

Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday, 27 November at 5:30pm at Ōtāhuhu College in Principal's Office

1	Present: Neil Watson, Craig Sionetuato, Rulon Brown, Manako Lutui, Hannah Coleman and Chrissy Reuelu (minutes) Via Zoom John Pulu Susan Afoa Jasmine Reynolds 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: with minor adjustments. Moved by Hannah Seconded by Craig Matters arising.
4.0	Correspondence – Inward Neil confirmed that there has been no Government correspondence regarding Te Tiriti o Waitangi, other than information that was sent directly to Principals.
4.1	Correspondence – Outward
4	Principal's Report Attendance levels are now back to where they were pre-COVID. Retention rates have improved, but there is still a focus on doing better in this area. Level 1 Literacy results are expected to be lower, and a number of students will progress to Year 12 without achieving Literacy. Individual learning plans are in place to support these students. Year 12 and 13 results are the best ever, with very strong performance in Level 2, Level 3, and University Entrance—a very pleasing outcome. UE scholarships are below expectations. A review of the current scholarship process is underway, with changes planned to strengthen outcomes. Staffing remains a challenge; the school typically has 8–12 staff leave each year. Solutions are being developed for Music and Science. Music classes will be split into two having separate Vocal and Instrumental groups. The Attendance Navigator role is currently advertised. Exam attendance was very good overall. Only three students were absent from the Science exam and 100% attendance was recorded for Health.

	<p>A new Year 9 curriculum is being introduced, representing a significant shift in expectations and learning. English will include additional support for ESOL learners.</p> <p>Most building work is now complete. Contractors have been onsite, and roof work on M Block is scheduled to begin in approximately 10 days.</p> <p>Craig commended the strong attendance levels. He recommends closely tracking Year 12 students who did not achieve Literacy in Year 11. Melinda provided a detailed report, which was noted and appreciated. The Board sends their regards to Lee Harford and acknowledges their ongoing support and contribution.</p> <p>Volleyball: Strong performance throughout the season. Rugby: The team performed well and just missed out on advancing further. Soccer: A solid season with good results. Netball: Very good progress shown across all teams. Kilikiti: Placed 2nd, with continued work underway to improve further in sports.</p> <p>Reflections from the Principal.</p> <p>Significant improvements have been seen in both Year 9 and 10 classwork and homework completion. There are multiple success stories across the school, demonstrating strong engagement and achievement. Student feedback regarding teachers has been very positive and reflects well on the learning environment. Attendance continues to show improvement and remains a strong focus. The transition from the Whanau Ora funding to the new model is progressing smoothly with staff no redundancies. The completion and opening of the new whare has been very pleasing and well received by students and staff.</p> <p>Moved by Hannah Seconded by Craig</p>
<p>5</p>	<p>Martin Block Remediation</p> <p>This has been approved by the Ministry and is going out for Tender. Estimated start date for works is December for roof, and April/May for the central part of M Block. Still working on Relocation plan</p>
<p>6</p>	<p>Finance and Property</p> <p>The school is in a good financial position due to the budget changes. Property projects have progressed smoothly with no major issues. A question was raised about the \$100k surplus difference, and it was clarified that this variance is due to some support staff being employed for term time only and therefore not being paid out during the holiday period. Another query related to vouchers given to staff who are leaving, and it was confirmed that these come from the Staff Welfare Budget, with a formula followed to determine the amount each staff member receives based on their length of service at the school. A further question was asked about the large amount spent at Caltex, and it was explained that these costs are for fuel vouchers provided to sports managers and coaches.</p> <p>Recommendation that the monthly reports be accepted</p> <p>Moved by Neil Seconded by Jasmine</p>

	<p>Recommend that the credit card payment for October (\$5122.00) Moved by Craig Seconded by John.</p> <p>Still waiting for a meeting with Shade Systems regarding a solution for the different canopy colours.</p> <p>The M block project starts on 8 December and scheduled to finish in May 2026.</p> <p>The school is currently waiting for the Ministry of Education to approve the driveway project, with work scheduled to start on 12 December. Once approved, it is hoped the project can be completed by January. Quotes are also being sought for the renovation of the sports and PE office. The school has already paid \$521k for COLA, \$200k allocated to the driveway, and \$190k for the gym. Once the above projects are complete, the school is expected to have a working capital balance of \$2.84 million.</p>
7	<p>Budget for 2026</p> <p>Four teacher aides' positions have not renewed, and some staff have had a 20% reduction in term-time hours. The Deputy Principal and the seconded Attendance Navigator roles have not been replaced, and small cuts have been made to some budgets to make savings. There has been a focus on finding ways to manage the school effectively next year without the Whanau Ora funding. The school roll is expected to remain similar to this year enrolments. Money has been invested across four term deposits to achieve the best returns possible.</p> <p>Motion to approve the asset and operational budget for 2026 Moved by Neil Seconded by Hannah.</p>
8	<p>Gym Project</p> <p>The gym currently has two areas for storage and weights which are not needed, the plan is to convert these areas into office space for the PE and sports staff. The total cost of this project is \$190,000, and the Board has approved proceeding with the work.</p> <p>Motion that the Board approve the gym project for office space in existing gym Moved by Criag Seconded by Rulon</p>
9	<p>Attendance</p> <p>Standard template from MOE drive to approve attendance enrolment forms will include attendance</p> <p>Motion that the Board approves the Attendance Management Plan Moved by Neil seconded by Hannah.</p> <p>Motion that the Board approves the Attendance Policy Moved by Neil Seconded by Susan</p> <p>Motion that the Board approves the Graduation Policy Moved by Craig Seconded by Manako</p>

8	<p>Health & Safety: Minutes are table nothing to report</p>
10	<p>Ōtāhuhu College Trust Reminder to update the Trust</p>
12	<p>In Committee</p>
	<p>Went into In Committee at 6.30 pm minutes recorded out of In committee at 6.45pm. In Committee Correspondence</p>
12	<p>Principal Mentoring Motion The Board supports the Principal to act as a mentor of an aspiring or beginning principal in 2026. Moved by Jasmine seconded Hannah.</p>
13	<p>Owen Boscawen Prize Applications are open for Owen Boscawen Prize, closing end of October. The scholarship is to the value of \$7500, this is to be spent on teaching staff to undertake professional development in an international arena which has been approved by the Principal. As per the original intention of John Boscawen the criteria for the prize is based on:</p> <ul style="list-style-type: none"> • classroom teaching • contribution to (the) department • contribution to wider college life. <p>The decision is to be made by the principal, ratified by the board. The teacher deemed to best meet these criteria is to be awarded the prize, which must be used for overseas professional development. John’s view is that he benefitted immensely from accompanying his father on a Wolf Fisher scholarship to the United States, and he wants to reward deserving Otahuhu College teachers with a prestigious award.</p> <p>Neil Recommends Joanne Ellis-Smith for the award. Moved by Craig seconded by Rulon.</p>
14	<p>Any other business</p> <p>Discussion regarding Te Tiriti o Waitangi it was agreed that the school should put out a carefully worded statement. It’s important that any communication is clear, considerate, and reflects that the school is doing its best for students. Craig mentioned that he had receiving messages from the community asking where the school stands on this topic. A thoughtful response will be prepared Jasmine will draft the statement, which will then be viewed and signed off by the Board of Trustees.</p> <p>Rulon highlighted that it’s important to support international teacher to assist with integration and understanding how to work effectively with students, including professional development. Neil noted that there is an established onboarding process. Manako provided an update indicating no issues from students and that no Student Council meetings are currently scheduled due to exams.</p>

	Meeting finished at 7.09