10YPP for whole school property planning <ul style="list-style-type: none"> <input type="checkbox"/> A Block painted which is a big chunk of school. Only E Block and windows remain <input type="checkbox"/> There should be a meeting between Todd, Peter and Himi. Request for Report in December if possible
5. Hostel	<p>Led by Mark and Traci</p> <ul style="list-style-type: none"> ● Decision: Mark to move that HBD report be accepted <ul style="list-style-type: none"> <input type="checkbox"/> No report ● BOT to review next steps re. Hostel redevelopment <ul style="list-style-type: none"> <input type="checkbox"/> Move to PEB ● Mark and Michael to advise on hire criteria/set lease fee and bond <ul style="list-style-type: none"> <input type="checkbox"/> Deferred ● Kelly and Shani to update BOT on locating records from when Hostel was 'gifted' to the BOT in 2004 <ul style="list-style-type: none"> <input type="checkbox"/> No action - refer apologies ● Specialist Advisor and Principal to advise of pre ERO review of Hostel Assurance Statement and Checklist <ul style="list-style-type: none"> <input type="checkbox"/> Draft by Paul to be shared with LF/MPB Have upgraded all College Policy framework which means Hostel Policy. There needs to be an upgrade of the Hostel Operating Procedures. <input type="checkbox"/> Traci/Mark to go over it and present to ERO as a draft <input type="checkbox"/> The BOT committed to a budget of \$20,000 in 2021 to undertake an external review of the Hostel and the wider issues facing our coastal whaanau, for the purposes of supporting our coastal whaanau and students at the Hostel. Report to be completed by July 2021. Need to source an independent reviewer for this work.
6. Employment	<p>Led by Principal and Specialist Advisor</p> <ul style="list-style-type: none"> ● Principal to advise BOT of all resignations, positions still being advertised and filled

	<ul style="list-style-type: none"> <input type="checkbox"/> No resignations <input type="checkbox"/> Interviewed only option for Maths, awaiting on referee Lorraine: to follow with ministry re subsidising a term/6 months for housing for HOF math position. 8-10 houses in town owned by the Ministry. If they are sold, money will be put in school property funds. All tenanted, mostly by ex-members of staff. Board owns 3-4 houses. ● Specialist Advisor report and action/outcomes plan - does the BOT agree with the action plan? <ul style="list-style-type: none"> <input type="checkbox"/> Scoping Report from Paul. All agreed to progress with that. ● SLT appraisal update ● Principal to advise regarding community survey outcomes - curriculum and JLP/timetable. ● Confirm status of all staff appraisals including Hostel staff <ul style="list-style-type: none"> <input type="checkbox"/> Well on their way. Appraisals have been done by their HOF or DP. Before final sign off, they have a korero with Traci explaining their paperwork. Copy for them and one for filing with PA. Good feedback from teachers and enjoying explaining what they have done throughout the year. <input type="checkbox"/> Hostel Staff - still in process <p>Chris left meeting: 7.31pm</p>
7. Student Report	<p>Led by Emily O'Reilly</p> <ul style="list-style-type: none"> ● Student voice on healthy food options <ul style="list-style-type: none"> <input type="checkbox"/> Year 13 - nice meals, healthy, however, the issue is the pricing. Not affordable <input type="checkbox"/> Year 12 - Free lunches would be popular/successful <ul style="list-style-type: none"> ○ Options - Gluten free/Allergy/Vegan or any other dietary restrictions <input type="checkbox"/> Suggestion box <input type="checkbox"/> Open up meal ideas for different cultures <p>Free lunches by the Ministry may have delayed start (to April). Canteen will run as normal in the first term until the Ministry Food Programme starts. Meals are pre-ordered, so you can choose which meal you want.</p>
8. Principal Report	<p>Led by Principal -covers progress related to strategic priorities, not already covered in meetings so far.</p> <p>Strategic Priorities: Moving towards Principal's reports that will report against our strategic priorities:</p> <ul style="list-style-type: none"> ● Progress on review of sport ● Report on target students ● Special needs and ESOL report ● Confirm emergency planning and resourcing ● T3 interim department reports - defer to define BOT requirements of reporting. ● Pastoral report with recommendations for 2021 ● 2021 PLD for leadership at all levels planned ● Status of Free Food in Schools programme ● Final NCEA predictions to inform 2021 Targets ● Transition support for all students, especially Year 9 2020 priority students. <ul style="list-style-type: none"> Equipment Resources and request Quotes <input type="checkbox"/> Docking station for charging laptops/chrome books on wheels and lockable 3 X 10 Bay crows \$1794 x 3 = \$5382 incl gst Motion to purchase 3 X 10 Bay crows TL/MPB AIF <input type="checkbox"/> Server needs to be upgraded. Kamar upgraded over the break. Kamar to be on a server. \$3783 Move to new server be purchased to host kamar TL/LF AIF carried <input type="checkbox"/> Quotes for drapes/blinds for classrooms Look at blinds rather than drapes so it can't be pulled on. Will come out of depreciation. Year 9 & 10 enviro group have done some investigating. TL will get back to the group for quotes that were requested for. <input type="checkbox"/> Soundproof Admin area <input type="checkbox"/> Quotes for locks - H&S Looking at 2021 budget Move that November report be accepted TL/MR AIF carried
9. Administration	<p>Led by BOT Chair:</p> <ul style="list-style-type: none"> ● Decision: Chair to move that the October 29th 2020 minutes be approved

	<ul style="list-style-type: none"> ● Matters arising <ul style="list-style-type: none"> □ <i>No matters arising</i> ● BOT informed of any relevant correspondence inwards/outward <ul style="list-style-type: none"> □ <i>On Shared Drive</i> ● Discuss moving meetings to before the 20th of the month <ul style="list-style-type: none"> □ <i>Defer to December</i> <p><i>Chasing people for financial statements to be approved by the 20th. Only way to avoid this is to bring the meeting forward or set up a committee that oversees that process and works with TL and puts the recommendation through the Board Meeting.</i></p> <p><i>Move to be accepted LF/TL AIF carried</i></p>
10. Internal Eval'	<ul style="list-style-type: none"> ● See <i>PEB - LF</i> to take notes <p><i>Moved that the public be excluded from the meeting to protect the privacy of natural persons. LF AIF and carried.</i></p> ● <i>PEB ended at 8.38pm</i> <i>Meeting closed at 8.38pm</i>

To Do/Follow Up	Actioned By
Talk to Himi re: Canteen repairs using 5YA	Chris
King Country Cool Air	Chris
Speak with the Ministry re: Subsidising a term/6 months promotion for housing	Lorraine

Minutes are true and correct:



Date: 15/12/2020