

**Minutes of the Ōtaki College
Board of Trustees' Meeting**
Wednesday 5 August 2020 at 6.00pm

1.0 Parents/Community Time

There were no questions.

2.0 Attendance

2.1 Present

Andy Fraser, Penny Gaylor, Dale Nakhla (Chair), Kahe Nakhla, Sarah Ropata, Natasha Simpson, Shelly Warwick

2.2 In Attendance

Vivienne White (Minutes)

2.3 Apologies

Paul Carlyon, Maewa Kaihau.

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 June Financial Report, had been previously circulated. The student welfare report had been previously circulated by email. **All reports were received and were taken as read.**

4.0 Minutes

Moved "that the minutes from the meeting on 1st July 2020 be received". Natasha Simpson/Penny Gaylor/carried unanimously.

Matters Arising

There were none.

Moved "that the minutes from the meeting on 1st July 2020 be accepted as a true and correct record". Natasha Simpson/Penny Gaylor/carried unanimously.

The Chair called for questions regarding the Principal's Report. These were discussed under NAG headings.

5.0 Reporting on NAGs

5.1 Curriculum (NAG1)

NCEA Reporting

Mr Fraser said that he had asked Mr Wood to change the format of the NCEA reports so that they were based on NCEA Levels rather than Year Levels. He reiterated that Levels 2 and 3 were now the priority.

The Board discussed the numeracy and literacy results, noting that these seemed positive.

Mr Fraser said that NCEA results seemed to indicate that students were on track, once COVID credit changes were taken into account.

He said that some senior students, particularly leavers, were experiencing high levels of anxiety due to the uncertainty around what would be open to them in 2021. The opportunity to travel for a year before embarking on further study or a career was obviously not going to be an option.

He said that every effort was being made to help students with their career choices - with a trip to Ohakea Air Base planned for the following week.

Mr Fraser clarified points around Year 11, saying that some students would have externals, some at Level 1 and some at Level 2.

5.2 Finance and Property (NAG 4)

Property

5.2.1 Climbing Wall

Mr Fraser clarified the source of funding for the climbing wall, explaining that the money for the wall itself was from the NZ Community Trust, with the cost of the extra strengthening coming from the KCDC 2020 funding. He said that the MoA with KCDC stated that any income from gym hireage should go to KCDC, but that KCDC had indicated that this might not be necessary. Mr Fraser said that if students could reach a skill level where they could pass the necessary safety requirements, it might be possible for them to run a small business hiring the wall out for corporate team building.

Mr Fraser said that many ex-students had worked on the project, providing discounted rates where they could. The Board commented on the fantastic support that the Ōtaki community provided. Mr Fraser said that the strengthening should be finished by the end of the week with the climbing wall finished by the end of the September holidays.

5.2.2. All Weather Area

Mr Fraser ran through the work that was still to be undertaken.

5.2.3 Tennis Courts

Mr Fraser said that this area was tracking well. He gave a brief update on the removal of the phoenix palms. He said that funding for the moveable equipment on the courts, which would enable netball, tennis hockey and basketball to be played on the courts, was being provided by the Iris Maffey bequeathment.

5.2.4 Wellbeing Centre

Discussion was then held on the bequeathment - the major part of which was going towards opening a Wellness Centre on site. Part of the funds would also be used to upgrade the hall sound system for the benefit of the Performing Arts Department.

The Board asked how this was to be acknowledged. Mr Fraser said that there would be permanent signage put in place once the Wellbeing Centre was completed and that the bequeathment would be fully referenced in press releases once it was open. The Board said it would like to send (by post rather than email) a formal letter of thanks to Eileen Cooper, acknowledging her generosity and how much this meant to the College, with a more detailed letter including photos of students using the equipment to be sent after the Wellness Centre opened. It was suggested that Kahe Nakhla might like to organise one of her cards with a message from the students to go with the formal letter.

The possibility of wall art on the wall at the front of the courts was discussed. Mr Fraser said that the Manukura GPS student group had been looking at doing something along such lines. Ms Warwick said that KCDC should be approached as it provided funding for student art projects. She suggested that students should approach Tania Parata. Claire Rewi was also named as a possible person to approach. Kahe Nakhla said that the Think Big KCDC Awards were coming up and that this might be a possible project to put forward for funding. The comment was also made that Te Tahi Takao, currently teaching technology at College, had created the highly successful mural on the Cenotaph wall and might be willing to become involved.

