

Minutes of the Otahuhu College Board of Trustees' Meeting,

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

1	Apologies Present: Online meeting Neil Watson, Craig Sionetuato, Manako Lutui, Rulon Brown, , Hannah Coleman, John Pulu Susan Afoa Jasmine Reynolds and Chrissy Reuelu (minutes) Apologies: Absent:
2	Conflict of Interest Register Nothing to report
3	Minutes from last meeting Move that the minutes are a true and accurate record: Moved by Jasmine Seconded by Hannah Matters arising Nothing to report
4.0	Correspondence – Inward C Luke re Treaty R Takiari re Treaty The correspondence was received the day after the board meeting, and Neil has personally responded to the senders to confirm that the school has replied to the MOE regarding Te Tiriti o Waitangi.
4.1	Correspondence – Outward Letter to Minister regarding the commitment of the Treaty.
5	Schedule of Meetings for 2026 Last Thursday of the month at 5.30pm. 29 January 26 February 26 March 30 April 28 May 25 June 30 July 27 August 24 September 5 pm start 29 October

	<p>26 November</p> <p>16 February Haka Waiata</p> <p>18 to 21 March Polyfest</p>
6	<p>Resolution of Delegations to Principal</p> <p>The dollar amount may need to be increased in the future. We will continue to monitor the situation and revisit any necessary changes during the year.</p> <p>Recommend to delegate authority to the principal for all the powers and responsibilities noted including up to the value of \$30,000 per invoice for payments and expenditure. Moved by Hannah seconded by Craig</p>
7	<p>Analysis of Variance for 2025</p> <p>Overall, 2025 results are pleasing. Level 2 above the national average. Level 3 above the national average. UE achievement results were the strongest to date, bringing the school closer to the national average.</p> <p>Some key areas need improving. There was an expected drop in Level 1 Numeracy and Literacy results because students were only receiving classroom-based teaching. Students who did not achieve numeracy and literacy last year will have extra support to gain these this year.</p> <p>2025's Year 10 students did well with the CAA's which has led to improved results. Attendance levels increased over the 2025 period.</p> <p>There will be a focus on getting students more involved with extra-curricular activities. A slight change has been included in staff employment letters stating that staff are expected to participate in extra-curricular activities with the students.</p> <p>Discussion regarding the MOE's expected attendance target, it was noted that 'regular attendance' is defined at 80%. This indicates that have some work to do to meet the requirements.</p> <p>Rulon mentioned that we have a high performance Year 13 student who is currently in the Blues 18s squad with other teams also interested in his ability good things ahead for him.</p> <p>Motion to approve the Analysis of Variance for 2025 Moved by Craig seconded by John.</p>
8	<p>Annual Plan for 2026</p> <p>The school is seeking incremental improvements in student achievement rates. With the Government's new assessment format being introduced over the next four years, there will be an increased focus on external assessments, which requires the</p>

school to continue strengthening the quality and effectiveness of teaching practice. The aim is to increase both pass rates and participation in external assessments through accurate, focused teaching supported by clear systems and structures that enable students to succeed. As the number of students from English as a second language backgrounds continues to grow, appropriate provisions and supports will be put in place to meet their learning needs. A key target is a 7% improvement in literacy and numeracy achievement to strengthen performance in Common Assessment Activities (CAAs).

Engagement and Retention

Students at risk of disengaging or dropping out before completing Level 3 have been identified. A targeted plan has been implemented to provide ongoing monitoring and support, with students being closely linked to Careers, Counselling, and other relevant support services to strengthen engagement and improve retention.

With the introduction of the new Year 9 curriculum, teachers are currently working on programme development. This work is ongoing throughout the year. It is likely that all subjects will end up having both mid-year and end-of-year examinations.

A recognition system has been established for Year 9 students, where those who meet expectations will receive a badge based on engagement, attendance, and exam results.

Professional development will continue for staff with a focus on the Science of Learning, and this will be extended through to Heads of Departments.

Students will be travelling to Japan for their trip this year. In addition, John Boscawen has confirmed his sponsorship of a future Music Trip, with the destination yet to be decided. The Music programme has been split into Choir and Instrumental groups, and it is anticipated this structure will better support students.

The central heritage section of M Block is currently out for tender, with tenders closing on 18 February. If tender submissions exceed \$25 million, Cabinet approval will be required. Work on the M Block roof is continuing.

The school roll currently sits at 1206 students, with 49 students waiting to be added to the roll. It is anticipated that some students will not return, and the roll numbers are expected to even out. There are currently 10–12 additional students across all year levels, which is placing pressure on subject class sizes.

The school is currently fully staffed. One teacher from the United States is expected to arrive within the next couple of weeks, and a second teacher from South Africa arrives tomorrow. Whilst all math classes are covered we are seeking two Math teachers with strong subject specialist expertise.

	<p>Question asked regarding having International Students at Otahuhu College. Neil mentioned that the school is not registered and this has been looked into 10 years ago there's certain criteria to meet and a lot of work around the home stay provisions and which market to advertise to.</p> <p>The focus for Term 1 is on increasing student attendance and ensuring all students are in class. Effort is being made to support and settle staff, particularly new teachers, with the appropriate induction and resources. We have cultural events such as Haka Wāiata and Polyfest coming up we are focused on getting as many students involved in these activities. Academic programmes will also be prioritised, with junior students establishing homework routines and performing well in class. Hopefully there is some progress on the M Block property works</p> <p>Rulon raised the question of whether the school has a collective 5–10-year strategic plan, asking the following questions: What is our “why”? What is our long-term aim for the future? What do we stand for as a school? As a Board what is the vision and what are we making decisions on? Jasmine supported the idea and suggested that further discussion is needed. The conversation to include community and student voice to strengthen connection and relevance of the school. Board members to have a discussion to define its vision and values and long-term strategic direction, record key ideas and bring this information back to Neil. Can discuss further at the next Board meeting.</p> <p>Motion to approve the annual plan for 2026 Moved by Jasmin second Rulon.</p>
<p>9</p>	<p>Ōtāhuhu College Trust Neil will need to find a lawyer for the trust. Progress will be made on the trust this year.</p>
<p>10</p>	<p>Ōtāhuhu College Centenary 2031</p> <p>A discussion was held regarding the establishment of a subcommittee to plan the school's Centenary in 2031. It was proposed that the Board of Trustees work alongside past students to ensure the school's 100-year celebration reflects a strong historical and community connection.</p> <p>One idea raised was the creation of a commemorative book featuring stories, memories, and reflections from alumni. It was noted that there should be meaningful opportunities for past students to reconnect with the school and contribute ideas toward the celebrations.</p> <p>It was suggested that Leone could assist in supporting this work. Engagement with the wider community and alumni could be promoted through social media platforms, such as Facebook, to reach past students.</p>

	Neil suggested that the Centenary subcommittee be formally established and confirmed at the February Board meeting.
11	In Committee
	Went into in Committee at 6.33 pm minutes recorded, out of committee at 6.41 pm.
	In Committee Correspondence
12	Any other business
	Staff Newsletter included in papers fyi
	Meeting finished at 6.47