

**DRAFT MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 30 OCTOBER 2017 AT 5.45 PM**

Present: Mike Doogan (Chair), Peter Leggat (Principal), Rachel Parsons (Staff rep), Sue Barker, Michelle Rush, Bridget Rhodes, Don Carson and Dan Harward-Jones (Student rep)

In Attendance: Carla Wild (Minute Secretary)

Apologies: There were no apologies.

WELCOME

The Chair welcomed everyone to the Board meeting and particularly welcomed Dan Harward Jones as the new Student Representative.

LEADING THE LEARNING

Marilyn Wild, English Learning Area Leader, gave a presentation on the English Learning Area, speaking to a report which had previously been circulated.

When talking about children with high needs, she felt every Year 9 class could do with at least one, if not two more TAs; this probably followed through all classes in the school. For dyslexic students, it is those who cannot read at all who will need the most TA help.

The Chair thanked Marilyn for her report and her long years of service at the College. Marilyn thanked the Board for its support.

Marilyn left the meeting

Mark Winfield, Mathematics Learning Area Leader, gave a presentation on the Maths Learning Area.

He noted that internal assessment was probably set too high and too rigorous in terms of check marking. A lot of schools would just check mark a selection; Onslow College set marks every paper. Holistic marking is something Onslow has not done but will be looked at.

Staff will be ensuring better use of assessment data by setting targets by classes but possibly individually for Māori and Pasifika students. They will then see if they can learn from this.

The Chair thanked Mark for providing the report.

Mark left the meeting

The Board was concerned that 'Not Achieved' at Level 3 for boys is three times the level of the girls; Rachel felt the girls seem to reassess more often than the boys do in the classes she teaches. However, the school may need to look at what it can do to alleviate this situation. Currently staff cannot access data that tracks who does re-assessments, but it would be useful to know if it wasn't too much work.

CONFLICTS OF INTEREST

No conflicts were declared.

ADDITIONS TO THE AGENDA

- The role of the Chair of the Board
- Board Election
- ODENZ

MINUTES AND MATTERS ARISING

As the minutes needed quite a few corrections, a new draft will be circulated to the Board once these have been done and will be ratified by email. In future, the minutes will be sent to the Board in draft form within a week of the meeting so corrections can be made.

CORRESPONDENCE

The correspondence was noted.

Motion

THAT the Board accepts the resignation of Warren Parkinson.

Moved: Peter Leggat | Seconded: Sue Barker | CARRIED

HEALTH AND SAFETY

The Risk Assessment Register was discussed at the Health & Safety meeting last Wednesday. Everyone needs to be reminded that if an accident happens, it must be reported.

The Register was accepted by the Board.

REPORT AND REVIEWS

Principal's Report

ERO

The ERO Report had been circulated to the Board; the feedback from ERO was very useful. The only correction to the School's report was they had written "40% female and 60% female" (no males).

Self-Review

Peter is keen to change the self-review process as currently the reports back from staff don't come in until March/April the following year. He would like to make it more of a review from the individual teacher leading up and has been reformatted so each teacher does the review (from Page 5). It is a massive change and for it to be effective, it needs to start at the beginning of the year. This year, the school will move to part of it but if people know from the start of next year, they can think about it throughout the year for collating in this format. People will still need to report on their target students. Staff have not objected to this and agreed it was the way to go but is a significant change to drop on people at the last minute. Peter is working on a draft which is not quite so comprehensive.

The Board was comfortable with the process and understood it would receive reporting in the new format next year.

New Goal 3

Raising cultural awareness, particularly around Māori, with the relevant PLD.

The group will be established to identify how to go about bi cultural awareness. Three years will be set for this goal and teachers will need to investigate their understanding of aspects of culture that students bring to the classroom. The initial focus has to be on our bi-culturalism (Māori culture). In the medium to longer term we can build from this to include greater awareness of other cultures represented in the student community.

The first step must be staff buy-in and then a programme of activity over time. The school will have to track students individually because of the low number of Māori students. Policy documents such as Ka Hikatea were good but with a relatively low cohort of Māori (and Pasifika) students. The objective is to normalise understanding across the school of New Zealand's bicultural foundation, and with that understanding of, and comfort with Māori culture and language. The first step is to assist staff with appropriate professional development.

Peter raised with the Board that some thought needs to be put into developing understanding and how the Treaty obligations are honoured. Dr Anne Milne has written a range of papers e.g., *Colouring in the White Spaces: Reclaiming Cultural Identity in Whitestream Schools*, on how New Zealand schools are basically white spaces.

Peter suggested putting some time aside to discuss this further but it may be necessary to contract someone to help. It would be better for the Board and SLT to get the wording right to reflect what it is we want to do and find someone competent to help with the basics.

It was agreed to discuss this further, along with setting a timeframe, at the final Board meeting for the year.

