

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD AT THE COLLEGE 17 February 2020 AT 5:30PM

Present: Sheena Millar, Mark Patchett, Sudesh Lourdes, Michelle Rush (Chair), Bridget Rhodes, Tia Bhana, Hilary Smith, Sam Grantham, Alex MacCreadie, Api Williams

Apologies:

In attendance: Katrina Brell (Board Secretary), David Spaziani (Parent)

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No conflicts of Interest

1.2. Additions to the Agenda

Parent Feedback – In-committee

Board Approval – Flu Vaccinations

Engagement at the next stage with Strategic Plan

1.3. Minutes and Matters arising

Motion

The minutes of the meeting held on 2 December 2020 were confirmed as being a true and accurate record of the meeting

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

1.4. Correspondence

(i) Johnathan Lovering Resignation

The Board accepted his resignation and wishes him all the best

(ii) Jane Duthie Resignation (Guidance Counsellor)

The Board accepted her resignation and wishes her all the best

(iii) PUM (Paid Union Meeting)

Seamus has provided a letter to the Board regarding the PUM meeting

Moved: Bridget Rhodes | Seconded: Mark Patchett | CARRIED

(iv) Office of Privacy Committee

It was moved that this be put in committee

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

2. Reports and reviews

2.1. Principal's report

The Principal's report was tabled, and the following matters discussed:

There was a discussion around the NCEA data to confirm where it comes from. Sheena advised that these results are from the Ministry of Education. These are provisional results until the remarking happens and then we will receive an updated report.

There was a discussion around the female results and Sheena advised it is due to the lower numbers of girls that we have enrolling. It is an interesting trend when compared to the rest of the country. Hilary observed that some subjects are more tailored for boys than girls as there are classes that are more dominant with boys.

The Board agreed that it is worth exploring the statistics in more detail. Sheena acknowledged the level of endorsements for students is outstanding. The matter of discouragement of students not achieving endorsement was raised. Staff have been very supportive around their language with students and talking to students about what their success is for them.

The Board would like Sheena to investigate the below:

Tracking for Year 11 and look at two years out
Explore the data on female student results

Action – Sheena to talk to Peter Chapman around investigating the tracking and possibly get Peter to come to the next meeting

The student representatives were asked how the student body felt about NCEA results? Tia advised that there were a lot of students disappointed in the results in calculus. Sam advised it was interesting see how many people got an endorsement. The students who didn't get an endorsement feel they have struggled and are behind everyone else which is disappointing.

Strategic Plan Consultation

The Vision, Goals from our 1 February workshop, will be the basis of the community consultation. It was agreed that we change the document from "You – Come as you" to "You – Bring yourself". The draft goals are confirmed for community consultation. It was proposed that we include a goal around environmental responsibility.

It was agreed that we include footnotes/definitions/descriptions below:

- Student Agency – refers to learning through activities that are meaningful and relevant to learners, driven by their interests, and often self-initiated with appropriate guidance from teachers. To put it simply, student agency gives students voice and often, choice, in how they learn.
- Wellbeing – Well-being, wellbeing, or wellness is the condition of an individual or group. A high level of well-being means that in some sense the individual's or group's condition is positive.
- Include the description around Whenua/Whakapapa/Whanau provided at the February 1st Workshop.

The Annual Plan continues the priorities from last year and has the at same targets. There was a discussion around Goal 3 & 4.

Goal 4 – Target Bullet point 1

This is not worded as a Target. We need to see in a years' time that there has been change. Look to set a target of 'There will be a Year 9 integrated class'. Include an additional action - conduct a formative assessment of the best way to support students coming to Onslow after having attended bilingual schools.

Goal 2 – Clear Targets are needed. It was agreed that we need to make changes to this goal and send it through the Board for consultation and then upload to the Ministry.

Look to include a base line in the target and look to put a survey out to the students to get some feedback. One of the measures that could be included is attendance at each Ako class. Look at the attendance data at year 12 & 13 and measure it against this year

Action – Sheena to work with Penny and Tessa to re-write the targets. Sheena to invite Penny and Tessa to come to next month's meeting to speak to the Board around Ako.

The Board have agreed that the Strategic plan can be approved via email to the Board

Goal 1 Action – The Board would like a target around having a report in early in the year before the Ako conference. Include a goal for all students to have formal reporting at least twice in the academic year.

Health & Safety – At this stage Kerry is not going on the Vietnam & Hong Kong trip as Sheena and Kerry have agreed that it would be best to delay considering developments with COVID-19.

