

**Minutes of the Ōtaki College
Board of Trustees' Meeting**
Wednesday 1st July 2020 at 6.00pm

1.0 Parents/Community Time

There were no questions.

2.0 Attendance

2.1 Present

Paul Carlyon, Andy Fraser, Penny Gaylor, Maewa Kaihau, Dale Nakhla (Chair), Kahe Nakhla, Sarah Ropata (attended via Zoom), Natasha Simpson, Shelly Warwick

2.2 In Attendance

Vivienne White (Minutes), Ian McMillan until 6.30pm

2.3 Apologies

There were none.

2.4 Conflicts of Interest

There were none.

3.0 Matters of an Urgent Nature

3.1 There were none.

The Principal's report, together with the Audit Report on the 2019 Financial Statements, had been previously circulated. **All reports were received and were taken as read.**

4.0 Finance and Property

Mr McMillan, Business Manager, joined the meeting for the discussion of the Audit Report.

Expected 2020 Budget Deficit

Mr McMillan elaborated on the points he had made in the Principal's report. As reported at the previous meeting, COVID-19 had a major impact on the number of International students attending, with half having returned home early. Mr McMillan stated in his report that the College's International income had diminished by \$85,000. Adjustments had been made to the 2020 budget to cut expenditure in various areas to compensate for this diminution and thereby maintain the agreed budgeted deficit of \$15,445. These changes had been approved at the previous meeting.

Regarding the 2019 audited Financial Statements, Mr McMillan said that the final figure was a loss of \$11,617. This was against an estimated budget loss

of \$11,441. He said, however, that he had signalled to the Board towards the end of 2019 that the 2019 International budget would not be met and as a result he had been expecting a final loss in the region of \$61,000. This had not occurred due to the auditors not allowing the College to bring forward unspent funds, \$22,680, from the Stanjoy Trust. This had improved the 2019 financial situation but meant that the funds would have to be spent in 2020 without being budgeted for - thus impacting the final 2020 deficit figure. This therefore brought the expected 2020 deficit to \$38,125. In addition the College had had to pay an additional \$39,000 from STP funds for a staff member who had received a salary adjustment that had to be backdated for 3 years. The number of STP students had dropped during the course of the year, causing a drop in income of \$15,000, of which only \$12,000 had been allowed for in the budget. Saved staff banking would help to offset this, as would lower curriculum spending due to COVID-19. In addition three International students had extended their stay in New Zealand, thereby bringing in an extra \$15,000. Taking all of these changes into account, the expected 2020 budget deficit was expected to be in the region of \$65,125.00.

There was brief discussion on possible causes of students pulling out of STP courses. Mr Fraser said that Ms Putt would shortly be talking to students about next year's courses and would be emphasising the need for students to be sure of their commitment to the STP courses before signing up. He confirmed that it was not possible to offer the courses to other students if registered students pulled out part way through the year.

Management Report from Auditor on the 2019 Financial Statements

Mr McMillan's comments on points 5 through 14 raised by the auditor had been previously circulated under 4.1.2 of the Principal's Report. His comments were noted. The Board agreed to sign off the Principal's credit card statements - this would be done by either the Board Chair or the Finance Portfolio Holder.

Mr McMillan commented that he was due to meet with Accounting for Schools during the holidays to sort out the reporting format for monthly BoT reports.

It was moved **“that the Audit Report had been previously circulated and had been discussed and noted”**. Penny Gaylor/Shelly Warwick/carried unanimously.

MoE Donations Scheme

After discussion It was further moved **“that the Ōtaki College Board of Trustees agrees to continue to take part in the Ministry of Education Donations Scheme**. Penny Gaylor/Andy Fraser/carried unanimously.

It was noted that Mr McMillan was currently on a Working Party within the MoE on Government Procurement and Financial Systems.

Mr McMillan left the meeting at 6.30pm.

5.0 Minutes

Moved “that the minutes from the meeting on 20 May 2020 be received”. Paul Carlyon/Penny Gaylor/carried unanimously.

Matters Arising

a) Query regarding \$7,000 under Electricity Costs

Mr Fraser confirmed that this was the amount calculated as reduced electricity costs resulting from the XŌtaki solar panels. The money saved was paid out in student scholarships at prizegiving. This amount had been included as income under local funds in 2019 but had been shown as a credit under expenditure for Heat, Light and Water in 2020 as a better way of recording the transaction.

Moved “that the minutes from the meeting on 20 May 2020 be accepted as a true and correct record with one amendment: namely that the wording under 3.1 be changed to reflect that the Board Chair had said that it was her suggestion to NZSTA that the timeline for completion of the Strategic Plan should be pushed out due time lost for community consultation as a result of COVID-19”. Paul Carlyon/Penny Gaylor/carried unanimously.

The Principal then spoke to his report.

6.0 Reporting on NAGs

6.1 Curriculum (NAG1)

Mr Fraser said that he had asked Mr Wood to change the format of the NCEA reports, as previously they had been based on Year Levels and that this was no longer relevant - for example students studying NCEA Level Two should be reported on together, whether or not they were in Year 12.

