

**Minutes of the Ōtaki College  
Board of Trustees' Meeting**  
*Wednesday 29 June 2022 at 6.00pm*

**1.0 Karakia**

**2.0 Parents/Community Time**

The Principal had been asked by a student to raise the possibility of having crew neck jerseys as an alternative to v-neck sweaters, and to have the jerseys made in something other than wool.

It was decided that this would not be possible at the current time due to stock levels. Mr Fraser to convey this to the student.

**3.0 Attendance**

**3.1 Present**

Andy Fraser, Dale Nakhla, Sarah Ropata, Shelly Warwick (Chair),

**3.2 In Attendance**

Vivienne White (Minutes)

**3.3 Apologies**

Penny Gaylor, Maewa Kaihau, Natasha Simpson.

There were no conflicts of interest.

**4.0 Minutes**

**Moved “that the minutes from the meeting on 18 May 2022 be received”.** Dale Nakhla/Andy Fraser/carried unanimously.

**Moved “that the minutes from the meeting on 18 May 2022 be accepted as a true and correct record”.** Dale Nakhla/Andy Fraser/carried unanimously.

**5.0 Matters Arising**

Matters that had been identified for discussion/reporting at the next meeting - Item 8 of the Principal's Report - were noted.

5.1 The Election Timeline had been provided with the Principal's Report.

5.2 Report back on lowering of volume of evacuation alarm. The fire alarm providers had confirmed that this was not possible if the school was to remain within code.

- 5.3 The Principal confirmed that the procedures for the Planning and Review Policy had been reviewed and a number of small changes made. All procedures were now in place and up to date.
- 5.4 The Principal said that adding the key goals, priorities and measurables for the next twelve months to the annual plan was underway.
- 5.5 It would not be possible to have cotton rather than woollen socks at present due to stock levels held by Marlan.

The Principal had provided with his report the schedule of price increases made by Marlan that was due to take effect on 1st October.

The Board asked whether any progress had been made on researching the possibility of including an ie as part of the uniform. Mr Fraser said that he would follow this up with a parent who would be able to give advice.

Discussion was held on whether the ie would be worn only on formal occasions, or whether it could be worn as a standard uniform item.

The possibility of students wishing to wear other items of cultural significance on special occasions was also raised. It was agreed that a statement could be included in the uniform regulations which would indicate that items of cultural significance could be worn on particular occasions at the Principal's discretion. Mrs Nakhla to draft a statement for discussion at the next meeting.

- 5.6 The Principal confirmed, in answer to a Board question, that parents from contributing schools could set up a parent account with College in advance. It was suggested that this should be advertised at the contributing schools - possibly via their newsletters.

The Principal also confirmed that second hand uniform was available for purchase from Tania Te Kira in Learning Support.

## **6.0 Correspondence**

### **a) Roll Return**

The June Roll Return was noted.

## **7.0 Principal's Report**

The Principal's report had been previously circulated and was taken as read.

### **Progress Against Annual Plan Goals and Targets Rangatiratanga**

Mr Fraser updated the Board on the continuing development of NPD L and also on the upcoming project with Te Rakau Theatre Company, funded by Creatives In Schools, which would provide a high quality theatre production across all member schools of Te Kāhui Tokotoko o Ōtaki.

He said that students continued to be engaged in the Puhoro and Tukaha Leadership programmes. He said that the College had one entry in Ngā Manu Korero, and that they had spoken extremely well.

## **Report on Risk and Compliance Outcomes and Incidents**

### **Traumatic Incident**

Mr Fraser spoke about the recent traumatic incident involving the sudden death of a Year 7 student. He said that the College had followed the Traumatic Incidents Procedure and had identified high/medium and low risk students immediately following the incident.

The MoE Traumatic Incidents Team had come into College on day one to offer advice and guidance. They had confirmed that the College was taking the right steps and had all necessary systems in place to manage the situation. Mr Fraser said that teachers were doing really well at providing support for the Year 7&8 students.

### **Roll Generating Staffing**

Mr Fraser said that the estimated number of students in 2023 that had been sent to MoE, based on current year level numbers and data received from contributing schools, produced a staffing entitlement that was similar to that of 2022. It remained to be seen whether the MoE accepted those numbers. The 2023 provisional funding entitlement was likely to be received in September. This would also show how much effect the change from a decile based to a more equitable funding system would have.

