

**Minutes of the Ōtaki College  
Board of Trustees' Meeting**  
*Wednesday 15 May 2024 at 6.00pm*

**1.0 Parents/Community Time**

There were no questions.

Mr Wood opened the meeting with a karakia.

**2.0 Attendance**

**2.1 Present**

Jo Andrews, Pania Barrett (via zoom from 7.20pm), Penny Gaylor (Chair), Ian McMillan, Rose Reynolds, Sarah Ropata, Hamish Wood (as Acting Principal)

**2.2 In Attendance**

Vivienne White (Minutes)

**2.3 Apologies**

Maewa Kaihau, Andy Fraser (on sabbatical)

There were no conflicts of interest.

**Moved “that the apologies be accepted”.** Penny Gaylor/Hamish Wood/carried unanimously.

**3.0 Minutes**

**Moved “that the minutes from the meeting on 27 March 2024 be accepted as a true and correct record.** Ian McMillan/Penny Gaylor/carried unanimously.

**4.0 Matters Arising**

**Casual Vacancy**

Noone had yet been found to fill the Board vacancy. Mr Wood said that Mr Fraser had been speaking with Pera Barrett about the possibility of joining the Board, and that Mr Barrett was considering this. Mr Wood to follow-up with Mr Fraser and email the Board Chair with the result.

It was noted that a selection needed to be made by 14 June if the NZSTA requirements for selection were to be met.

**Portfolio Allocation**

**Moved “that the allocation of portfolios, as discussed at the previous meeting and circulated with the current papers, be ratified”.** Penny Gaylor/Jo Andrews/carried unanimously.

Ms Ropata confirmed that Mr Wood was the correct school liaison person for the Curriculum Portfolio.

Ms Andrews asked if there was anything more she could do in her role as Whānau & Community Engagement/Fundraising Portfolio Holder around community engagement. She suggested the possibility of using some of the funds raised at the Matariki Night Market to hold a summer bbq for the community in Ahoaho Māra Kai. The Board agreed this was a good idea. Ms Andrews said that she would talk to Jack and Rosa about using the garden and possibly including some fundraising for the gardens, as per their plant sale in 2023.

Ms Gaylor asked what the process was for deciding how the profits from fundraisers were used. Ms Andrews said that this hadn't been fully discussed.

## **5.0 Correspondence**

The outcome letters from three recent suspensions were tabled and discussed. Mr Wood thanked the members who had attended the suspension hearings. He said that all students had had supportive whānau representation at the hearings. This, combined with the contrition of the two students suspended for gross misconduct, had led to their suspensions being lifted with conditions. The student suspended for continual disobedience had expressed no desire to return to school and had been enthusiastic about the possibility of attending a local pre-employment course instead. This was considered a good outcome for all parties.

The Board commented that the incident had placed several staff in a distressing situation and asked if they had been debriefed on the suspension outcomes. Mr Wood said that this had been done at a staff briefing, and that he had spoken with the people who had played a major role in de-escalating the situation, but that he would personally check to make sure that no-one was suffering from any ill effects. He confirmed that the students involved had fully recovered.

Mr Wood commented that there had been several new families coming into the community and that this was causing difficulties, not just at ŌC but at the Kura as well.

## **6.0 Acting Principal's Report**

Mr Wood spoke to his report.

He said that it was too soon in the year to gauge the impact of the new Level 1 NCEA standards. He talked about the upcoming literacy and numeracy examinations and what this meant for students. He spoke about the school leaver data, saying that achievement at Level's 1 and 2 were good but that Level 3 was not as high as the school would like. He said that there was a definite gap at level 3 between Māori and New Zealand European.

He said that currently the Year 7&8 Department were teaching numeracy and literacy for 13.5 hours per week and that this would be raised to 15 in 2025 to meet government requirements.

### **NPDL**

Mr Wood said that professional development in NPDL was continuing, but not on Thursday afternoons, due to the involvement of 30 staff in a Te Reo course.