5.3 Health and Safety (NAG 5)

5.3.1 Changes made to the Physical Restraint in Schools Framework

There were no questions or comments.

5.3.2 Family Violence and Annual Leave

In answer to a Board question Mr Fraser said that this was an across-the-board law change, and was not only applicable to Ministry of Education workers.

5.4 Planning and Review (NAG 2)

5.4.1 Roll Numbers

The Board noted the July Roll Return, a copy of which had been circulated. Mr Fraser gave the predicted 2021 roll numbers and updated the Board on the expected decrease in International numbers.

5.4.2 Policies and Procedures

Governance, Board - Principal Relationship and Planning and Review Policies

Governance Policy: Ms Warwick suggested that under 5g) the phrase “of the school” should be added to the end of the sentence “protect the special character”.

The question was raised as to whether the College should have a Treaty Policy or Procedure. Ms Ropata said that she would share a useful link.

It was agreed that an additional clause 5l) be added to the Policy “embrace and respect diversity and other cultures.

Under Chairperson’s Role 13h) it was agreed to add a link to the Protected Disclosures Act 2000.

The Board queried the meaning of the wording under number 16 - Personal Liability Insurance - “each trustee should ensure that they understand the requirements of the insurance cover”.

Mr Fraser said he would clarify the meaning of the phrase with Mr McMillan and would report back to the following meeting. The possibility of including an understanding of the requirements of the insurance policy being built into the Board induction process was raised.

Moved “that the above changes should be made to the Governance Policy which would then be noted as having been reviewed with changes and that the Board - Principal Relationship and Planning and Review Policies should be noted as having been reviewed without change”. Shelly Warwick/Sarah Ropata/carried.

6.0 Strategic Discussions

6.1 Kahui Ako Tokotoko o Ōtaki

Mr Fraser said that the proposal had been sent in and had been signed by all Ōtaki schools other than St Peter Chanel, who were in a cross-over period between Principals. It was likely that St Peter Chanel would sign it at their next Board meeting, which Heni Wirihana and Jim Matheson would attend.

Mr Fraser said that it was possible that problems could arise in the political arena, given the adverse press that Kahui Akos had recently received.

He said that if the Kahui Ako o Ōtaki went ahead, it would be with a collective leadership model. He himself, with Heni Wirihihana would be the co-leads. They had formalised an agreement whereby they would both put their Kahui Ako salary payment, minus tax and Kiwisaver deductions, into a fund which would then be used for local education initiatives.

Mrs Nakhla commented that Māori achievement was not tracking well at a national level and that she felt that one of the College's strategic aims should be to be a leading example of what a true treaty partnership looks like in a state school. She said that she felt the Board could be looking at this whilst it was consulting with the community.

Mr Fraser said that there was a great deal of pedagogy around promoting Māori achievement within the education system and that he was exploring this further in his current professional development programme with the Māori Achievement Collective. He said it was important to emphasise that most Ōtaki College Māori students were achieving, and that a considerable amount was already being done to embed in College life the concept of Māori achieving as Māori. Mrs Nakhla commented that a greater understanding of Māori culture would empower all students and, if anything, remove barriers between Māori and non-Māori.

Mr Fraser said that he was constantly exploring ways of raising achievement for all students and that current thinking indicated that enquiry based learning leading to increased deep learning would lead to higher achievement if it could be effectively implemented in the school. He said that a staff change team had been created to explore this further. He said that it was vital that, no matter what approach was taken to teaching and learning, student wellbeing still had to wrap around everything.

Mr Fraser said that being part of the Kahui Ako would enable all schools to focus on a collective set of values.

Kahe Nakhla said that she had been in the first group of students to attend the Jim Matheson workshops aimed at collecting student voices. The question had been asked as to why Māori students were the first to be called upon. Mr Fraser said that this had been deemed appropriate as Māori were the largest percentage of students at the College and had lower achievement. He also said that it was important to capture Year 13 voices before they left the College. The questions being asked of students were around what they learn, when they learn and how they learn.