### **Attendance and Engagement**

The Board asked if there was any way of measuring the effect of Covid on student performance. It was agreed that in Covid times, particularly with rolling year levels at home and hybrid teaching models in place, attendance could not be used as a realistic indicator of performance. It was agreed that engagement was the most important factor in gaining good results but that engagement was difficult to measure. Mr Fraser suggested that the data around students keeping up with and passing assessments was probably the only reliable measure of how much Covid was affecting student performance.

### **Competency Matter**

Mr Fraser said that this was no longer an issue as the staff member had resigned. He confirmed that a comprehensive programme of advice and support had been put in place to assist the staff member involved.

### **School Planning and Reporting**

Mr Fraser said that the Strategic and Annual Plans appeared to be meeting most of the MoE's desired planning and reporting targets.

### **Matters for Noting**

Mr Fraser updated the Board on the upcoming visit of the three Otaki Scholars and the success of the three College entries in

Smokefreerockquest. He drew members' attention to the PB4L update from Jarrad Porima.

He said that discussions were continuing on what the local Alternative Education programme would look like.

### **Student Attendance**

Mr Fraser said that the Senior Leadership Team would be following up on the less than satisfactory attendance data.

### **Graduate Profile**

Mr Fraser drew members' attention to the draft Graduate Profile document.

## **8.0 Matters for Approval**

### **a) Triennial Board Elections**

**Moved that the Board nominate Kirsty Doyle as Returning Officer for the Triennial Board Elections and for the Staff Election.** Andy Fraser/Shelly Warwick/carried unanimously.

The advisability of hiring an accredited provider to run the electronic voting, as opposed to Ms Doyle running a postal vote, would be decided as soon as the MoE had released its list of providers and a costing was available.

Board members then indicated whether or not they would be standing again.

The possibility of having a permanent co-opted position for the tangata whenua portfolio role, to be filled on the recommendation of Ngā Hapū o Ōtaki, was discussed. Mr Fraser said that he would contact the College Kaumatua and advise him that the election was coming up. He said that he would contact NZSTA to find out the legalities around having a permanent co-opted position available. He would also contact Maewa Kaihau to see if she would be willing to continue on in this role. Mr Fraser said that he would contact Ms Gaylor about writing an article in the Ōtaki Mail on what becoming a board member involves.

## **9.0 Health and Safety**

Ms Warwick tabled the notes of the last Health and Safety Committee meeting. She said that Marion Lumley was working on the follow-up plan for an emergency - who would pick up students from College, which students would be allowed to leave etc. She said that a reunification drill of any kind would need to be managed carefully with the community so as not to cause alarm.

Brief discussion was held on possible funding for riparian studies, including research local eel populations etc. Ms Warwick said that senior students could be eligible for project based funding. Mr Fraser said that the College was poised to include local waterway studies in its curriculum.

Mr Fraser said that he was continuing to meet with Arahunga to talk further about forming the Hub, and what that might entail.

## **10.0 Finance**

The report from the Auditor on the 2022 Financial Statements had been previously circulated. Mr Fraser said that Mr McMillan was asking that the Auditor correct the sentence where they stated that a former staff member still had access to the system. This was in fact incorrect as the staff member in question had never completed the process so had never been able to access the system.

Apart from that Mr McMillan was happy with the final audit and was putting in place the procedural refinements suggested by the Auditor.

**Moved “that the Board receive the audited accounts, as previously circulated, with the one amendment as noted above to be activated and accepted.”** Andy Fraser/Dale Nakhla/carried unanimously.

## **11.0 Planning and Review**

### **a) Policy Review**

**Moved “that Planning and Review Policy be noted as having been reviewed and adopted without change.”** Shelly Warwick/Dale Nakhla/carried unanimously.

**Moved “that the Health and Safety Policy be noted as having been reviewed and adopted with one change - namely that a clause be added as 2.1 regarding upholding the principles of Te Tiriti o Waitangi partnership.”** Shelly Warwick/Dale Nakhla/carried unanimously.

It was agreed that the Curriculum Policy would be next for review.

## **12.0 Identification of Items for Next Meeting**

- Request to allow the MoE to access information necessary to complete Carbon Neutral Government Programme reporting on the Board’s behalf.
- Graeme McFadyen to compile a final report on the Principal and on the AP, Jarrad Porima. This may be available at the next meeting.
- The comment was made that the sentence in the Annual Report which states that the BoT term finished in May should be amended, given the move to a September election.

## **13.0 Date of Next Meeting**

3 August at 6.00pm.

There being no further business, the meeting adjourned with a Karakia at 7.20pm.

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