Minutes of the Ōtaki College
Board of Trustees' Meeting
Wednesday 30 June 2021 at 6.00pm

1.0 Parents/Community Time

There were no questions.

2.0 Attendance

2.1 Present

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

2.2 In Attendance

Vivienne White (Minutes)

2.3 Apologies

Paul Carlyon

Mrs Nakhla explained that Deep Patel had resigned as student representative and that an interim election was currently being held.

There were no conflicts of interest.

3.0 Matters of an Urgent Nature

There were none.

4.0 Minutes

Moved "that the minutes from the meeting on 19 May 2021 be received". Andy Fraser/Sarah Ropata/carried.

Moved "that the minutes from the meeting on 19 May 2021 be accepted as a true and correct record". Andy Fraser/Sarah Ropata/carried.

5.0 Matters Arising

a) Mobile Phones

Discussion was held on the best way to promote responsible phone use to parents and whether the BoT could assist with this.

Mr Fraser said that he would continue to publish articles in the school Newsletter asking whānau to reinforce with their children the College rules around phone use in class. He would also continue to ask parents to only contact their children by mobile phone in break times and to ring the office if they had an emergency.

Mr Fraser said that the school had clear procedures in place for dealing with phone use in class, and that he would continue to promote the importance of consistency across all staff members when it came to applying the procedures. He said that he felt that consistency was key to reducing inappropriate phone use.

It was agreed that this was a management rather than a governance matter. It was noted, however, that staff should be made aware that the BoT fully endorsed their strict application of rules around phone use in all classes.

It was further agreed that the parent presentation on phone use at the previous meeting should be used as feedback into the Strategic Plan.

Mr Fraser raised the possibility of having wifi free breaks on one day each week. It was recognised that this a) disadvantaged senior students who needed wifi to study and b)could possibly create a divide between those students who could afford to use data on their phones and those who could not. Discussion was held on the dangers associated with inappropriate accessing of the internet on phones at break times. The point was also raised that psychologists were saying that students who were forced to hand in their phones during a lesson could not then focus on anything other than the loss of their phone. Mr Fraser said it was important to keep the issue of phone use on the radar and was happy to have it raised at future meetings.

6.0 Principal's Report

The Principal's report, together with the May Financial Report and the Audit Report on the 2020 Financial Statements, together with the Annual Report, had been previously circulated. **All reports were received and were taken as read.**

a) NCEA Results

Discussion was held on the NCEA data. It was noted that literacy results were low due to the time of year and the low number of assessments that had yet been completed. Ms Simpson pointed out that traditionally Year 10s completed a number of Level 1 NCEA literacy assessments at the end of the year. This had not happened in 2020 due to Level 1 having been dropped. There would, however, be frequent opportunities for students to complete assessments during the 2021 year. Mr Fraser said that another factor was that Capital Training was currently operating out of Paraparaumu only rather than Ōtaki and this meant that it was harder for students to access Capital Training short courses, which provided practical, employment focussed subjects, in which students could gain literacy and numeracy credits.

b) Senior Leadership Enquiry

Mr Fraser updated the Board on the background into the enquiry into Boys' Achievement.

Mr Fraser said that the student survey had closed and that there had been some good feedback. The data would be reviewed over the holidays and

findings would be reported back to staff to promote any shifts in practice deemed necessary to meet student needs.

c) COVID Vaccinations Information

Mr Fraser said that as soon as more was known about vaccinations the Ministry of Education information would be sent out to whānau.

d) Outward Bound

The Board commended Outward Bound for the honesty with which they were confronting the issues that had arisen on their recent course. The Board asked if anything could be done to support the student to take up the offer of a second trip free of charge. Mr Fraser congratulated the student on his behaviour during the course, and his ability not to be drawn into negative behaviour, as outlined in the letter from Outward Bound. He said, however, that the student had decided not to take up the offer of a second course.

e) Resignation of Curriculum Leader of Māori to take up a position as Pukenga Matua at Te Wānanga o Raukawa

Discussion was held on the difficulty of filling this position. In answer to a Board question, Mr Fraser confirmed that he was looking into the possibility of Ōtaki College students attending te reo courses at Te Wānanga. He said this may not prove to be a practical solution, however, as te reo was not taught as a language at Te Wānanga, in the same way that English was not taught as a language at College.

7.0 Planning and Review

a) Strategic Plan

Mrs Nakhla said that, while only six people had attended the consultation evening, there had been some good feedback.

It was agreed that the 4th August meeting would be run as a workshop on the Strategic Plan, with all feedback being incorporated into the next draft of the plan. The revised draft would then be sent out to parents.