Kahe then said that her group would have liked Mr Fraser to be present, although she realised that this might not be true of all groups. Mr Fraser said

he could revisit this and ask the groups if he would be at their first session. Mr Fraser commented that it was also important for students to know where their suggestions were going and that a feedback session would be arranged. He said that the next step would be getting whānau to come in and listen to what students had said.

The Board asked how College student results compared to those of the Kura. Mr Fraser explained that the curriculums were so different that it was almost impossible to compare results.

The question of measuring success was then discussed. Mr Fraser said that reassessing what student success means and the changes in teaching needed to assist students to reach that level of success would be matters discussed by the Change Team. He also said that the College would continue to look at the benefits of Positive Education. He said that ways needed to be found in the classroom to deal with the levels of trauma experienced by a growing number of students.

Mr Fraser then explained that once the Kahui Ako was officially in place, it would be eligible for .8 additional staffing. If his own and Heni's release time was added to that it would be sufficient to employ Vicki Archer and Makaore Beavan Wilson, currently working with the Ōtaki Schools as part of the Manaiakalani Outreach Programme, as full time and .4 respectively (.4 being acceptable to Makaore).

Mrs Nakhla reiterated that it was time to really push Māori achievement and to bring non-Māori on the journey and ensure that they understand.

6.2 Alcohol Licensing in Ōtaki

Ms Warwick gave an update on a recent hearing for another liquor outlet in Ōtaki that she had attended.

6.3 Ōtaki Gorge Interchange

It was agreed that this might have safety issues for the College involving EOTC trips and possible effects on the bus routes. Mr Fraser to contact Fletchers to ask why the College had not been consulted on the proposed temporary closure of Gorge Road and to find out when this was likely to be happening.

6.4 Road Safety

Mr Fraser said that the raised crossing had not advanced as the Council was still waiting for the new standards to be finalised. He said that Bruce Johnston, KCDC Transport Safety Coordinator, was keeping him updated.

7.0 Finance (NAG 4)

Ms Gaylor said that she had met with Ian McMillan prior to the meeting. He had submitted the previously circulated monthly report for June, but was not entirely happy with the new format. The report was not 100% accurate because of some of the systems changes, including changes to codes. He was in the process of a series of meetings with Accounting For Schools which would iron out the problems. Mr McMillan was confident that the problems would be sorted before the next report to the Board was due. Ms Gaylor assured that Board that she had no concerns about how the College was currently tracking, but she felt it would be prudent not to accept the June report given the quality issues identified.

Moved **“that the Board note the July financial report but not accept it, due to identified technical issues”**. Penny Gaylor/Andy Fraser/carried.

Mr Fraser said that he would like to attend the next Finance meeting between Ms Gaylor and Mr McMillan and suggested that this should be held well in advance of the next Board meeting.

Ms Warwick asked if allowing girls to wear pants would leave the college with a stock problem in regard to skirts. Mrs Nakhla said that this was not the case, due to the new uniform contract with Marlan and explained the problems with the previous supplier where large numbers of items had to be ordered whenever a particular size was running low.

8.0 Student Welfare (NAG 5)

Discussion was held regarding recent local incidents involving College students, particularly those at the library. Mr Fraser said that the library should trespass the students so that security guards could effectively ban the offenders. He said that the College was well aware of the situation and the family backgrounds of the children involved and was doing everything it could to deal with the behavioural issues. He said that one of the biggest problems was getting whānau engagement for the issues facing these students.

Mr Fraser said that the three Kāpiti Coast Colleges were putting in a joint application for \$40,000 to help youth who were considered high level offenders.

In answer to a Board question Mr Fraser said that Zeal had recently been active in Ōtaki and was working with local students. He said it was difficult when there was no space where youth could congregate for events/projects etc.

There was general discussion on student mental health and the difficulty in securing sufficient counselling for students. Mr Fraser said that the College Counsellor was supported by KYS but that there was still a long waiting list

for appointments and he was putting in an application for \$5,000 to fund an additional Counsellor for 1 day per week .

He added that the new systems introduced by CAFS were not working and had made the situation worse.

9.0 Date of Next Meeting

16 September 2020 at 6.00pm.

There being no further business, the meeting adjourned at 8.25 pm.

Confirmed: _____ **Chairperson**

Date: _____