

**Minutes of the Ōtaki College  
Board of Trustees' Meeting**  
*Wednesday 31 March 2021 at 6.00pm*

**1.0 Presentation from Kim Nikora (Māori Achievement Collective)**

Ms Nakhla welcomed Kim Nikora to the meeting.

Ms Nikora introduced herself and gave her presentation on [Leading & Governing Cultural Sustaining Schools](#), which included reference to the [Hautū](#) tool.

Ms Nikora left the meeting at 7.10pm

**2.0 Attendance**

**2.1 Present**

Andy Fraser, Penny Gaylor, Dale Nakhla (Chair), Deep Patel, Sarah Ropata, Shelly Warwick

**2.2 In Attendance**

Vivienne White (Minutes)

Kim Nikora, MAC Co-ordinator - from 6.00pm to 7.10pm

**2.3 Apologies**

Paul Carlyon, Maewa Kaihau, Natasha Simpson

There were no conflicts of interest.

**Moved “that all previously circulated reports, including the Principal’s Report, the February Financial Report, the Cyclical Maintenance Budget and the Statement of Financial Position, be received.”** Dale Nakhla.

**3.0 Matters of an Urgent Nature**

There were none.

**4.0 Minutes**

**Moved “that the minutes from the meeting on 17 February 2021 be received”.** Penny Gaylor/Sarah Ropata/carried.

**Moved “that the minutes from the meeting on 17 February 2021 be accepted as a true and correct record”.** Penny Gaylor/Sarah Ropata/carried.

**5.0 Matters Arising**

**a) Community Engagement Plan**

A team of students, led by Deep Patel, with advice from Stephen Aitken, were working on the digital presentation of the Strategic Plan. Mr Patel

outlined the overview of what this might look like, and said that the team was now waiting for the draft plan before proceeding.

Ms Ropata stressed the importance of getting the community engagement plan in place for Term Two, so that feedback could be analysed in Term Three and the final digital version of the Plan be prepared, ready for release on social media, on the website and in local media in Term Four.

## **6.0 Principal's Report**

Mr Fraser answered questions on his report.

### **a) Improving Results for Male Māori Students**

The BoT asked if the College should be targeting male Māori teachers when recruiting staff. Mr Fraser said that this was certainly one of the considerations when employing staff. He said that the College had three fully fluent te reo teachers: Maha Nikora-Davis, Manupiri Rikihana and Te Tahi Takao, but that Colleges were compartmentalised and it was difficult to provide te reo for students across all their subjects.

### **b) Senior Leadership Enquiry - cause of Year 13 male students achieving at a lower level than females and below decile and national averages**

Ms Ropata congratulated Mr Fraser on this initiative but asked whether targeting the Year 13s would prove less effective than targeting a younger group. Mr Fraser said this had been fully discussed, but given the major drop in achievement in Year 13, it had been decided that this was the best place to start. He said that Year 12 would be the targeted in 2022.

Discussion was held on how to build self-management in the Year 13s. In answer to the suggestion of a Common Room, Mr Fraser said that the College did not currently have any spare space to devote to this.

Attendance was discussed. Mr Fraser said that it was currently difficult to insist on high levels of attendance whilst also pushing the COVID message for students to stay home if feeling even slightly unwell.

### **c) Health and Safety**

Ms Warwick to speak to Mrs Lumley about attending meetings of the Health and Safety Committee or receiving minutes or a summary of meetings.

## **10.0 Finance and Property**

### **a) Finance**

#### **i) White Polo Shirts**

Mr Fraser and Ms Gaylor outlined the background to writing-off the white polo shirts. Mr Fraser said that students were choosing to wear the blouses rather than the polo shirts so it seemed sensible to remove the white polo shirt from the uniform list. If the polos continued to be part of the uniform, more would need to be ordered to cover all sizes. Ms Gaylor said she had spoken to Mr McMillan about the issue and it seemed that, financially, this was a good time

to write-off the current stock. Discussion was held on the possibility of putting them to good use, possibly sending them to the Islands.

**Moved that “the BoT approve the writing-off of the current stock of white polos, valued at \$4,956.00, as at 31/12/2020”.** Penny Gaylor/Sarah Ropata/carried unanimously.

**ii) Finance Report, Cyclical Maintenance Budget and Statement of Financial Position and Statement of Cash Flows**

Ms Gaylor tabled the Statement of Cash Flows. She said that she had met with the Business Manager and had discussed the financials with him. There were no questions.

**Moved “that the previously circulated Cyclical Maintenance Budget be approved”.** Penny Gaylor/Shelly Warwick/carried unanimously.

