Minutes of the Otahuhu College Board of Trustees' Meeting,

Thursday 24 September 2026, at 5:40pm **at Ōtāhuhu College in Principal's Office**

1	Present: John Pulu, Neil Watson, Hannah Coleman, Jasmine Reynolds, Susan Afoa, and Chrissy Reuelu (minutes) Apologies: Rulon Brown Absent: Manako Lutui
2	**Conflict of Interest** Nothing to report.
3	**Minutes from last meeting** Move that the minutes are a true and accurate record: Moved by Neil seconded by Hannah. **Matters arising** July Minutes correction accepted.
3.1	**Correspondence – Inward**
3.2	**Correspondence – Outward** Draft letter to Ministry regarding M Block.
4	**Principal's Report** In the last 2 weeks Year 10's and other students have been sitting their CAA's. We are currently on track to hit Year 11 numeracy and literacy targets for the year. Senior students have been busy completing their derived grades for NCEA exams. Year 12 UE writing is currently being marked will have an update in the October meeting. The new student management system was discussed. Current data shows 12% of students are achieving above expectations, 21% are accelerated, 70% are meeting expectations and 8% are below expectations. Overall, the response to the new system has been positive, although there is a desire to increase the number of students who are accelerated and reduce the number who are below expectations. As the system is new, there is currently no comparison data available from other schools.

	The pastoral and discipline system has also been updated. There are approximately 20 classroom pastoral incidents being recorded each day. Examples include students refusing to follow instructions, not attending detention or failing to remain behind when directed to do so. Attendance is currently a concern, with increased illness having an impact on overall attendance. Discussion was held regarding student book checks. Maths books are being reviewed based on student engagement grades and grouped into three categories: high, medium and low. Teachers are then provided with feedback on the quality and standard of student work. The process is evidence-based and appears to be improving the quality of students' work. Teachers can decide whether to provide the feedback directly to students. Further work will focus on training teachers to support students in understanding expectations and improving the quality of their work. There are some clear differences in the quality of work between subjects. The book checks are helping to identify areas where teacher expectations and consistency can be strengthened. Further work is required around teacher expectations and ensuring teachers are following through consistently with those expectations. The focus is on maintaining high student standards and ensuring teaching is delivered at a high level under the new curriculum. The Netball team competed in the seconded competition and remained in C Grade. The Old Student Association account has now been moved to ASB. Further discussion regarding the Trust will take place when John Boscowen returns from London. There has been a slight improvement in how students view the school property. The Board discussed whether the OIA process is going ahead and whether there is still a need to write to the Minister. Board members agreed to send a letter to the Minister and that no further information needs to be added to the correspondence at this stage. Hannah will review the existing correspondence.
5	**Martin Block Remediation**

	A meeting is being held with the Ministry of Education regarding the M Block project. Some areas are progressing, with further updates expected by the end of October.
6	**Finance and Property** Discussion regarding the different Gym quote tenders. Shakthi has completed previous works at the school, including work on A Block and the driveway. Watershed has reviewed the tenders and decided to go with Shakthi the updated amount is $573,386.16 + GST. Recommend to accept the updated amount of $573,386.16 + GST for the Gym Office upgrade. Moved by John and seconded by Jasmine. Recommend that the monthly report be accepted. Moved by Hannah seconded by Susan. Recommend to approve the credit card payment for August. ($4143) Moved by Susan seconded by Jasmine. This month there is deficit of approximately $61k with a year-to-date surplus of 249k and the working capital is just over 3.54m for the year. An email has been sent to the Ministry regarding the carpark lease. The school is currently waiting for a response. A meeting with the Ministry of Education has been arranged regarding the school's 10-year property plan. This will identify the works required over the next 10 years. Builders, plumbers and electricians will assess the school property during the holidays and identify the work required. This is an ongoing process and occurs every five years. A further update will be brought to the Board next year.
7	**Health and Safety** Regarding the schools internal Health and Safety meetings the Board will get a copy of the minutes and anything urgent will be discussed with the Board. EOTC Duke of Edinburgh Trip low risk well organised and well planned. Recommend to approve the EOTC Duke of Edinburgh Trip moved by Neil seconded by Jasmine.
8	**CCTV Policy**

	Jasmine has updated the policy review schedule for the Board. Policies should be reviewed on a three-year cycle, and Jasmine will help prepare the schedule. The review process will take a year, with each policy added to next meeting agenda for review. Jasmine will send the proposed schedule to Neil to include in the Board papers. The Board will discuss it at the next meeting and then start working through it. The CCTV policy will also be brought back to the Board for review. In response to a question, Neil confirmed that the CCTV system does not record sound.
9	**Ōtāhuhu College Trust** Previously discussed.
10	**Co-option of Board Member** Debbie Sorensen Debbie has been instrumental in the development of Pacific health services in New Zealand over the past 30 years including as the first Chief Advisor Pacific Health to the Minister of Health. She has led the development of the Pasifika Medical Association group over the past 15 years transforming it into the largest Non-Governmental Pacific organisation in the region. Debbie is an experienced Company Director holding current governance roles as Vice Chair Moana Pasifika Rugby and a Trustee of the Milford Foundation. She is a member of the governing council Te Poutoko Ora a Kiwi Center of Pacific and Global Health University of Auckland and is a Honorary Lecturer. She is a member of the Health Advisory Committee for the Privy Council to His Majesty King Tupou VI and is a Strategic Advisor to Te Marae Ora Cook Islands. Debbie is the Chair of the Pacific Expert Advisory Committee to Hon Minister Reti and has previously served for 11 years as a trustee of the Fred Hollows Foundation, was a founding Chair of Make a Wish Pacific and is a Chartered Member of the New Zealand Institute of Directors. Debbie was invested in 2015 as a Commander of the Royal Crown of Tonga by His Majesty Tupou V for her work in the health sector in Tonga. The Board discussed co-opting Debbie Sorensen as a Board member for the remainder of its term, to fill Craig's position. Recommend to co-op Debbie Sorensen as a board member moved by Neil seconded by John. Recommend that Jasmine is added as a Board signatory. Moved by Neil and seconded by Hannah.
11	**Centenary** No updates currently.
12	**In Committee**

	Went into In Committee at 6.35 meeting concluded at 6.50pm. **In Committee Correspondence**
13	**Any Other Business** It was agreed that, from 2027, every second Board meeting will be held online. The next meeting will be held in person, as Debbie will be attending.
	Meeting finished at 6. 51pm