

Minutes of the Otahuhu College Board of Trustees' Meeting,

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

1	Present: John Pulu, Neil Watson, Hannah Coleman, Jasmine Reynolds, Susan Afoa, Rulon Brown and Chrissy Reuelu Minutes Apologies: Manako Lutui Absent:
2	Conflict of Interest
3	Minutes from last meeting Move that the minutes are a true and accurate record: Moved by Susan Second by Hannah. (with a small adjustment) Matters arising Regarding the communication app Neil is still currently looking at different options and will report back to the board at the next meeting.
3.1	Correspondence – Inward Late correspondence Email from Ministry regarding failure to submit the Business Case. Resignation of Craig Sionetuato letter. Neil will write to Carly acknowledging and thanking her for her correspondence. The matter was discussed at the Board of Trustees meeting, and Board members continue to have concerns and wish to pursue the matter further. The Board will consider writing to the local Member of Parliament and the Minister of Education to formally raise its concerns. Hannah will amend the current letter for the Board's consideration and sign-off. The Board may also consider submitting an Official Information Act (OIA) request and taking further action, if deemed appropriate.
3.2	Correspondence – Outward Letter in response to complaint. Letter to Ministry regarding M Block Draft
4	Principal's Report

Students are currently sitting their CAA examinations, with approximately 80 students attending weekly writing tutorials. Numeracy and literacy remain a key focus, as expectations are becoming increasingly challenging.

Students need to develop stronger study and examination skills. Professional development is currently being provided to teachers on how to teach study skills, as students have not had to sit examinations since 2001/02.

The school is working on strategies to encourage students to complete homework and to increase their engagement and effort during class. Professional development sessions are being held with teachers to support this.

Neil is hopeful that the Ministry will provide further update sessions and support for teachers around the changes.

The school's retention rate for students remaining until their 17th birthday is above the national average. Letters have been sent to students with significant unexplained absences advising that they may need to repeat the year. Some responses have been received.

Attendance is currently around 80%, compared with a national average of approximately 81.5%. Sickness has also been affecting attendance nationally.

Surveys have been sent out to students. The Board discussed whether it would be appropriate for the Board to receive and view the student survey results. Neil explained the process as it needs to go through management.

Mathematics remains an area of concern, due to staffing issues. Two new staff members are starting next term. Current staffing pressures have resulted in larger classes and teachers carrying additional teaching loads.

Year 11 Mathematics is being structured into two streams: one for students who intend to continue with Mathematics through to Year 13, and another for students who only intend to study Mathematics for a shorter period.

Neil has been working with Leanne Klopper regarding a new head teacher for the learning support area and is looking at creating a new position by appointing an existing staff member to coordinate learning support. The role would focus on identifying students requiring additional support and ensuring they receive the appropriate assistance. Additional funding will be required to establish the position.

The First XV had a successful season, and it was positive to see a large crowd supporting the team.

Netball teams have also performed very well. Boys' football, table tennis and other sporting teams have had successful results.

	Students participated in a robotics competition, and the school's dance troupe performed well at Stand Up Stand Out. The Distinguished Old Student Association currently has only one nomination. The Board encouraged further nominations for old students who have made a significant contribution to the community. Leone will continue working on getting nominations. The proposed gym and office space development, have tenders expected to be ready to present to the Board in September. Service Awards were also discussed, with the school continuing to aspire to recognise service and contribution to the school community. PPTA professional development on classroom behaviour management was discussed. The current discipline reporting system was discussed. A concern had been raised regarding classes and learning support. The school is working to improve support for students identified as being at risk. Teachers have raised concerns regarding subject benchmarks, particularly where achievement is below 80%. This will continue to be monitored and addressed. Neil encouraged members to put forward nominations for Distinguished Old Students, particularly recognising those who have made significant contributions to the community. Move to accept principals report Jasmine and seconded by John.
5	Martin Block Remediation Covered through correspondence.
6	Finance and Property The school is currently in a strong financial position. For cyclical maintenance, funding is set aside each year for planned maintenance, including repainting the school buildings. The school maintains a tracker of the estimated costs, with the work going out to tender when required. The Ministry of Education's Watershed system manages the cyclical maintenance programme. Approximately \$61,000 is allocated each year, with maintenance planned up to five years in advance. Recommend to accept the monthly report moved by Susan seconded by Jasmine. Recommend to approve the credit cards payments for July (\$2658) Moved by Susan seconded by Hannah. Recommend to approve the cyclical maintenance moved by Neil seconded by John.

