Minutes of the Ōtaki College

Board of Trustees' Meeting

Wednesday 27 March 2024 at 6.00pm

1.0 Parents/Community Time

There were no questions.

Mr Fraser opened the meeting with a karakia.

2.0 Attendance

2.1 Present

Jo Andrews, Pania Barrett, Andy Fraser, Penny Gaylor (Chair), Ian McMillan, Rose Reynolds

2.2 In Attendance

Vivienne White (Minutes)

2.3 Apologies

Maewa Kaihau, Sarah Ropata

Ms Gaylor welcomed Ian McMillan to the meeting. Mr McMillan had agreed to take over the role of staff representative for the next three meetings - prior to his retirement from the College in July.

There were no conflicts of interest.

Moved "that the apologies be accepted". Penny Gaylor/Andy Fraser/carried unanimously.

3.0 Minutes

Moved "that the minutes from the meeting on 14 February 2024 be accepted as a true and correct record. Penny Gaylor/Rose Reynolds/carried unanimously.

4.0 Matters Arising

Portfolio Allocation

Mr Fraser suggested that Ms Ropata could move from Whānau & Community Engagement to Curriculum & Learning. This was agreed, subject to her confirmation.

Mr McMillan agreed to take over the Health & Safety Portfolio.

Both of the above to be ratified at the next meeting.

5.0 Correspondence

Mr Fraser tabled an additional item on Variable Speed Limits from KCDC. All members agreed that the move to a 30k speed limit before and after the College at peak times was an excellent safety measure.

6.0 Principal's Report

Mr Fraser spoke to his report.

He said that Jude Rasmussen was retiring on 10 May after 20 years and that Mr McMillan was retiring at the end of Term Two after over 27 years' service. Their farewells were in the planning stages.

Huakina Mai

Mr Fraser said that this initiative was going well, with Jarrad Porima and Keremihana Heke driving the programme.

Attendance

This was low, particularly for Māori boys. Mr Fraser commented that there had recently been a large number of tangi and treaty claims, which had not helped the absence rates. The Senior Leadership Team were looking at ways to get good data in order to best follow-up absences.

Ms Gaylor said that she had recently been at a meeting where the local Kāpiti Coast truancy rate was quoted as being as high as 50%. Mr Fraser said that he did not believe that this was accurate and said he was unaware of any data which might inform such a high rate. Ms Gaylor commented that the Principal might want to mention to Tim Costley, local MP, that these were the figures being discussed in a public forum. Discussion on the attendance rates given in the Principal's report followed.

NCEA: Mr Fraser commented that endorsements were lower than they should be, but that NZQA had yet to put in two 2023 Excellence Endorsements.

Mr Fraser asked for any questions arising from his report.

Ms Gaylor asked if the government changes to the Disability Allowance would have an impact on students. Mr Fraser said that it would not affect educational allowances, but that several local families would no doubt be disadvantaged by the changes.

7.0 Matters for Approval

Filling Casual Board Vacancy

Ms Gaylor said that, as per the correspondence schedule, Mr Cribb had resigned from the Board on 27 February 2024.

The advantages and disadvantages of holding a) an election and b) selecting a new member were discussed. It was noted that a returning officer would need to be appointed if an election were to be held. It was also noted that if the Board resolved to select, a notice of the resolution would need to be emailed to the eligible voters within 14 days and then if less than 10% of eligible voters called for a by-election after 28 days, then the Board would be able to proceed with selection. A selection would need to be made within six weeks of the 28-day notice ending.

Moved "that the Board fill the casual vacancy created by the resignation of Dennis Cribb by selection". Penny Gaylor/Jo Andrews/carried unanimously.

It was agreed that all members would think about possible candidates for selection and pass on their thoughts to the Board Chair.

8.0 Finances

Mr Fraser asked for any questions.

The BoT asked if there was any information regarding the future of the Free Lunches in Schools Programme. Mr Fraser said that there was not. He said that a group of students from another school had made a video asking that the programme be retained. He had sent the video to Evan Hunt and had asked if ŌC students might be interested in doing something similar. Ms Reynolds was asked to suggest at the next meeting of the Student Council that starting a student petition to the Government asking that the programme be retained might be a worthwhile exercise. Ms Reynolds commented that students had really appreciated the lunches in 2024.

Mr McMillan said that at the previous meeting, whilst the 2024 Income and Expenditure Budget had been formally approved, the other budgets had only been noted. He asked that the BoT formally approve the other budgets, as circulated prior to the February meeting.

Moved "that the Financial Position, Cash Flow, Cyclical Maintenance and Capital budgets, as previously circulated, be approved". Pania Barrett/Andy Fraser/carried unanimously.

Mr McMillan then said that $5,300 interest had been earned on a term deposit that had matured in March. He said that he would be placing another $400,000 on term deposit for 6 months.

