

Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday, 30 January at 5:30pm at **Ōtāhuhu College**

<p>1</p>	<p>Apologies Present: Neil Watson, John Pulu, Susan Afoa, Julie Rogers, Rae Nield, Jasmine Reynolds, Melehifo Niuila and Chrissy Reuelu (minutes) Apologies: Absent: Craig Sionetuato</p>
<p>2</p>	<p>Tour of the College The work on the property is progressing well. The West Wing still has some work to be completed. The Whare is on track to be finished by Matariki. There has been no meeting yet with the Ministry of education regarding the staff room. The Property staff have done an excellent job over the holidays maintaining and making the grounds look tidy.</p>
<p>3</p>	<p>Minutes from last meeting Move that the minutes are a true and accurate record: moved by Jasmine seconded by Julie. To do list Matters arising</p>
<p>4.0</p>	<p>Correspondence – Inward</p> <p>Leave request from V Raynor for leave from the 28 February to 3 June 25. Permission has been granted from Board for V Raynor's leave.</p> <p>Leave request from P Ram for overseas leave from the 22 August to the 29 August 25. Permission has been granted from Board for P Ram's leave. This has been granted as Leave without pay.</p> <p>Leave request from M Tuinukuafe for medical leave from the 31 March to the start of Term 2. Permission has been granted from Board for M Tuinukuafe's leave.</p> <p>Move to approve all of the above leave moved by Neil seconded by Jasmine.</p>
<p>4.1</p>	<p>Correspondence – Outward A</p>
<p>5</p>	<p>Delegation of Responsibilities to Principal This is the same process as last year. Neil explained that the Principal can appoint middle management, but the Board is involved in the employment of Senior Management. The Board resolves to delegate to the Principal the following powers and responsibilities:</p> <ol style="list-style-type: none"> a. Employment of: Non-teaching staff. Teaching staff up to and including the level of Head of Department (HOD). Staff required for long term relieving and fixed term positions. Allocation of Fixed Management Units (FMU), Management Units (MU) and Middle Management Allowances (MMA). b. Engagement of: – Contractors to a value of \$30 000 per contract. c. Performance management, disciplinary action. d. Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCEA. The report and any

	<p>recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.</p> <p>e. Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.</p> <p>f. Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.</p> <p>g. Grant and/or require the following in relation to leave: – Medical certificate for an absence on sick leave as per the relevant collective agreement. – Discretionary leave not exceeding five days.</p> <p>h. Authorising expenditure/payments up to a value of \$30,000 per invoice.</p> <p>i. Applying for funds, sponsorship or other monies up to a value of \$1,000,000.</p> <p>j. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, NZQA.</p> <p>k. Mandatory reports to the Teachers Council.</p> <p>Move that the Delegation of Responsibilities of the Principal be accepted moved by John seconded by Susan.</p>
<p>6</p>	<p>Schedule of Meetings for Year and Key Dates</p> <p>30 January 27 February 27 March 24 April No meeting ANZAC Day 29 May 26 June 24 July 28 August 25 September 30 October 27 November Last meeting followed by Dinner 29 November Year 13 Graduation</p> <p>Neil will email the Board members with the other key dates including Haka Waiata on the 17 February @ 1 pm.</p> <p>Staffing is a huge issue at the moment, with a significant shortage of teachers across New Zealand. As a result, we've had to drop some classes. We are currently looking for a Science and History teacher and will be needing a Maths Tacher as Grace will be leaving New Zealand. A Dance teacher will also be required in Term 3. In other staffing news, Moana has resigned as Deputy Principal to become a founding Principal at The Busy School, so we will be advertising for a Deputy Principal soon. Currently, our staff are being utilized to their maximum capacity. The school has not been taking out-of-zone enrolments since July 2024. To help address the staffing challenges, we have been training our own teachers but need to have more Teacher Interns. The plan is to look at introducing LAT (limited authority to teach) for Teacher Aides so we can utilize them in the classroom. If a Teacher Aid does a great job, there's potential for them to transition into relief teaching roles and then onto being Teachers if they have a degree.</p>

7	<p>Analysis of Variance</p> <p>NCEA Statistics should be available in the week of 23 January.</p> <p>We have had the best-ever NCEA UE rate at 39.8%, outperforming national trends.</p> <p>Year 12 UE Literacy results showed a significant improvement, with 32.5% achieving UE Literacy compared to 23.2% in 2023. This is a good improvement.</p> <p>Numeracy results went well for Year 11s.</p> <p>We were above the national average compared to other schools that are similar to Otahuhu College for Literacy and the Board will be updated with the latest results in the next meeting.</p> <p>We have had good participation in sport, and while there's still a lot of work to do for literacy, we're making progress. The final figures should reach 40%—we're on track for improvement this year.</p> <p>A question was raised about how Staff Safety is being managed. Neil explained the behaviour policies have been updated as part of an effort to tighten the rules and improve staff and student welfare. These policies have been reviewed to improve outcomes and ensure better management of safety</p> <p>Moved that the Analysis of Variance be accepted moved by Jasmine seconded by Melehifo.</p>
8	<p>Draft Annual Plan</p> <p>Attendance and Behaviour: There is a focus to improve attendance initiatives and strengthen engagement strategies, especially for challenging cohorts. A goal has been set for a 7% improvement in attendance each term. A revised process has been put in place for attendance navigators and whānau teachers to address repeat offenders.</p> <p>Academic Achievement: There is a focus on Year 10 students, starting with reading and following through with writing improvements. UE Literacy improved last year under the current system, and the goal is to build on this success. Internal exam results have been strong, with a 90% pass rate, we will now focus on increasing Merit and Excellence achievements. External exams: We aim to increase pass rates and participation. A key change was implementing a policy where students must actively engage and do their exams to be able to attend Graduation this helped to improved 2024's results —previously students simply showed up without answering questions and this resulted in being recorded as not participating. This change had a positive impact on the results.</p> <p>There are monthly curriculum meetings and professional development sessions for Teacher's and will include a case study on how to lift performance. There will be a focus on working with new teachers, working on self-reflection and continuous improvement. For example, PE was underperforming in 2023 but has shown a huge improvement in 2024. Health results have also seen significant improvement. Technology subjects still need significant improvement.</p> <p>The improvements around the school are coming along well with the completion of the new Whare in June, the finishing of the upper courts and a new walkway to reception. We are waiting on proposals for the new walkway these will be reviewed and present to the Board.</p>

