

Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday 7 May 2026, at 5:30pm at Ōtāhuhu College in Principal's online via Teams

1	<p><b>Present:</b> Neil Watson, Rulon Brown, Hannah Coleman, John Pulu, Susan Afoa, and Chrissy Reuelu (minutes)</p> <p><b>Apologies:</b> Jasmine Reynolds Craig Sionetuato and Manako Lutui</p> <p><b>Absent:</b></p>
2	<p><b>Conflict of Interest</b></p> <p>Nothing to report</p>
3	<p><b>Minutes from last meeting</b></p> <p>Move that the minutes are a true and accurate record: moved by Hannah seconded by Rulon.</p> <p><b>Matters arising</b></p>
3.1	<p><b>Correspondence – Inward</b></p> <p>Vinita Singh correspondence to discuss in In committee.</p> <p>The Board will respond to the correspondence from Claire Coleman, thanking her for her communication and acknowledging the matters raised. The Board has already made a statement regarding its commitment to supporting Te Tiriti o Waitangi and noted that it continues to work hard to achieve positive outcomes for all students. Neil will draft a response letter for John to review and sign on behalf of the Board.</p>
3.2	<p><b>Correspondence – Outward</b></p> <p>Draft Press Release discussed in In Committee.</p>
4	<p><b>Principal's Report</b></p> <p>Year 12 achievement is currently below expectations, with internal achievement sitting at 70%, which is significantly lower than anticipated. Analysis has identified that there are 512 Not Achieved results across 66 different standards, with approximately 80% of these results coming from one-third of the standards offered.</p> <p>Meetings have been held with Heads of Department to address concerns around teaching practice and the significant drop in achievement in certain subject areas. The Year 12 Dean has also identified students requiring additional support, and targeted interventions are being put in place to help remedy the situation. Last year achievement rates were in the mid-80% range, so the current results are a significant concern. Senior leadership are working closely with the teachers involved, acknowledging that substantial work will be required to improve outcomes. The Board will continue to be updated on progress.</p>

	<p>Jay Mason recently led the Whakairo Conference, which was acknowledged positively.</p> <p>Attendance has declined compared with the same time last year, although there has been improvement this term. The school's computer system is providing better oversight of attendance, however there is still concern around consistency of attendance and it's an area for improvement. It was noted that approximately 40 additional students need to attend school each day to meet attendance expectations.</p> <p>Enrolment and attendance procedures were discussed, including the responsibility of parents and caregivers to notify the school regarding absences. Questions were raised around how attendance data is cross-checked from website submissions. Neil said that it is cross-checked by staff. Attendance patterns also show significant drops during poor weather, with up to 100 fewer students attending school on rainy days.</p> <p>Move to accept Principals report moved by Hannah seconded by Susan.</p>
	<p><b>Martin Block Remediation</b></p> <p>The Ministry is in the process of finalising three tenders which are within the Ministry estimates. It is possible that some of the windows and radiators in West Wing will also be done. We should have confirmation by the May Board meeting. The budget would be in the vicinity of \$20-23 million. 3 tenders looking positive time frame end of month works maybe start August west wing M block radiators and windows to be done. Could start next term good progress in this area</p> <p>The Ministry is currently in the process of finalising three tenders, all of which are tracking within Ministry estimates. This is a positive development, with the overall project budget expected to be in the vicinity of \$20–23 million.</p> <p>There is also the possibility that replacement work for the windows and radiators in the West Wing/M Block area will be included as part of the project. Confirmation is expected by the May Board meeting.</p> <p>The tenders are looking positive, we should find out by the end of the month. If confirmed, works could potentially begin as early as August or next term. Good progress is being made in this area.</p>
6	<p><b>Finance and Property</b></p> <p>March accounts will be available for the next board meeting</p> <p>Costings for the proposed gym renovation have been completed by the Quantity Surveyor (QS), with the estimated cost now sitting at approximately \$416,000. The</p>

	<p>Board had previously moved to allocate funding for this project; however, the updated costs are higher than originally anticipated.</p> <p>This is being considered as an effective use of existing facilities, particularly with the upcoming M Block works, which are expected to create a shortage of classroom spaces. Rulon is already sharing classrooms, highlighting the increasing pressure on available teaching spaces.</p> <p>Alternative options discussed included purchasing a new prefab classroom or container space. However, once costs such as footings and relocation are considered, the gym renovation is currently viewed as the more cost-effective option. Funding is available within the working capital budget of approximately \$2.5 million, and discussions will also take place with the Ministry of Education to determine whether any financial support may be available for the project.</p> <p>Recommend to approve credit cards payments for March (\$3205) moved by Susan seconded by Hannah.</p> <p>Recommend to approve budget for up to \$500k for Gym upgrade including contingency and watershed fees moved by John and second by Rulon.</p>
7	<p><b>Privacy Policy</b></p> <p>Recommend to approve the Behaviour Policy moved by Hannah seconded by Susan.</p> <p>Recommend to approve the Discipline Policy moved by Susan seconded by John.</p> <p>Neil communicated that the policies are already in place and were previously approved in 2024. Staff are informed of relevant policies.</p>
8	<p><b>Ōtāhuhu College Trust</b></p> <p>Nothing to report</p>
9	<p><b>Centenary</b></p> <p>A Centennial subcommittee meeting was held last week with Susan, Craig, and John. The committee discussed prioritising a date in March 2031, aligning with the same month as the 90th celebrations due to the more favourable weather conditions. It was also noted that the event could potentially be held around the end of March after Polyfest. Once the date is confirmed, planning can begin in more detail, including budget considerations and identifying non-negotiables for the event.</p> <p>The committee discussed the possible need for a communications person, such as Candice, to support promotion and coordination. Neil and Leone have also met with the Old Students' Association regarding funds currently held by the now-defunct society. They are exploring options to utilise these funds for the Centennial celebrations.</p>

	<p>Ideas for the celebrations were also discussed. Neil suggested producing a commemorative book featuring 100 former students, including notable alumni such as Barry Crump, with profiles and stories included. It was emphasised the importance of ensuring the celebrations involve students past and present, staff, whānau, and the wider school community. It was acknowledged that the 90th celebrations were organised quickly due to COVID impacts, and the Centennial provides an opportunity for more comprehensive long-term planning. Leone is onboard with the project.</p>
<b>10</b>	<p><b>In Committee</b></p> <p>Went into In committee at 5.43pm came out of In committee at 5.52pm. Went into In committee at 6.39pm came out of In committee at 6.45pm</p> <p><b>In Committee Correspondence</b></p>
<b>13</b>	<p><b>Any Other Business</b></p> <p>The Board discussed attendance at the July Board of Trustees conference being held in Auckland from 17–19 July. Hannah advised that she will be attending with Otahuhu Intermediate. The conference was acknowledged as an annual event and a valuable professional development opportunity for Board members.</p> <p>A question was raised regarding whether there is room in the budget for attendance. Neil confirmed that funding is available. The Board discussed attendance numbers, with an indication that up to two Board members could attend. Susan confirmed her availability to attend. The school will prepay the costs, and Neil will check the conference details and follow up with Susan.</p> <p>It was also noted to check in with Manako at the next meeting.</p>
	<p><b>Meeting finished at 6.51</b></p>