Minutes of the Ōtaki College

Board of Trustees' Meeting

Wednesday 10 November 2025 at 5.30pm

Matiu Rikihana and Finn Butler were welcomed by Keremihana Heke to the Board of Trustees with a mihi whakatau.

The Board then began the meeting with a Surplus Staffing Consultation Meeting which was held In Committee.

The Board came out of Committee at 7.07.

Hamish Wood, Bruce Johnson and Joanna Devane, who had been in attendance at the Surplus Staffing Meeting, left at 7.17.

1.0 Parents/Community Time

There were no questions.

2.0 Attendance

2.1 Present

Finn Butler, Andy Fraser, Jarrad Porima, Penny Gaylor, Emily Griffin, Matiu Rikihana, Rick Smith, Kim Tasker, Sara Velasquez

2.2 In Attendance

Vivienne White (Minutes)

2.3 Apologies

There were none.

3.0 Matters of an Urgent Nature

3.1 Portfolio Allocation

After discussion it was agreed that the two portfolios outstanding from the previous meeting be allocated as follows:

Personnel	Penny Gaylor
Finance	Rick Smith

3.2 Meeting Dates for 2026

It was agreed that some Mondays and some Thursdays were the available days common to all members. It was therefore agreed to alternate Mondays and Thursdays on a term by term basis, starting with Mondays in Term One.

4.0 Minutes

Moved "that the minutes from the meeting on 10 September 2025 be accepted as a true and correct record". Sara Velasquez/Andy Fraser/carried unanimously.

5.0 Matters Arising

Mr Fraser answered questions raised at the previous meeting. He said that the Lease Grant figure was an in and out paper transaction which covered the College's rent of the grounds. The Student Welfare figure was at -99% because other funds had covered uniform, stationery purchases etc. This money would be carried over into 2026.

He went on to say that the back driveway had been filled with metal and had been put onto the drainage works schedule.

Mr Fraser said he was still working with other Principals on a comprehensive AI policy.

Ms Velasquez asked if the Board should send a formal letter of protest regarding the Government's actions around removing Te Tiriti o Waitangi from the Curriculum. Mr Fraser agreed and suggested that a combined letter from all schools across the Kāpiti Coast, backed by letters from individual boards, should be sent. He then tabled Derek Wenmoth's blog on "Why Our Schools Must Keep Their Commitment to Te Tiriti o Waitangi". Mr Fraser said he would email a draft letter to BoT members for their consideration.

6.0 Finance and Property

6.1 Finance Report

The September Finance Report, the 2026 Draft Budget and the Property Report had been previously circulated.

Mr Gaylor said that the College appeared to be tracking fairly well against budget. She called for questions.

Mr Fraser confirmed that, while there was no formal procedure around term deposits, Cindy Hall always considered the best way to invest surplus funds.

Mr Fraser confirmed that there was no formal procedure regarding gifts. He said that staff paid into a Social Fund, and that this fund was used for gifts for leaving/retiring staff. If the person leaving had considerable length of service or significant management responsibilities, then the school would sometimes add a small amount to this.

The question was asked as to why the GST was so much higher this year than last. Mr Smith said that this figure was the total liability, not the amount paid.

Moved "that the September Financial Report be accepted". Penny Gaylor/Rick Smith/carried unanimously.

6.2 Draft Budget

Mr Fraser said that the draft budget had been given to the Board for their perusal, approval would not be sought until the February meeting. He encouraged members to read through the budget and ask questions, either by email or at the December meeting.

Mr Fraser said that the budget was still a work in progress, with a review being done of items such as Education Perfect. Rationalisation of software programmes was being undertaken.

In answer to a Board question, Mr Fraser explained the funding of the Secondary Tertiary Programmes, saying that these were removed from the MoE roll count for staffing purposes, but that each STP student was funded via the Operational Grant. Whilst the money had to cover staffing, management units etc, it did allow the College greater flexibility in how the money was allocated.

6.3 Property Report

Mr Fraser said that most of the scaffolding had now gone and that the water tightness project was nearing completion. The next project would be fixing the drainage issues throughout the College.

7.0 Correspondence

The PPTA Strike Notices were noted.

8.0 Principal's Report

The Principal's Report had been previously circulated and was taken as read. Mr Fraser spoke briefly to his report.

He said that the issue of greatest importance for the Board was the fact that the current Strategic Plan covered the period from 2024-2025. He said that he would try and clarify when the new plan needed to be in place, but that he hoped there would be time for drafting and community consultation throughout the course of 2026. He tabled several papers that had been given to ERO, which he said would be useful for informing the new Strategic Plan. It was agreed he would also email these out to the Board.

Mr Fraser then detailed how the recent ERO visit had gone and tabled the draft ERO Next Steps document, explaining that this would also feed into the Strategic Plan. He said that, while there were some minor compliance issues, most of the comments from ERO personnel during the visit had been extremely positive. He felt, however, that the way in which ERO reports were written was prescriptive and that, as the first part of the report was based on the College's 2024 results which had shown a dip (in line with national trends), it was possible that it might contain some negative content.

He said that ERO had commented that the BoT was responsible for all EOTC trips and that he would be including a risk analysis of upcoming trips in future Principal's Reports, starting in February 2026, for the Board to discuss and approve/disapprove. He said that he would share the slideshow provided by ERO with the BoT once he had discussed it with Kent Pollard, TiC of Outdoor Education.

Mr Fraser referred to item 1.4 Ngā Hapū o Ōtaki Representation on the Board in his report, saying that this would be deferred until the first meeting in

2026 so that the College community could be invited to attend and have their say.

Ms Velasquez commented that it would be good to employ technology to make it easier to communicate with the College community and agreed to forward any recommendations she had to Mr Fraser.

Ms Velasquez noted in the NCEA information provided that females were performing lower than males. Mr Porima said that this was also true for attendance. Mr Fraser commented that there was considerable pressure on students, particularly female students, to help at home and to have part-time jobs to help with family finances. Ms Tasker suggested that it would be good to move students who were transitioning out of College into courses as quickly as possible to lift attendance statistics. Mr Fraser said that this was not always possible, given that many courses were a number of weeks long, and new students were not accepted once a course had started. There were also waiting lists for a number of courses. He said that the College continually tried to balance the needs of students with the options available and that a team of people including the AP, Kaihautū, Counsellors and the Careers/Gateway Co-ordinator were always working to find the best outcomes for individual students.

9.0 General Business

It was noted that the next meeting, on 9 December, would be followed by the Board Christmas dinner and was therefore at the earlier time of 5.00pm. Mr Fraser said he would have to apologise for both the meeting and the dinner as he would be at a Big Picture Learning Conference in Australia.

Suggestions for a venue were: Kai Thai, Longbeach, Salt & Wood, the Courthouse, Levin and the Pizza venue in Levin.
Viv to check availability and menus.

The Board discussed moving to a paperless meeting. It was agreed that the Board preferred having papers in hard copy as well as digital versions.

11.0 Date of Next Meeting

Tuesday 9 December at 5.00pm.

There being no further business, the meeting adjourned at 8.35pm.

Confirmed: ____________________________ **Chairperson**