	<p>There is continued collaboration with Ministry of Education for the M block improvements. Question asked if the tree issue at the front of the school can be made safer; Neil mentioned they are looking at putting a deck over the roots of the tree.</p> <p>There is an opportunity for 2 History Scholarships for students this year. Neil explained how the process works for example if 5 students received Excellence last year, this year they are eligible to pursue a scholarship, providing them with better opportunities</p> <p>Move that the annual plan be accepted moved by Julie seconded by John.</p>
<p>9</p>	<p>Draft Attendance Policy</p> <p>With the government introducing new rules around attendance, it will monitored by term rather than over the whole year. The policy includes the following:</p> <ul style="list-style-type: none"> • 0-5 days absence: Follow-up by the whānau teacher. • More than 5 days: The attendance team will follow up with the family within 2 weeks. • More than 15 days absence: Oranga Tamariki will be contacted for students under 16 years old. <p>A newsletter will be sent out to inform parents about these changes, it will be available in different languages to ensure clear communication.</p> <p>Staff are currently spending a lot of time chasing up students with attendance issues. Moving forward chronic attendance issues will be addressed students who turn up only when it suits them will be contacted, and letters will be sent out. Attendance Navigators will be in contact with families to ensure clear communication. Otahuhu College will be offering support to those with chronic absence, keeping in regular contact with them. The new policy for chronic absences enforces that if a student is stood down and has chronic attendance issues, they will be held back a year. However, students will have the opportunity to improve within 4 weeks in order to move up; if no improvement is made, they will need to repeat the year. The main message is: “If you attend regularly, good things happen. If you have chronic attendance issues, there are consequences.” Records will be kept of the correspondence.</p> <p>Move that the attendance policy is accepted Moved by Jasmine seconded by Rae.</p>
<p>10</p>	<p>Draft Behaviour and Discipline Policy</p> <p>A comment was made suggesting that it would be helpful to simplify the language of the policy and use examples so students can better understand the policy. It was also recommended that the policy be reviewed in whānau class. One concern raised was the use of the word “disruptive”, as it might be difficult for students to understand. Neil responded, stating that we are legally required to use the correct wording in the policy.</p> <p>Additionally, there was a suggestion to address the misuse of digital devices more clearly. Specifically, the policy should note that students may be stood down for filming, and watching fighting incidents. Will add the following to the policy “physical violence or associating with individuals fighting” as well as “Reviewed annually as needed”.</p>

	<p>Move that the Behaviour and Discipline policy be accepted with the proposed additions moved by John seconded by Susan.</p>
11	<p>Guidelines for Suspension Hearings</p> <p>It's possible that there will be more suspension hearings in the future due to the updated guidelines.</p> <p>Students can be suspended for up to 5 days in one term or a maximum of 10 days per year. If this happens, the student and whānau will need to meet with the Principal. Upon returning to school, there will be conditions, such as maintaining 90% attendance, working well in class, and wearing the correct uniform. Support will be provided, including a weekly review by Tarres. The length of the suspension will either extend to the end of the year or be reviewed on a case-by-case basis.</p> <p>Each student will be assessed individually, and if they do not comply with the conditions, the case will be referred to a Board of Trustees hearing, with a clear and detailed letter sent to the family. The Board of Trustees will consider whether the student's behaviour has improved after the incident. If there are police involved, the Board will have access any relevant reports.</p> <p>The Ministry of Education has a process for handling exclusions and has a team that deals with suspensions.</p> <p>Neil will add the following the policy "Suspensions are "In Committee" and will follow the requirements of the current Privacy Act." And "All information to be made available" to clarify the process for sharing relevant information with the Board.</p> <p>Move that the Guidelines for Suspension Hearings be accepted moved by Jasmine and second by John.</p>
12	<p>In Committee</p> <p>In Committee Correspondence</p>
13	<p>Any Other Business</p> <p>Melehifo mentioned that the Student Council has a meeting next week and will provide an update at the next meeting.</p> <p>David Seymour visited today to discuss the new school lunch programme, noted that there have been a few delays this week. During the visit, 4 of our students spoke very well, thanking the delegates and providing valuable feedback. The students were on point. David Seymour went into the hall, where he spoke with students, including Brian Wilson. Afterwards Neil had a 20-minute discussion covering topics such as staffing issues, the teacher registration process and how to improve it, attendance, and the lunch programme. The Minister also asked about the school's building progress. The students and staff came across well—respectful, confident, and able to express critical feedback in a constructive way. Neil was able to communicate concerns in a positive, productive manner.</p>
	<p>Meeting finished at 7.57</p>