	The school has been approved for a government-funded solar installation, at no cost to The Board discussed whether EV charging stations could be installed at the school. It was noted that additional charging infrastructure would increase the electrical load and may require the capacity of the existing transformers to be increased. As a result, installing EV charging stations is not currently considered feasible.
7	Selling carpark of Piki Thompson Way The Board discussed the selling of the Piki Thompson Way car park which is owned by the school. The car park has been unused for some time and is located away from the main school site. The school has also incurred costs for rubbish removal from the property, including a recent cost of approximately \$600. Neil advised that the school has been approached by a party interested in purchasing the car park. It was noted that any sale would need to go through the Ministry of Education's open-market process, with the proceeds being shared between the Ministry and Ōtāhuhu College. The Ministry would manage the sale process, and the school would need to follow the Ministry's requirements. The Board discussed the possibility of whether a long-term lease could be considered as an alternative to selling the property. Neil will approach the Ministry of Education to determine whether a long-term lease is possible. Moved by Neil seconded by Hannah.
8	CCTV Policy The relevant policy is available on the school website. Jasmine requested additional time to consider the matter. This will be discussed further at the next Board meeting. CCTV signage is displayed around the school, advising that CCTV cameras are in use.
8	Health and Safety EOTC Duke of Edinburgh Trip low risk well organised and well planned out west. Recommend to approve the EOTC Duke of Edinburgh Trip moved by John seconded by Neil. EOTC UNISS Netball tournament Recommend to approve the EOTC UNISS Netball Tournament moved by Rulon seconded by John. A question was raised as to whether fights involving students are recorded as Health and Safety incidents. It was noted that these are not routinely recorded as Health

	and Safety incidents, although the Health Department completes a report when a fight occurs. Jasmine noted that all Health and Safety issues should be recorded, as the Board of Trustees has responsibility for Health and Safety within the school. It is important that incidents are captured to ensure the Board has a complete record of what is occurring. It was also noted that student names should be removed from the EOTC forms for privacy before they are published.
9	Ōtāhuhu College Trust A meeting with John Boscawen is to be organised within the next two weeks. John has decided to support a school trip to the West Coast of the USA. John will contact the Old Student Association regarding available funds. The Ōtāhuhu College Trust deed currently provides for four representatives to be appointed by the Old Student Association. As the Old Student Association is no longer functioning and the current signatories have passed away, the situation needs to be resolved so that the funds can be accessed appropriately. The Trust is currently audited annually at a cost of approximately \$3,000. John advised that changes may be able to be made to the Trust deed to allow for an independent accountant to undertake the required financial review, which may reduce costs. Representatives could potentially be nominated at the next meeting. Any changes to the Trust deed will need to follow the correct process. Action: Neil will investigate the requirements for making changes to the Trust deed and report back to the Board.
10	Centenary A suggestion was made to include oral histories from long-serving staff and members of the school community as part of the centenary celebrations, including people such as B. Haddock and J. Wickman, as former head student. A time capsule was also suggested as a possible centenary project. There is currently no further update from Susan, as they are still working to arrange a suitable time to meet and progress the planning.
11	In Committee In Committee Correspondence

12	Any Other Business The Kings College exchange programme will return for the first time since COVID. Year 12 students will be divided into two groups, with one group travelling to Kings College while Ōtāhuhu College hosts the visiting Kings College students. Dates for the end-of-year events will be circulated to Board members via their BOT email addresses. The key dates are 27 and 28 November. Neil will confirm the programme and identify the areas where Board members may be required to assist. He will circulate the dates and Board members can advise their availability, including whether they are available to present or assist with specific events.
	Meeting finished at 7.07