### **SchoolJoy**

Mr Wood explained that SchoolJoy was an American company providing AI resources to tailor courses and assessments to individual student interests.

### **PB4L**

Mr Wood said that the new Kia Kaha cards, designed by Te Tahī Takao, placed greater emphasis on the Māori translations of the RŌAR values.

### **Farewells**

Jude Rasmussen had been farewelled on 10 May. Jude's replacement, Laurie Painter, had already started. Mr Wood commented on the high calibre of the shortlisted applicants.

Mr McMillan's farewell was likely to take place on the last day of term. His replacement, Cindy Hall, had been appointed.

### **April Financial Report**

Mr McMillan spoke to his previously circulated report.

He said that uniform was moving from Marlan Trading to McAndrews. The College would have to buy all the stock that currently belonged to Marlan - worth around \$31,000. There would be some losses, jerseys being one, where items were not selling. These items would be sold at a lower than cost price. Mr McMillan said that a contract with McAndrews was currently being negotiated.

Mr McMillan said that he was in the process of drafting the 2025 budget.

**Moved "that the April Financial Report be accepted".** Ian McMillan/Sarah Ropata/carried unanimously.

### **Property**

The work on the crossing in front of the College was discussed. Ms Ropata said she had complained, on behalf of the College, to KCDC about the poor quality of the contractor's work and the lack of proper safety precautions and traffic management. Mr Wood confirmed that he had received no communication from either KCDC or the contractors, despite having contacted them 4 weeks prior.

Mr McMillan confirmed that the building at the front would be removed, with the work being done during a holiday period. The College was currently

negotiating with the MoE to put down asphalt after the removal to provide more parking.

### **Attendance**

Mr Wood said attendance rates were low for the time of year.

## **7.0 Matters for Approval**

There were none.

## **8.0 Planning and Review**

### **a) Ōtaki Transformation Project**

Mr Wood presented the previously circulated proposal for a 3-5 Year change management plan for the College.

He said that the major focus of the transformation plan was to ensure equitable student achievement based on diversity and inclusion. He outlined the major shifts in learning and teaching that were proposed, particularly that of the “Learner at the Centre” concept. He said that, according to the plan, the first changes would be made at Years 9&10 in 2025, with a move to a semester system where students would choose both core and option subjects on a half yearly basis.

The Board were enthusiastic about the vision displayed in the plan, but commented that there was not enough detail on the delivery of that vision for them to be able to make an informed decision on whether this was the way forward for the College nor whether the cost was reasonable and affordable. They said there was no documentation of the enormous amount of planning that would need to be in place if the new structures and measures were to be successful, nor was there enough information to assure them that students and teachers would be on board. They also commented that community consultation would be desirable before commencing on such a major transformation. Without this they felt that whānau engagement could not be assured.

Ms Gaylor questioned the timing of the plan, with a new Board due to be elected in 2025 and the possible retirement of the current Principal within the next few years. Ms Gaylor said that she also felt that the 5 year timeframe was potentially too long, given the accelerating rate of societal change.

The Board said that the plan represented one option, but asked if there were other options which would involve a slower, more considered, rate of change.

The Board asked that a formal paper, providing a detailed implementation, delivery and impact plan, with costs, be provided for the next meeting on June 19. The paper should make it clear what decisions were being sought from the Board and what timeframe was needed for those decisions. Ms Gaylor asked that Mr Fraser be

present to answer Board questions and she asked members to ensure they could attend.

**b) Curriculum Policy**

Deferred until the Board had a clearer picture of what the Curriculum would look like in 2025.

**9.0 Updates on Key Initiatives**

**Matariki Night Market**

Ms Andrews said that preparations were going well. She would be sending out an email to parents asking for help within the next few days.

**11.0 Identification of Items for the Next Meeting: 27 March**

Transformation Plan (as above).

**12.0 Date of Next Meeting**

Wednesday 19 June at 6.00pm.

Following a closing karakia, there being no further business, the meeting adjourned at 8.20pm.

**Confirmed:** \_\_\_\_\_ **Chairperson**