9.0 Planning and Review

a) By-law Prohibiting Mobile Phone Use

It was noted that the BoT had consulted with the school community and had received no negative feedback on the introduction of the proposed by-law to prohibit mobile phone use during the school day. Many positive comments, supporting its introduction, had been received.

Moved "that the BoT adopt the following by-law:

Mobile phone use by students while they are attending school, including during lunch time and breaks is prohibited. This includes students who are on a school course or visit outside the school grounds.

Students will be allowed to use or access a phone when:

- **a phone is needed for health reasons (for example, to monitor insulin levels); or**
- **a phone is needed to help a student with a disability or learning support need (for example, to assist with impaired communication); or**
- **a teacher requires students to use phones for a specific educational task or purpose (for example, for a class assignment); or**
- **the principal decides that they are needed for special circumstances."**

Jo Andrews/Ian McMillan/carried unanimously.

b) **Annual Implementation Plan**
Mr Fraser confirmed that this had been completed, was published on the school website and had been sent to the MoE.

He noted that the next compliance matters, including Variance Report and Annual Report, were on track to be completed by the MoE statutory deadlines.

c) **Planning and Review Policy**
After discussion it was "moved that the Planning and Review Policy be noted as having been reviewed without change". Penny Gaylor/Pania Barrett/carried unanimously.

d) **Health and Safety Policy**
Draft changes, updating legislation and including the by-law regarding prohibition of mobile phone use, had been previously circulated. It was noted that another change needed to be made to 5.3, as the College used Kamar rather than GOSH for its health and safety records.

Moved "that the updated Health and Safety Policy, as previously circulated, with one additional change, as noted above, be adopted". Ian McMillan/Penny Gaylor/carried unanimously.

e) **Health and Safety Procedure on Prevention of mobile phone use by students during the school day**
The new procedure was noted.

<u>10.0 Updates on Key Initiatives</u>

a) **Matariki Night Market**
Jo Andrews reported on the preparations for the Matariki Night Market - to be held on Saturday 29 June from 5-8pm.

Ms Andrews said that she was looking for an extra person to do food. Mr Fraser said that Te Tahi Takao may be willing to help. She said that Uku were likely to be confirmed and that the ŌC Kapa Haka group would be performing, as would Powercut. The Fire Performers would be there again, but the drummers would not.

She said that she would be meeting with her team in the following week to discuss preparation.

Viv to do a flier for the event.

b) Principal's Sabbatical

Mr Fraser spoke about his sabbatical, saying that he would be going to New South Wales to look at Big Picture schools. He mentioned that he was hoping to get an American AI educational platform into the College, with ŌC becoming a model for other New Zealand schools. He said that the platform had an excellent translation system into Māori. The cost would be around $15 per student. He said that he would be discussing possible funding over the next five years with Chris Parkin.

Further to this he said that the Kahui Ako Teacher Only Day in August would be focusing on how technology could be used to further individualised learning.

Mr Fraser said that for most of his sabbatical he would be local and able to be contacted.

11.0 Identification of Items for the Next Meeting: 27 March

- Giving names of possible new Board members to Ms Gaylor.

12.0 General Business

a) Uniform

Ms Reynolds said that she had been approached by a group of students who had asked her to bring their suggestions for an updated uniform to the meeting. She then gave a slide presentation and talked about their suggestions. The group felt that the uniform regulations were outdated and that girls should not have to wear a shirt and tie with skirts or trousers when the boys had the option of wearing a polo shirt with shorts. They wanted girls to be able to wear a black skirt. They also wanted to introduce a hoodie.

Mr Fraser pointed out that the uniform was now gender neutral and that girls could wear a polo shirt (without a tie) if they wore shorts.

The group had offered to fundraise to help cover the cost of getting new uniform.

Mr Fraser explained that current stock would have to be written off if major changes were made to the uniform. Mr McMillan said that there was currently around $50,000 worth of stock.

Discussion was held on the suggestions made. Mr Fraser said that he felt that hoodies quickly looked scruffy and he was not in favour of the idea. The idea of a possible shorts/skirt combination (skorts) was discussed.

Mr Fraser said that as a next step, the group should take their ideas to a wider student forum, so that the BoT could gauge the extent of the interest in the new uniform ideas. It was suggested that the group might wish to send a survey to all students and report back, via Ms Reynolds, to the next meeting.

The Board asked Rose to thank the group for their excellent visual presentation.

b) Refreshments for BoT Meetings

Te Puna Oranga were yet to come back with a proposal. It was suggested that possible options were:

- Cheeseboard
- Pizza (delivered)
- Subway

Viv to arrange a cheese board for the next meeting.

13.0 Date of Next Meeting

Wednesday 15 May at 6.00pm.

Following a closing karakia, there being no further business, the meeting adjourned at 7.50pm.

Confirmed: ____________________________ **Chairperson**