Mr Fraser said that, while currently the data reports still included NCEA Level One, the Board should remember that the College was no longer focussing on NCEA assessments at this level.

Mr Fraser said that, taking into account the NZQA changes for 2020 that had been made to counterbalance the effects of COVID-19, it was pleasing to note that most students were still on track to attain their achievement qualifications. He also said, however, that there remained high levels of anxiety amongst students post Lockdown. This was detailed in the Student Welfare report submitted by Natasha Simpson on behalf of the pastoral team.

Mr Fraser then talked about the Woolf Fisher data submitted in his report. He said that this had produced some good cohort data. He said that while the College has one group that is achieving at expected levels, there is another, mostly Māori, that is underperforming. The data showed that the gender gap is narrowing but that the NZE/Māori gap is not.

He said that Woolf Fisher had also established that, at a national level, students are not reading enough. As a result they were recommending the Authentic Text, T Shaped Literacy model. Mr Fraser said that the College would be working with teachers on this concept.

Ms Ropata offered to provide a list of local authors who had produced works likely to engage Ōtaki students, particularly Māori.

Mr Fraser accepted this offer and said that it was also important to canvas students and see what they did find engaging - what they wanted to study and whether they felt they were connecting with school.

He said that he would like to see all groups surpassing the national norm, even if it were not possible to close the NZE/Māori gap. He was, however, using his own MAC pld to work on lifting Māori achievement and was working on developing a three year plan to do this.

The Board asked if the Principal knew what strategies Colleges had in place who were meeting national norms that Ōtaki did not. Mr Fraser sited the programmes being run by Te Aroha School, Spotsford and Flaxmere Colleges and said that he was investigating ways that Ōtaki could implement similar programmes. He said that these Colleges had showed that where Māori students felt safe and connected with their teachers, their results improved.

Mr Fraser then went on to talk about new STP courses that were being introduced in 2021. He said that UCOL were looking at getting into the apprenticeship area and that this could mean that some students would be out of College for three days a week and would have the opportunity to attain 70 credits through these three day courses. This would mean changes in what the College needed to provide for their remaining two days. Possibilities were having two days of work experience or one day's work experience and one day of on-line learning. He also said that UCOL were taking over the old Taratahi courses in 2021 and that these had always been popular with Ōtaki students.

6.2 Staff Management (Nag 3 Personnel)

6.2.1 Teacher Aides

Mr Fraser commented on the pay increases for Teacher Aides, saying that it was a great thing to see happening. He said that the funding for this was provided by the Government and would be paid into the College's Operations Grant.

6.2.2 Maternity Leave

Mr Fraser informed the Board that Lisa Missen would be taking maternity leave later in 2020 and detailed staff changes that would be made to cover this.

6.2.3 Principal's Appraisal

The link to the Appraisal Summary was included in the Principal's Report.

6.2.4 Extended Leave Without Pay

Mr Fraser said that he had received a reply from Eyup Erkilic indicating that he would not be returning to College and on the basis of that letter had extended Alison Tennant's fixed term position to the end of Term One, 2021. This would allow time to advertise the position in Term One, once Mr Erkilic's resignation was received.

6.3 Finance and Property (NAG 4)

Finance had been discussed at the beginning of the meeting (Item 4).

6.3.1 Property

Mr Fraser updated the Board on current projects. He said that the Energise Ōtaki Solar Project would be going ahead shortly. He said that most projects had been covered in his report, but that the Staffroom was also undergoing an update, with new carpet and lino already installed.

In answer to a Board question, Mr Fraser explained that all major projects had to be put up on GETS, the Government Electronic Tender System. OCTA was in charge of putting projects onto GETS. He said that Tiger Turf had won the tender for the turf on the courts and Pritchards had won the driveway contract.

Mr Fraser said that an unexpected cost had been encountered with the courts, in that the three phoenix palms at the driveway entrance had roots that might affect the new surface. Their removal was necessary and would cost in the region of \$6,000. He warned that there would be advertising going up on the fence as this had been agreed with a contractor in return for a reduction in price.

Ms Simpson asked when the Science Block upgrade would be starting. Mr Fraser said that plans had been drawn up and a start date would be set once current projects were underway. Contractors would be remediating the Nelson Block toilet system during the July holidays.

Brief discussion was held on the proposed Lupin Development proposal. Mr Fraser said he had concerns around traffic management, but that these had been satisfactorily answered.

7.0 Strategic Discussions

7.1 Kahui Ako

Mr Fraser said he had given the Board's feedback on the Kahui Ako Tokotoko o Ōtaki to Jim Matheson, who had made some wording adjustments as a result. Mr Matheson's response was included in the Principal's Report. Also included were background notes on the history of education in Ōtaki from Rachael Selby. The Board asked if they would get the changes back for approval. Mr Fraser said that all Boards had responded and had agreed the proposal in principle so Mr Matheson was going ahead with it.