**Moved “that the previously circulated Statement of Financial Position be approved”.** Penny Gaylor/Shelly Warwick/carried unanimously.

**Moved “that the tabled Statement of Cash Flows be approved”.** Penny Gaylor/Shelly Warwick/carried unanimously.

A question was raised as to what the KCDC \$3,565.00 figure under Aged Receivables represented. Mr Fraser said that he thought this may be “Think Big” funds, but that he would check with Mr McMillan.

Ms Gaylor explained that in future years the International Department budget would be separated out from the main budget.

**b) Property**

**i) Enrolment Scheme**

Mr Fraser tabled and read a letter from the Ministry of Education regarding developing an enrolment scheme for the College. He explained the background, saying that the College was rapidly moving towards 100% capacity which roughly equated to 510 students. The MoE Property Adviser had told him that when a College reached capacity, any new buildings were prioritised for those Colleges with enrolment schemes. It would therefore be advisable to institute an enrolment scheme so that the College could grow with the local population.

Ms Ropata emphasised the need to ensure that any consultation on the enrolment scheme dovetailed with consultation on the strategic plan, should they occur in a similar time period. Mr Fraser said that he did not yet know when the enrolment scheme consultation would take place, but that he would bear this in mind in future conversations with the MoE Property Advisor.

## **8.0 Planning and Review**

### **a) Policies**

After discussion it was **“moved that the Planning and Review Policy be noted as having been reviewed and adopted without change”**. Dale Nakhla/Andy Fraser/carried.

Noted that the Health and Safety Policy was next to be reviewed. Ms Warwick said that she would speak to Marion Lumley about taking the policy to the Health and Safety Committee.

## **9.0 Student Welfare**

Ms Simpson had previously circulated her report. Mr Fraser confirmed the name of the person who had made the generous offer of supervision meetings for the Pastoral Team.

Ms Nakhla said she would pass on her Rainbow Tick contact to Jo McInerney-Heather.

## **10.0 Strategic Planning**

Having a Board presence at the Parent/Teacher/Student meetings was discussed.

The consultation that had taken place thus far with Ngā Hapū o Ōtaki was discussed. Mr Fraser raised the possibility of arranging a meeting at the marae prior to putting together the draft Strategic Plan. Ms Ropata said that she had thought this was happening as part of the general consultation process in Term Two. She understood that Mr Carlyon was taking the feedback from Kim Tahiwī from the previous meeting (Ms Tahiwī having attended the meeting representing Ngā Hapū) and coming up with a framework of ideas that would then be taken to the community in Term Two. Mr Fraser commented that he did not believe that the Board yet had a sufficiently complete picture of the ideas/thoughts/dreams and aspirations of hapu and iwi to complete a draft.

It was agreed that Ms Ropata should discuss the matter with Ms Kaihau and seek her advice on how best to proceed with the Ngā Hapū consultation process.

It was further agreed that Mr Carlyon should work on the next draft of the Plan, taking into consideration the comments made by Kim Tahiwī at the previous meeting and the points raised in Kim Nikora's presentation to the current meeting (which Mr Fraser would share with him) and bring it to the next Board meeting.

A meeting of Mr Carlyon, Ms Nakhla, Ms Ropata, Ms Kaihau and Mr Fraser to be arranged to further these matters. Mr Fraser to provide Ms Ropata with the College Calendar of events to assist in the detailed planning of the Consultation Process and the eventual roll out of the final Plan.

It was agreed that as many Board members as possible would attend the Whānau/Student/Teacher meetings on 8 April in order to chat with parents. Viv to arrange table/seating/name tags. There would be no set times, members to attend when and if they could. Conversations would be casual in tone.

### **11.0 Correspondence**

The suspension outcome letters were tabled and noted.

Discussion was held on whether additional support was needed for the student affected by the incident resulting in the current suspension and any students who had viewed the video of the incident.

Mr Fraser detailed the actions that had been taken by the College to support all those involved.

Discussion was held on available programmes for managing behaviour. Mr Fraser said that the local Principals were joining together in petitioning the Ministry for funding for programmes which would assist in areas such as anger management.

The March roll return was noted.

**Moved “that the Inwards correspondence be received and the outward correspondence was endorsed”.** Shelly Warwick/Penny Gaylor/carried.

### **12.0 General**

#### **i) Community Feedback**

A comment had been made by a parent that they felt that the level of swearing by Ōtaki College students was unacceptably high and was intimidating.

Mr Fraser said that he was talking to staff about a consistent, schoolwide effort to reduce swearing.

### **13.0 Date of Next Meeting**

19 May 2021 at 6.00pm.

There being no further business, the meeting adjourned at 9.10pm.

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