Minutes of the Ōtaki College

Board of Trustees' Meeting

Wednesday 12 February 2025 at 6.00pm

The meeting opened with a karakia.

1.0 Parents/Community Time

This item was deferred to the end of the meeting, given that Ms Hall was attending in order to answer questions on the budget.

2.0 Attendance

2.1 Present

James Auld, Pania Barrett, Andy Fraser, Penny Gaylor (Chair), Jarrad Porima, Sarah Ropata

2.2 In Attendance

Vivienne White (Minutes), Cindy Hall, Business Manager (from 6.00pm - 7.25pm)

2.3 Apologies

Jo Andrews, Maewa Kaihau

Moved **"that the apologies be accepted".** Penny Gaylor/Sarah Ropata/carried unanimously.

There were no conflicts of interest.

3.0 Minutes

Moved "that the minutes from the meeting on 11 December 2024 be accepted as a true and correct record. Penny Gaylor/Sarah Ropata/carried unanimously.

4.0 2025 Budget

Ms Hall spoke to the draft budget, which had been previously circulated. She said that the College was aiming for a zero budget, but if this was to be achieved spending would have to be closely monitored.

Ms Hall said that she would be keeping close track and would have conversations with Curriculum Leaders as necessary.

Mr Fraser said that relief was one of the biggest challenges, and signalled that already this was not going well, given the number of staff off with Covid. The Board agreed that the health of staff was of paramount importance and that staff should take enough time to recover fully, thereby minimising the risk of Long Covid.

Discussion was held on the PTP situation, raised in the Correspondence and summarised by the Principal in a previously circulated document and how this would affect the relief budget. Mr Fraser said that the 2025 timetable had been raised at Curriculum Leader meetings in 2024 and no issues had been raised. He said that the 2025 PTP arrangements would not be changed.

Mr Fraser told the Board that he had been set to finalise some financial matters with Chris Parkin, but that they were now on hold due to Mr Parkin's recent medical event. Discussions were likely to recommence later in the year.

After discussion it was moved **"that the Board adopt the previously circulated 2025 budget with a total profit of $277.00 ".** Penny Gaylor/Sarah Ropata/carried unanimously.

5.0 Property

Ms Hall spoke to her report and updated the Board on the Weather Tightness and Roofing project, the remediation of the small gas leak that had been identified in the Science Block (MoE funding was being sought) and the Learning Support Modifications.

6.0 Personnel

Mr Fraser said that the College was fully staffed, other than a .2 FTTE in the area of Social Sciences, due to Natasha Simpson having dropped a class.

Moved **"that the Board move into Committee at 6.25pm"**. Penny Gaylor/Andy Fraser/carried unanimously.

The Board came out of Committee at 6.45pm.

7.0 Correspondence

The email motion that had been passed, namely that "**the Ōtaki Board of Trustees moves to elect Schooled to run the 2025 Parent Representative, Staff Representative and Student Representative elections. Our school chooses an Online Parent Representative Election.**" was noted.

It was "**moved that the Parent Election date be 10 September**". Penny Gaylor/Andy Fraser/carried unanimously.

It was further "**moved that the Student Election date be 4 September**". Penny Gaylor/Sarah Ropata/carried unanimously.

Ray Nickson's resignation letter was noted. Ms Hall said that his duties were being undertaken by New Era as part of their existing contract.

The email from Chris Georgetti and his resignation as Curriculum Leader were discussed. Mr Fraser said that Anne Hagan had agreed to take over the position for a fixed term period.

It was noted that the Levin Ōtaki Kāpiti Professional Learning Group had endorsed Mr Frasers' participation.

8.0 Principal's Report

Mr Fraser spoke to his report. He said that 4 NPDL goals had been set for 2025 together with implementation measures.

He commented that the College was trying to address attendance issues in a positive way and that the start of year house activities were a part of that. He said that he was trying to create an environment where students wanted to attend, with improving behaviour and achievement as a result.

Mr Fraser said that he was in the process of renewing his co-lead role in Te Kāhui Tokotoko o Ōtaki, with Rauru Walker as the other co-lead. He said that he was having a meeting shortly to address the LSC vacancy.

He said that the College was continuing its relationship with Manaiakalani, with two teachers enrolled in the Reading Fluency intensive.

Mr Porima commented on Huakina Mai progress. He said that some of the funding was being used to create a new PB4L video. He said that it was the intention to give the video a strong Māori voice. The video was likely to be completed in the 2nd quarter of the year. He elaborated on the house activities currently being run, saying that four teachers had taken on the role of staff house leaders.

Mr Fraser gave an update on the Rumaki Unit, which was underway. He said that a programme had also been instituted, at the request of parents, whereby Year 7&8 students could improve their reo with a view to joining the Rumaki Unit in Year 9.

Ms Ropata asked if the effect of taking such a large amount of time out of curriculum studies at the beginning of the year for house activities had been fully considered and queried whether it might have a negative impact on learning. Mr Porima replied that that had been the reason for running the programme so early in the year. Mr Fraser added that if the emphasis on house spirit lifted attendance, then this would have a flow-on effect in terms of improved results.

Mr Fraser said that the College would be tracking the effect of the house activities on attendance and that this would be reported on at the next meeting. The Board asked that this be discussed in Matters Arising at the next meeting. Mr Fraser said that he would be seeking staff and student feedback on the programme.

9.0 Planning and Reporting

9.1 Attendance

Mr Fraser said that a register of students with low attendance was being set up.

He advised that the government had cut the funding for attendance officers, effective from the end of the year. He was discussing the implications of this with Te Puna Oranga.

Ms Hall left the meeting at 7.25pm.

9.2 Policies

Moved **"that the Policy Making Policy, the Governance Policy and the Board-Principal Relationship Policy were to be noted as having been reviewed without change"**. Penny Gaylor/Pania Barrett/carried unanimously.

10.0 General

Mr Auld said that he had taken his uniform petition to students and had 160 signatures so far.

Ms Barrett said that she had been at the front gate at the end of school and felt that there was a really positive feeling amongst students.

Ms Gaylor said she would report back to the next meeting on progress with the Ōtaki to Paraparaumu bus, particularly around signage. Discussions were ongoing with Uzabus Kāpiti to try and get the bus to arrive at a more suitable time after school.

11.0 Identification of Items for the Next Meeting: 26 March

- Is attendance improving?
- Success or otherwise of the beginning of year House Programme in lifting attendance.

12.0 Parents/Community Time

Ms Ropata said that she had been asked to table a document on behalf of Fenn Gordon. The document gave details of a new local initiative, currently still in its confidential stages. The planning committee working on the initiative was keen to get a young person to join them and thought that the Board might be able to suggest suitable candidates. After discussion it was agreed that this was a great opportunity but that it might be better to have two students involved rather than just one. It was agreed that one of the current committee members should come in and talk to Mr Fraser, and he could suggest possible candidates. Ms Ropata said she would pass this onto the committee.

13.0 Date of Next Meeting

Wednesday 26 March at 6.00pm. Ms Ropata said that she would be in Auckland but that she would try to be available to attend online.

There being no further business, the meeting adjourned at 7.35pm.

Confirmed: ____________________________ **Chairperson**