There had, however, been a change in the proposed leadership structure - this was now to be based on a dual leadership model and Ngati Raukawa had confirmed that it was happy for these roles to be taken up by Mr Fraser and by Heni Wirihana from Te Rito. Both Principals were happy to relinquish the salary component (after tax and Kiwisaver costs had been covered). This money would then go into a pot for funding activities across all schools. The Board asked who, in that case, would be responsible for running the Kahui Ako. Mr Fraser said that it might be that a portion of the money would be paid to either Rachael Selby or Jim Matheson to continue their work. He also said that the Te Reanga Ipurangi Trust had voted to stay in the Manaiakalani Outreach Programme, so part of the money could be spent to fund the travel for an Ōtaki Representative to attend Manaiakalani meetings.

The Board asked if the Boards of schools in the Kahui Ako would be meeting collectively. Mr Fraser said that this was definitely part of the planned process.

7.2 Learning Support Hub Proposal from Arahunga

Mr Fraser said that he felt the positives outweighed the negatives and that it was his recommendation that the Board should agree for negotiations to continue.

After discussion it was moved **“that the Ōtaki College Board is happy to join in a partnership with Arahunga to look at the development of a Learning Support Hub at Ōtaki College”**. Andy Fraser/Paul Carlyon/carried unanimously.

8.0 Governance Discussions

8.1 Attendance

Mr Fraser said that the current statistics were complicated by COVID-19, with the College reinforcing the message - “if you are ill, stay home”. Ms Simpson said that the Pastoral Team were working hard to improve attendance rates. She said that several referrals had recently been made to Truancy Services and that families were getting support.

In answer to a Board question Mr Fraser said that students did still have access to on-line learning if they were home sick.

8.2 **Student Representative Elections**

The Board moved **“that Mr McMillan be nominated as the Returning Officer, subject to his agreement, for the upcoming elections and that the date for the election be set as Friday 18 September 2020”**. Dale Nakhla/Andy Fraser/carried unanimously.

8.3 **Serious Behaviour Issues**

Mr Fraser said that there continued to be a small cohort of students whose behaviour was of concern. He noted that this was not a problem confined to Ōtaki but was one that had been recently commented on by the NZPF President, who had noted that he had seen rising numbers of students experiencing crisis and dysfunction in their lives.

Mrs Nakhla commented on the fact that Ōtaki was lucky in the number of people out in the community who were working to support families and bring them out of crisis.

8.4 **Property**

Mr Fraser said that property procurement rules appeared to be changing. It seemed likely that schools would be able to use their discretion for projects under \$200,000 and that these projects would not have to go to GETS. This would shorten timeframes and allow more local involvement.

9.0 **Policies and Procedures**

Moved **“that the Financial Management Policy and the Property and Equipment Development and Management Policy be noted as having been reviewed without change.”** Dale Nakhla/Shelly Warwick/carried unanimously.

Moved that **“the Policy Making Policy; Governance Policy and the Board-Principal Relationship Policy be noted as under review.”** Dale Nakhla/Shelly Warwick/carried unanimously.

10.0 **General Business**

a) **Portfolio Reports**

The previously circulated Curriculum and Student Welfare reports were noted.

b) **Strategic Plan**

Mrs Nakhla said that consultation has taken place with students on the effects of COVID-19.

- c) **Canoe Polo**
Ms Gaylor said there would be a fundraiser on the coming Friday.
- d) **Traffic Hump**
Mr Fraser said that he did not know when this was being done. Ms Warwick said that she would raise the matter at the next Road Safety meeting.
- e) **Caretaker**
Mr Fraser said that the caretaker would be continuing in his position until the end of Term Three. Contact would be made with the previous applicants for the position in due course.
- f) **Sleepovers in Te Whare Hui**
Ms Nakhla said she had been talking with Whaea Maha about this possibility but the lack of sprinklers might be problematic. Mr Fraser gave the background - saying that it would be good for Ōtaki to be able to host nohos as a participant in the Tu Rangatira programme. He had taken the matter to the Property Advisor who had said that sprinklers were not necessary if there were to be under 40 students sleeping in the building and there was no stove. As there was a stove and no sprinklers, sleepovers would not be able to go ahead. Mr Fraser said he would explore further options. Ms Warwick suggested that the Tu Rangatira students could approach Internal Affairs to find out what funding might be available.
- g) **Fire Alarms**
Mr Fraser said that the current fire alarm went off because of hot oil smoking on a stove in the hospitality area. He had asked the technology teachers to ensure that the specialised cookers in the hospitality room were the only items of equipment used for deep frying in future.
- h) Ms Ropata said that it had been a long and difficult term for students and staff alike and she suggested that the Board should send a message to students, whānau and staff, thanking them for their perseverance in keeping learning going during Lockdown and for all their extra hard work. Mrs Nakhla said she would write this.
- i) Mr Fraser said that there were many people and organisations in the community helping the College - citing a recent gift of carpet tiles as an example.
- j) Mrs Nakhla said that the Principal's Appraisal had been completed. Suggested professional development lay very much with MAC (Māori Achievement Collective) and that the principle targets were to close the gap between Māori and NZE achievement whilst, at the same time, moving all achievement upwards.

10.0 Date of Next Meeting

05 August 2020 at 6.00pm.

There being no further business, the meeting adjourned at 7.45 pm.

Confirmed: _____ **Chairperson**

Date: _____