

Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday, 26 February at 5:30pm at Ōtāhuhu College in Principal's Office

<p>1</p>	<p>Apologies Present: Neil Watson, Rulon Brown, Hannah Coleman John Pulu Susan Afoa, Jasmine Reynolds and Chrissy Reuelu (minutes) Apologies: Craig Sionetuato Absent: Manako Lutui</p>
<p>2</p>	<p>Conflict of Interest Nothing to report</p>
<p>3</p>	<p>Minutes from last meeting Move that the minutes are a true and accurate record: Moved by Jasmine Seconded by Hannah.</p> <p>Matters arising</p>
<p>3.1</p>	<p>Correspondence – Inward None</p>
<p>3.2</p>	<p>Correspondence – Outward None</p>
<p>4</p>	<p>Principal's Report</p> <p>At this stage, the main focus has been on getting the school up and running, so there is limited additional reporting to provide. Student retention and attendance remain a key focus area. Current attendance figures are impacted by an issue within the KAMAR the school's student management system, which has resulted in inconsistent data being reported. Figures showing attendance at 70% are incorrect, with actual attendance sitting closer to 81.9–82.7%, indicating there is still work to be done but that the situation is not as bad as reported.</p> <p>A large number of late enrolments has placed additional pressure on systems and class organisation. As the school was approximately 100 students below roll, it was necessary to accept late enrolments, including some former Ōtāhuhu Intermediate students. As a result, classes are now full and the school roll has reached the expected figure set by the Ministry of Education.</p> <p>For Term 1, regular attendance data shows that approximately 54% of students are attending 90% or more of the time, measured in half-day blocks (two hours in the morning and two hours in the afternoon). This is comparable to last year, when attendance reached 53%, noting that events such as sports days and Haka Wāta can temporarily impact attendance figures. Attendance data for new enrolments begins</p>

	<p>from their first day of attendance, while students who are already enrolled but arrive late negatively affects their overall attendance statistics.</p> <p>The school is currently fully staffed, with the final English teacher arriving from America and due to start next week. Hana, who has played a key role in supporting and settling new teachers, has resigned effective at the end of the term after ten years of service. Her contribution has been highly valued, and a replacement will need to be found.</p> <p>The school achieved one English Scholarship this year and narrowly missed out on an additional English Scholarship. While this was disappointing, it was acknowledged that the Samoan student achieved excellent results, and that Scholarships are awarded only to the top 1–2 percent of students nationally.</p> <p>An architect has been appointed to develop concept drawings for the gym office conversion. The next step will be to obtain costings from the Quantity Surveyor. The widening of the driveway and newly installed gates has been completed. The M Block tender process continues to be extended due to the Christmas period and the complexity of the project. The Ministry of Education has allocated approximately \$20 million for the work; however, if the cost exceeds the amount it will need to be reviewed by The Government. The project involves heritage considerations, with an estimated timeframe of approximately \$1 million per month, potentially taking up to two years to complete.</p> <p>Move to accept the Principal’s Report Moved by Susan seconded John.</p>
<p>5</p>	<p>Martin Block Remediation Out for tender currently. Roof work on schedule.</p>
<p>6</p>	<p>Finance and Property</p> <p>The current school accounts appear to be healthy; however, an adjustment of approximately \$200k is anticipated.</p> <p>Questions were raised regarding the school credit card. It was confirmed that the credit card must be in Neil’s name. Additionally, the credit card report requires approval by the Board, as noted from an audit.</p> <p>Recommend to approve credit cards payments for November, December and January (\$3140, \$5557 and \$2981) Moved by Jasmine Seconded by Susan</p> <p>Recommend to approve a Grant Application to the Lion Foundation for \$25k for sound equipment for Drama studio. Moved by Neil Seconded by Hannah.</p> <p>A discussion was held regarding the proposed transfer of ownership of the old Whare to the Ministry of Education. The advantage of MOE owning the Whare is</p>

	<p>that the Ministry would fund the maintenance of the building, and the school would no longer be responsible for these costs.</p> <p>Jasmine questioned whether the transfer is being considered because the Whare is an asset. Neil will investigate further and provide clarification.</p> <p>It was agreed to move this item to the next meeting for a decision, with management providing the Board with financial information to inform the discussion.</p>
7	<p>Health and Safety</p> <p>Nothing to report</p>
8	<p>Ōtāhuhu College Trust</p> <p>A discussion was held regarding the current Trust, which holds approximately \$97,000. It was noted that there is little benefit in maintaining the Trust in its current form, as the annual administration cost is approximately \$4,000 which impacts returns and results in little to no financial growth. A Bank term deposit with 3.5% interest means the Trust is effectively only breaking even. Milford Asset Management was referenced, with the view that unless the funds are invested for three years or more, returns are unlikely to outperform standard term deposit rates offered by banks.</p> <p>The purpose and value of retaining the Trust were questioned. One advantage of a Trust structure is the ability to invest funds to potentially achieve higher long-term returns; however, this is not currently being done. It was noted that John Boscowen, who donated the majority of the funds, should be a key consideration in any decision-making process. John Boscowen also continues to provide significant additional support to the school, including \$10,500 for Dux awards, The Boscowen Award for Teachers, and is contributing towards the Japan trip.</p> <p>An alternative option discussed was winding up the Trust. If wound up, the funds would need to be transferred to a statutory body, following the correct legal process. It was noted that this would not negatively impact the school. Another option would be to transfer the funds into a ring-fenced term deposit, ensuring the money is protected and used specifically for the long-term benefit of students and staff. If the Trust is to be retained, it was agreed that the fund would need to grow in order to justify ongoing administration costs.</p> <p>It was agreed that further financial and legal advice is required before any decision is made. This matter will be left on the agenda and revisited at the next meeting, with John Boscowen's views taken into consideration</p>
9	<p>Centenary</p> <p>A Centennial Subcommittee needs to be established to start the planning for the school's 100-year celebration in five years' time. It was decided that the initial subcommittee will start with three former students, with the intention of using their networks and community to gradually build wider engagement across different year</p>

	<p>levels. The group will work with the Board. Planning could include a Centenary Otahuhu College Book or photos of 100 students over the years, capturing stories and experiences from past students, if decided on this needs to commence early. Could potentially align the celebration with a long weekend such as King's Birthday or Labour Weekend. Promotion and engagement will be supported through advertising and network-building. Susan and John volunteered and added Craig to be part of the initial group.</p>
10	In Committee
	Went into In Committee at 6.29 pm.
	Out of In committee at 6.39 pm.
	In Committee Correspondence
11	Principal's request for a day's leave with pay as daughter going to UK on 10 March. Approved Principals leave on 10 March Moved by Susan and seconded by Jasmine.
12	Any Other Business
	Rulon mentioned staff have asked about the Minutes being put up online Chrissy to ensure this is done with Dereny.
	Meeting finished at 6.42