It was noted that Ms Kaihau had attended the last meeting of Ngā Hapū o Ōtaki and had handed out the draft plan and survey. The original meeting that both she and Mrs Nakhla had been scheduled to attend had been cancelled at the last minute and the rescheduled meeting coincided with the consultation evening at College. Ms Kaihau said that she would also attend the next Ngā Hapū meeting, the date for which was yet to be set, and would ask for feedback, making sure Ngā Hapū were aware that feedback was needed prior to 4th August. Mr Fraser asked that Ms Kaihau ensure that Ngā Hapū were fully aware that they had been asked at the beginning of the process for input into the Strategic Plan and that Kim Tahiwi had attended the February Board meeting to give her input on their behalf.

Mr Fraser said that he would coordinate the consultation with staff. He said that he would talk to the Strategic Plan at the next Curriculum Leaders' meeting and they could take it back to their staff for comment.

It was agreed that there had been ample opportunity for the school community to comment on the plan. An email reminder regarding the consultation survey would be sent out before the holidays - Ms Kaihau and Mrs Nakhla to word the email.

Ms Kaihau said that the students had produced a video but were still editing it. While it was too late for it to be included in the consultation process, it would still be useful as an NCEA assessment project.

b) Policy Reviews

Health Safety and Student Welfare Policy

Ms Warwick said that Mrs Lumley and Mrs Hirschberg had attended the Health and Safety course. There had not yet been a meeting of the Health and Safety Committee so there had, as yet, been no discussion on the Policy.

It was agreed that, as the Policy could be revisited at any time, and as the Board could not see anything that needed changing, it should be noted as having been reviewed without change, but that Ms Warwick could bring it back to a future meeting if the Health and Safety Committee had any recommendations.

"Moved that the Health, Safety and Student Welfare Policy be noted as having been reviewed and adopted without change". Dale Nakhla/Sarah Ropata/carried.

Curriculum and Assessment Policy

"Moved that the Curriculum and Assessment Policy be noted as having been reviewed and adopted without change". Dale Nakhla/Sarah Ropata/carried.

Noted that the Financial Policies were next for review.

In answer to a Board question, Mr Fraser confirmed that advice of changes in legislation affecting school policies was included in the Ministry Bulletin for School Leaders/He Pitopito Kōrero. He confirmed that it was his practice to forward any relevant information onto the Board.

8.0 Personnel

Mr Fraser said that, in addition to the matters raised in his report, he had received two applications from teachers for Study Awards in 2022, one from Stephen Aitken and one from Ronita Sharma and had recommended that these be signed by the Board Chair. It was not yet known whether or not these would be accepted by the Ministry.

9.0 Finance and Property

a) Finance

i) Annual Audit

The audit letter and annual report had been included as links on the Agenda and they were tabled. Ms Gaylor said that she had met with Mr McMillan who had said that this had been the best audit to date.

Ms Nakhla said that she had replied to the suggestion that she should be signing off the payroll. She did not consider that this was part of her role and did not feel comfortable with it as a process. This had been conveyed to the auditors.

Mrs Nakhla asked Mr Fraser to thank Mr McMillan for his work on the audit and congratulate him on an excellent result.

ii) May Financial Report

"Moved that the May Financial Report be accepted" Penny Gaylor/Andy Fraser, carried.

10.0 Health, Safety and Student Welfare

Ms Simpson said she had emailed her Student Welfare report to members. She briefly ran through the main points, saying that the pastoral team was thoroughly appreciative of the once a month supervision sessions with Paul Carlyon. She talked about the increasing problem of vaping by young people and said that she had included links to useful articles in her report. She then spoke about the Tuesday Hauora classes, saying that feedback from students and staff had been positive. She then spoke about the Rainbow group and recent Diversity Day.

Brief discussion was held on the research released from Christchurch Girls. Mr Fraser said that he was discussing with the Senior Leadership Team whether Ōtaki College should follow-up with its own research.

11.0 Correspondence

The Correspondence, including the June Roll Return, was accepted.

12.0 General Business

Ms Gaylor commented on the success of the Hall of Fame evening.

Mrs Nakhla said that she and the Principal would be meeting shortly to go over his appraisal.

Student Election

"Moved that Iam McMillan be appointed as the Returning Officer for the upcoming Student Representative election, subject to his agreement, and that the date for the Election be set for 22 September 2021". Dale Nakhla/Andy Fraser/carried.

13.0 Date of Next Meeting

4 August 2021 at 6.00pm.

There being no further business, the meeting adjourned at 7.50pm.

Confirmed: _____ Chairperson