

Minutes of the Otahuhu College Board of Trustees' Meeting,
Thursday, 26 June at 5:30pm at Ōtāhuhu College in Principal's Office

1	<p>Apologies</p> <p>Present: Neil Watson, John Pulu, Craig Sionetuato, Susan Afoa, Julie Rogers, Jasmine Reynolds, Melehifo Niuilā, Rae Nield and Chrissy Reuelu (minutes)</p> <p>Apologies:</p> <p>Absent:</p>
2	<p>Minutes from last meeting</p> <p>Move that the minutes are a true and accurate record: Moved by Jasmine seconded by Juile.</p> <p>To do list</p> <p>A draft proposal has been developed in response to the Student Council's request for study leave for senior students (Years 12 and 13). The proposal is currently being reviewed in consultation with staff and will include: a minimum of 90% attendance and pre-exam workshops.</p> <p>Regarding the front pathway, health and safety concerns. It has brought up a few issues if the path is raised, students may be at risk of hitting their heads on the protected tree. Removing branches is not an option. The school is currently exploring the option of rerouting the path to ensure student safety.</p> <p>Matters arising</p>
3.0	<p>Correspondence – Inward</p> <p>A written response regarding M Block has been received from Robert McAllister from the Ministry of Education. There are ongoing concerns about the condition of the west wing, which was reported to be dripping wet. Neil has a contact with an independent building specialist, who may be willing to conduct a second opinion assessment on a pro bono basis. This assessment would help the Board ask the right technical questions and ensure a well-informed response to the MOE's proposals. It was agreed that an independent assessment is a wise investment, even if a fee is involved (e.g. 10k), to avoid potentially much greater future repair costs. It was suggested that the Board look into advice or experience from other schools, such as Takapuna Grammar, who may have dealt with similar MOE issues. While the Ministry of Education has ownership of the buildings, the ongoing responsibility for maintenance falls on the school once any repairs are completed by the MOE so it's important to understand the long-term viability of the building. The Board is committed to ensuring that any decisions made now will not result in significant future costs or operational costs for the school. There is sufficient documentation available to begin engaging with a specialist.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Neil to follow up with his contact. • Set up a joint meeting with the MOE and the expert. • Prepare a list of key questions and concerns to guide the meeting and seek clarity on accountability and next actions.

3.1	Correspondence – Outward Letter to Ministry regarding M Block
4	Principal's Report <p>The CAA results were released last night. There has been a significant improvement compared to last year. 2024: 40 Year 10 students passed 2025: 77 Year 10 students have passed the first round of assessments.</p> <p>This progress is attributed to a team effort including improved attendance, structured homework, and targeted classroom strategies. Clear expectations have been set for students in learning areas.</p> <p>Attendance has been tracking just on target for Term 2, with a slight dip this week due to the end of term. Attendance overall remains above the national average. Stand-downs had been improving until last week, when several students were caught smoking cannabis in the toilets. Violence incidents have noticeably decreased. Sports participation is currently down—this will work on this.</p> <p>Strong Year 12 credit attainment—best performing year level to date consistency remains a focus.</p> <p>UE literacy results have been strong—special thanks to Melinda has done an amazing job working with the Year 12 and 13 students.</p> <p>Assessment submissions were due last week and have mostly been completed on time.</p> <p>Waikato is the preferred option for the school's partnership project for Teach NZ Teachers.</p> <p>The Whare is coming along 18 July was the initial deadline, but there are delays due to bifold door installation and beam work. Autex is producing laser-printed carving carpet, and carvings are underway using wood sourced from Taranaki. The budgeted amount for the Whare was \$500K, but actual costs will be significantly less. Equipment valued at approximately \$10K will be installed in the Whare.</p> <p>The cover over the courts is still not completed due to a colour difference working on solution for this issue. The eastern fence has been completed. Volleyball facilities are now being used. Once the tender is accepted, the roof work will begin.</p> <p>There is an upcoming meeting with the architect to discuss the annex design.</p>
5	Martin Block Remediation Discussion on Response from Ministry regarding M Block.
6	Finance and Property <p>The school currently has large surplus, with the Whānau Ora funding set to end tomorrow. As a result, the surplus is expected to decrease significantly within the next six months.</p> <p>The school is projected to break even by the end of the year.</p> <p>A draft budget for next year has been developed, and further refinement is underway. Key considerations include: Fixed-term contracts will not be renewed. Hours across various school roles may need to be reduced. Some departmental budgets may be significantly cut. There may be a need to consider redundancies, including teacher aide roles and possibly teaching staff, depending on financial conditions.</p> <p>There may have to be an expectation that parents/caregivers will need to contribute more towards sports fees.</p> <p>Sponsorship opportunities and external funding support are being actively pursued.</p> <p>Need to look at where we get the most effectiveness from the staff we have.</p> <p>Recommend that the monthly reports be accepted. Moved by Julie seconded by John.</p> <p>Recommend to approve the credit card payment for May (\$4025.00). Moved by Juile seconded by Jasmine.</p>
7	Audited accounts and management Letter for 2024

	<p>In summary there was emphasis on the importance of maintaining a clear and secure process for tracking any staff bank account changes to ensure accurate payments and accountability. There is \$123K of Te Kura funding currently being held by the school. The school has requested guidance from the MOE on how these funds should be managed or allocated but has not yet received a response.</p> <p>The Trust Deed needs to be updated. Rae to follow up with John regarding this matter.</p> <p>Overall, we are satisfied with the audit just need to improve some processes.</p> <p>Recommend to accept the Audit Report Moved by Nel and seconded by Craig.</p>
8	<p>Health & Safety:</p> <p>A total of 73 Health & Safety incidents have been recorded to date. Of these, 3 were serious, requiring ambulance attendance: 1 incident involved a slip on the stairs and 2 incidents were sports-related injuries. The school will continue to monitor and improve Health and safety practices in the school.</p>
9	<p>Ōtāhuhu College Trust</p> <p>Discussion regarding the need to modernise the Trust Deed, as identified in an earlier meeting.</p> <p>Rae has agreed to review and work on the update, though it is anticipated that the required changes may be minimal.</p> <p>Neil will follow up with Rae and will email a copy of the current Deed for review.</p>
10	<p>Board Elections September</p> <p>Discussion regarding the upcoming Board Elections and the requirement to appoint a Returning Officer.</p> <p>Neil recommended appointing Ayla Mafi to the role, noting that she has previous experience and is familiar with the process.</p> <p>Responsibilities of the Returning Officer include validating nominations, sending out election information, overseeing the voting process, counting and returning the final votes.</p> <p>Recommend to accept that Ayla Mafi will be the school's returning officer moved by Neil seconded Susan.</p>
11	<p>Loss of Whanau Ora Funding</p> <p>Motion: That the principal initiates appropriate employment related processes to ensure that the College is financially viable for 2024.</p> <p>The board approves the principal to undergo employment processes due to the loss of the of Whanau Ora funding Moved John seconded by Jasmine.</p>
12	<p>In Committee</p> <p>Board had a discussion and the notes will be in the In Committee folder.</p>
13	<p>Any Other Business</p> <p>Melehifo shared a request from senior students to have the library open for extended hours outside regular school hours, to support students study time. Suggested times include before school and after school, with a 4:00 PM cut-off from Monday to Thursday. A roster system may be implemented to support this, and Julie will take the lead on coordinating this initiative. The Student Council held their regular meeting. Planning is underway for the student-run podcast to start soon. Julie will ensure the board receives the receipt at the next meeting to reimburse Melehifo for the gear.</p>
	<p>Meeting finished at 6.37</p>

