

## Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday, 29 May at 5:30pm at Ōtāhuhu College in Principal's Office

<b>1</b>	<b>Apologies</b> Present: Neil Watson, John Pulu, Susan Afoa, Julie Rogers, Jasmine Reynolds, Melehifo Niuila, Rae Nield and Chrissy Reuelu (minutes) Apologies: Craig Sionetuato Absent:
<b>2</b>	<b>Minutes from last meeting</b> Move that the minutes are a true and accurate record: Moved by Neil seconded by John. <b>To do list</b> <b>Matters arising</b> The information request regarding school lunches was provided to the individual, but no response has been received.
<b>3.0</b>	<b>Correspondence – Inward</b>
<b>3.1</b>	<b>Correspondence – Outward</b> Letter from Board of Trustees to Debbie Sorensen thanking Pasifika Futures for support and funding.
<b>4</b>	<b>Principal's Report</b> Otahuhu College students are progressing well so far this term, with improved attendance. There is a slight discrepancy between school records and Ministry of Education data however, both indicate a significant improvement. There was a high number of stand-downs in May, but this has since decreased. There have been no recent issues with violence, which is a positive. The Common Assessment Tasks were conducted this week the Board will be update with results when they are available. The current internal assessment pass rate sits at 91%. The school is focusing on consistency across all departments. Homework completion rate is at 80%. The Excellence Classroom Teacher group is progressing well, with teachers reflecting on and refining their practice and discussing case studies. There are no upcoming Teacher Only Days, due to changes under the new curriculum introduced by the government. .
<b>4.1</b>	<b>Leavers' Data</b> University Entrance results for 2024 have showed improvement.
<b>5</b>	<b>Martin Block Remediation</b> The Otahuhu College building is a heritage building, adding complexity to any proposed works. The building was earthquake-strengthened in the 1990s. There is now mould and water retention issues, with moisture readings reaching 140, well above the safe threshold of 80. The cause appears to be water entering through the walls, raising concerns of a leaky building. A recent report from the MOE claims there is no moisture in the bricks, contradicting earlier assessments. The MOE's latest correspondence indicates their intention to remediate the issues by installing HVAC systems and repairing the windows. However, accepting this solution may result in future maintenance costs for the school.

	<p>The Board agreed to a list of questions to respond to the MOE, requesting detailed answers. Following this the BOT recommends inviting MOE representatives to a meeting, along with Watershed's building and moisture experts, to discuss the findings and options. A letter will be drafted to the MOE outlining concerns and questions. The BOT emphasises the need for a long-term, viable solution and clarity around ongoing testing and maintenance responsibilities. Discussed future possible Official Information Act (OIA) to ensure transparency and accountability.</p> <p>Neil will add in testing and maintenance to questions for the MOE.</p>
<b>6</b>	<p><b>Finance and Property</b></p> <p>The school's current financial position is healthy, due to the Whānau Ora funding, which is scheduled to conclude in July. There may be the possibility of additional funding from PMA for the school. However, projections for next year indicate a potential shortfall of approximately \$400,000. As a result, the school may need to consider staffing adjustments as a last resort, depending on future funding and expenditure. The annual audit has been completed, and a full update will be presented at the next Board meeting.</p> <p>Recommend that the monthly reports be accepted. Moved by Neil seconded by John.</p> <p>Recommend that the 2024 audit reports be accepted once received. Moved by Jasmine seconded by Rae.</p> <p>Recommend to approve the credit card payment for March \$4283.00 and April \$1606.00. Moved by Jasmine seconded by Juile. Subject to 4 March purchase.</p> <p>Recommend to approve the application to the Lion Foundation for a grant for \$21k for lighting for the dance and drama studios. Moved by John seconded by Melehifo.</p> <p>The court cover project has experienced a delay but is now expected to be completed by next week.</p> <p>The Whare project is progressing well and is on track to be completed by 20 June. The building will be dressed with carvings and is currently coming in under budget. An official opening event is planned for late July, with estimated catering and food costs of \$5,000–\$10,000.</p> <p>Working capital remains strong, supporting current projects and commitments. Neil will review the purchase made on 4 March and report back to the Board at the next meeting.</p>
<b>7</b>	<p><b>Health &amp; Safety:</b></p> <p>There was an incident in a classroom and the parent brought it to our attention as they were concerned with how the matter was handled. As a result, the school has reviewed and improved its internal processes. Incident recording and monitoring within the Student Management System has now been updated. These records are now checked weekly and there will be an update of the new process will be provided at the next Board meeting.</p>
<b>8</b>	<p><b>Ōtāhuhu College Trust</b></p> <p>The Trust requires an updated trust deed. Rae will contact John to discuss and provide any update.</p>

<b>9</b>	<b>Board Elections September</b> The OC Board elections are scheduled for September. Nominations will be promoted and distributed through the school's communication channels. There are no requirements, aside from having no criminal record. Ideal candidates should demonstrate a strong commitment to the role, and it is beneficial to have individuals with diverse backgrounds and experiences who can bring a range of perspectives to the table.
<b>10</b>	<b>Distinguished Old Students Nominations</b> A discussion was held regarding nominations for the Distinguished Old Student Award. Following the discussion, it was voted and agreed that Debbie Sorensen will be the 2025 recipient of the award. .
<b>11</b>	<b>Out of Zone enrolments</b> The MOE has officially increased the school roll capacity to 1400 students. A formal process for out-of-zone enrolments is now in place to manage applications correctly.
<b>12</b>	<b>In Committee</b> <b>In Committee Correspondence</b>
<b>13</b>	<b>Any Other Business</b> The Student Council have met, and they would like to request the following: Study leave at exam time in Term 4 for Year 12 and 13 students. The proposed requirements include: 90% attendance, all internal assessments completed and sign-off from both the Dean and subject teachers. A health and safety concern was raised regarding the footpath at the front of the school, which students identified as unsafe. The Student Council has requested permission to launch a school podcast, hosted by students. Topics discussed include school events, sports, and club activities. New equipment has been donated to support this initiative. It was mentioned that a staff supervisor will oversee recordings to ensure appropriate content and AI transcription tools may be used to support the teacher in charge with reviewing and editing.  Melehifo attended a Local Board deputation Local Board members expressed interest in visiting the school to speak with students about the upcoming local elections and the board's role in supporting youth initiatives.  Neil provided an update regarding the footpath and surrounding area. The footpath will be redone, and the tree on the right side will be removed. A deck will be constructed over the tree roots near the steps, pending completion of the Whare project. Neil will discuss with senior management the possibility of adding a student Code of Conduct as a condition for study leave eligibility. The Board thanked Melehifo for her work and the update.
	<b>Meeting finished at 7.04</b>