Staff Appointments

Motion

THAT the Board ratifies the Staff Appointments for 2018 as contained in Appendix 4 of the Principal's Report.

Moved: Mike Doogan | Seconded: Sue Barker | CARRIED

VUW Scholarships

The Board noted the pleasing number of scholarships from VUW, Otago and Canterbury.

Enrolment Listing of Current Students

The Enrolment list of current students as at 26/10/2017 was noted. The Ministry has advised that 'out of zone' kids do not attract property funding; however, Peter has pushed the point that they would otherwise be at another school.

Property

The process is under way for the replacement of leaking roofs and removing the prefabs and getting a roll growth building. A proposal may come to the Board on putting a hockey turf on the grounds; the only problem is where it will go.

School Events

The Board acknowledged Rosie Kirkpatrick's work with the Sports Prize Giving and Vijay Chand and his team for the *Celebration of Success*. The Board looks forward to supporting this again next year.

School Leaver Data

The School Leaver Data 2016 was noted.

International Students Programme

The report was noted.

Motion

THAT the Principal's report be accepted

Moved: Mike Doogan | Seconded: Bridget Rhodes | CARRIED

Trustees' Report

Student

Dan Harward-Jones reported that all students were now involved in exams.

Staff

- Vijay Chand is to be acknowledged at the last Board meeting for the year.
- The Y9 fundraising for one of their class who is in Starship Hospital went well.
- Fundraising for the KMart Wishing Tree raised over \$1 per student and got buy-in during Ako; it was clear teachers did a lot of work with their kids.
- The Health and Safety Committee has sent material around about workstation safety, all staff are checking on this.
- At the staff meeting the proposal to follow year groups through for five years was discussed. Rachel is following this up.
- The Seniors leave at the end of this week but will be back for tutorials.

The Board agreed to subsidise the staff Christmas lunch. On 20th November, Teacher-only day, Sparrow Construction is shouting morning tea.

Whanau

Nothing to report.

SUB COMMITTEES

Resourcing/Property

- Fundraising is working well, there is a reliance on international students.
- With the aging buildings, budgeting is more than it should be.
- Capital asset purchases and disposals is a welcome addition to the reporting.
- The Board's attention was drawn to the notes on page 6 of 14 showing teaching salaries are likely to outstrip budget expectations and the primary contributors to this.
- Xero engine is providing great reporting.

Motion

THAT the September Finance Report be received.

Moved: Don Carson | Seconded: Bridget Rhodes | CARRIED

Policy

The Committee is meeting later this month.

Foundation

The Principal reported that a newsletter has finally been prepared and will be emailed to the Board. It will include an interview with a foundation pupil whose experience will be compared with that of the two girls who interviewed her. Of particular note was that only three years after the start of the school, the students challenged the wearing of uniforms. It will be put in the AdLib school magazine this year, and sent out via the database, so finally some progress is being made.

Community

The PTA helped out with the Sports Prize Giving, *Celebration of Success* and the Leavers function. An invitation will be confirmed for the PTA to join the Board at 7.15pm after the next Board meeting.

GENERAL BUSINESS

Board of Trustees Election

Half-term elections are coming up; nominations will be called and close late November with the election in early December.

The Board ratified Diana Bradley as the Returning Officer.

ODENZ (Outdoor Education New Zealand)

Peter is aiming to get more European international students into the school. ODENZ bring those with an outdoor education bent and he is looking at Onslow becoming a member to broaden the market range which is currently very reliant on China. The Ministry is happy with ODENZ. Shares in ODENZ are \$1, and there is limited liability. There is also annual subscription for them to do marketing. Peter has contacted a few schools who are involved and they are getting good students. Onslow would concentrate on mountain biking and kayaking in our Outdoor Education programme on offer.

The Board was comfortable with this initiative and agreed it should be re-evaluated at the end of next year.

Motion

THAT the Board approves the school joining up to ODENZ.

Moved: Mike Doogan | Seconded: Sue Barker | CARRIED

Chair's Role

Mike Doogan is proposing to stand down and as there are two trustees interested in becoming the Chair, this requires a Board vote. It was agreed that as Board elections are coming up, the vote should be put on hold to ensure both candidates remain on the Board. The Principal and Chair will check if a Board vote is the correct procedure.

Board members were asked to encourage people to stand for the Board and the need for co-opting, particularly a whanau representative.

In-Committee

There was no In-committee business.

Peter gave a huge thanks to Kirsty Vickerman, his PA, for all the work she is doing.

There being no further business the meeting closed at 8.20 pm.

Approved as a true and correct record:

Signed: Date:
Chair

Next Meetings:

Policy meeting – Monday 6 November 2017 5.30pm

Board meeting – Monday 4 December 2017 at 5.30pm