Minutes of the Otahuhu College Board of Trustees' Meeting,

02 July 2026 Thursday, at 5:00pm **Online Meeting**

1	**Present**: John Pulu, Neil Watson, Hannah Coleman, Jasmine Reynolds, Susan Afoa, Manako Lutui and Chrissy Reuelu (minutes) **Apologies**: **Absent:** Craig Sionetuato and Rulon Brown
2	**Conflict of Interest** None
3	**Minutes from last meeting** Move that the minutes are a true and accurate record: Moved by Jasmine Seconded by Hannah. **Matters arising**
3.1	**Correspondence – Inward** Application for leave for [redacted] 20, 23, 24, 25 26 and 27 November 2026 for a wedding in India. The board has approved the LWP for [redacted] moved by Neil seconded by John.
3.2	**Correspondence – Outward** Letter of support for [redacted] for sabbatical term 3 2027.
4	**Principal's Report** The school continues to focus on supporting students to achieve literacy and numeracy requirements under the current NCEA system. Neil advised that there is still significant work to do, particularly with the upcoming national changes. Additional mathematics teachers have been employed for Term 4 to provide further support, as it is expected to become significantly more challenging for Year 11 students to achieve their literacy and numeracy credits. Current achievement data shows that Year 12 students are achieving a 78% pass rate. Year 13 students are performing well in their internal assessments and are currently on track for strong end-of-year results.

	The most recent CAA results were due to be released on Monday. Neil advised that a more detailed discussion would be provided at the next Board meeting once the results have been reviewed. Attendance was ahead of our target however, attendance dropped from the low 80% range into the high 70% range during the final week of term, which Neil advised is typical at this time of year. Daily absences generally range between 50 and 70 students, increasing to around 100 students on particularly cold or wet winter days. It was noted that national attendance has declined by approximately 4%, with winter having a significant impact across schools. Neil advised that attendance concerns generally involve the same group of students rather than new absences. Neil discussed the significant changes coming to NCEA over the next few years. As subjects increasingly build upon prior learning, some students may need to study certain subjects over a two-year period. From 2028, Science will become compulsory, with Year 11 students expected to study six subjects. The school is already planning for these changes to ensure systems and programmes are in place well before implementation. Neil noted that while some schools are waiting before making changes, Otahuhu College is taking a proactive approach to ensure students and staff are well prepared. The school is also strengthening literacy and numeracy support. The Mathematics Department recently gave Year 9 students a previous numeracy assessment. While students generally performed well on the mathematics components, literacy-related questions within the assessment highlighted that there is still considerable work required. Neil advised that further discussion on literacy and numeracy strategies will take place at the next meeting. Jasmine commented that feedback from local primary schools regarding the new approach to literacy and numeracy has been positive. Neil added that one of the drivers behind the Government's reforms is that some students are arriving at secondary school without the expected reading skills. The Board acknowledged several sporting achievements: • The First XV rugby team remains unbeaten. • The Premier Netball team is doing well and has qualified for the upcoming Upper North Island Secondary School Championship. • One student received the "Most Engaging Participant" award at the United Nations competition with 56 Auckland schools participating. Neil advised that construction of M Block is expected to commence in September, with contract arrangements nearing completion. The final plans for the gym redevelopment have also now been approved.

	NZQA Managing National Assessment Review Neil reported that the recent NZQA Managing National Assessment review found that the school is managing national assessment processes well. One recommendation from NZQA related to students being entered for external examinations. NZQA advised that if students are not expected to sit an external examination, they should not be entered. Neil explained that the school prefers to keep students entered for external assessments wherever possible, as external examinations form an important component of many subjects and provide students with every opportunity to achieve. Move to accept the Principal's Report Moved by John seconded Jasmine
5	**Martin Block Remediation** Included in Principal's report.
6	**Finance and Property** Neil advised that the school continues to be in a strong financial position. Recommend to accept the monthly report moved by Hannah seconded by Jasmine. Recommend to approve credit cards payments for May ($4000) Moved by John Seconded by Susan. Recommend to apply to the Lion Foundation for $23 for a sound system for Drama. Moved by John seconded by Hannah. Recommend to pay the $145k in advance and then get reimbursed by the Ministry after 1 July. Moved by Jasmine seconded by John. Neil reported that the school's property projects remain on schedule. The Ministry of Education has approved a preferred contractor for the M Block project. While the contract has not yet been signed, it is expected to be finalised within the next two weeks. The Board also discussed the planned gym conversion. Members sought clarification on the number and purpose of the new offices. Neil advised that the redevelopment will create three offices for the Physical Education Department, accommodate up to seven staff members, and provide additional storage. The conversion will utilise an area of the gym that was previously unused, improving the overall functionality of the space while making more effective use of the existing building.

7	**Health and Safety** It was noted that the Education Outside the Classroom (EOTC) documentation for the Japan trip had been approved last week due to the group's departure date. Neil advised that the students and teachers had departed for Japan yesterday and have arrived safely.
8	**Ōtāhuhu College Trust** Neil advised that he will be meeting with John Boscowen over the school holidays for a dedicated sit-down discussion regarding the Trust. The Board expressed its appreciation to John for his ongoing support of the school and acknowledged his continued commitment to Otahuhu College.
9	**Centenary** Susan updated the board regarding the Centenary Committee meetings will be held after each Board meeting, with [redacted] joining the committee. The committee will begin compiling a list of former students, staff, and other members of the school community who wish to be involved in the Centenary celebrations. The initial focus will be on gathering ideas and developing plans for the event as the project progresses. Neil advised that he will be meeting with John Boscowen, who has recently returned from overseas, to discuss the Centenary planning further. An update will be provided to the Board following that meeting.
10	**In Committee** **In Committee Correspondence**
13	**Any Other Business** Manako advised that students are looking forward to the M Block redevelopment and are excited to see the updated facilities once the project is completed.
	Meeting finished at 5.54 pm