Motion

That the Principal's report is accepted

Moved: Sudesh Lourdes | Seconded: Tia Bhana | CARRIED

2.3. Trustees Report

2.3.1. Student

Tia & Sam tabled their verbal report.

They have received 60 applications for Student Council. They decided they would pick two students per year level, and they are looking to include one of each gender. LGBT Rep, Maori Rep, International Rep, Religious Rep, Learning Support Rep.

The criteria include three things:

1. Think they are right for the role based on their application and interview
2. If we think they will respect us as student reps

3. Whether an applicant will be too busy to be part of the council and not able to come to the meetings.

2.3.2. Staff

Hilary tabled her report

Staff are very appreciative that the Board agreed to pay the teacher registration fees. The Boards contribution to the end of year staff lunch made the event a real success and staff were grateful. The staff have commented about how positive the start of the year has been and they are really impressed with the work that has happened on Table Mountain.

Motion

That the staff report is accepted

Moved: Api Williams | Seconded: Alex MacCreadie | CARRIED

2.3.3. Whanau

Api tabled his report

There hasn't been a meeting this year. At the first meeting we will need to reelect the Chair and Whanau Secretary

Motion

That the whanau report is accepted

Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED

2.3. Subcommittees

2.3.1. Resourcing

Bridget advised everything is going well.

Final budget has changed. Points to note are: The increase in government grants of \$20k due to higher numbers. Interest income has gone down due to rates decreasing.

Expenses have gone up \$250 due to a review that is being done. Teacher Aides have gone up by \$50k and Teachers' salaries have gone down by \$40k. International have not been impacted yet. There was clarification around activities income, Bridget confirmed that it is around any sporting, stationery etc. i.e. fees not donations.

Depreciation has gone up to \$10k for the proposed capital budget.

It was agreed by the Board of Trustees the final budget for 2020 be approved.

Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED

It was agreed by the Board of Trustees the Capital Budget be approved.

Moved: Bridget Rhodes | Seconded: Api Williams | CARRIED

2.3.1. Property Report

Mark ran through the property report. The ad build buildings were due to be onsite on the 17th February, but that date has been extended until the 10th March.

The Master planning tender closes on the 28 February 2020. Music rooms have been completed. Technology is still in progress. In terms of the front of the school we are still in progress and looking to get costings done. There was a discussion around the paths and decks for Table Mountain and Sheena confirmed that we are currently in discussion with the with the Ministry.

Motion

That the Resourcing and Property report is accepted.

Moved: Hilary Smith | Seconded: Tia Bhana | CARRIED

Action – Sheena to ask Craig to include updates to the property with pictures in all of the Board Meetings to show progress.

2.3.2. Community

PTA AGM Meeting has been scheduled for 30 March 2020

2.3.3. Policy

We have not had a meeting at this point.

Action – Katrina to set up policy meetings and send out schedule

3. General Business

3.1.1. Delegation of Authority

Motion

That the Delegation of Authority has been approved by the Board

Moved: Michelle Rush CARRIED

3.1.2 Happiness Committee

Staff Lunch subsidise the Christmas Lunch

Motion

The Board agreed that they would fund the Christmas Lunch as 2019

Moved: Mark Patchett | Michelle Rush | CARRIED

3.1.2. Flu Vaccination

Motion

The Board agreed that we will continue to fund this for all staff, and to include it in the general health and safety policy/manual so approval every year is not required.

Moved: Michelle Rush CARRIED

3.1.3 Community engagement process

What we are expecting to see occur

- Ask someone to assist with the planning
- Consult with the community through a display or opportunity at the local library. Consult with our contributing schools. Ask the whanau where they would like consultation to occur. Host 'cottage' meetings at the school and hold a consultation meeting in town for parents that work in town.
- Target some via specific invitations but issue a broad invitation to the above places.
- Prepare a brief with what we wish to do and then look to employ someone. Start the process with Staff. Board members will come to that. And Students will be done via the student council.
- Look to get someone in for a 3 month contract

Motion

The Board agreed that Sheena write up a specification and look to recruit someone to take on the role and one Board member to be included in the interview. A subcommittee was agreed to, to oversee the work: Michelle, Sudesh and Mark

Moved: Michelle Rush | CARRIED

- 3.1.4 Sheena called for nominations for the election of Chairperson of the Board of Trustees
Michelle Rush was Nominated by Sudesh Lourdes
Michelle Rush accepted the role of Board of Trustees Chair

4. In-Committee

The meeting moved In-committee at 8:25 pm

The Board moved out of Committee at 8:56 pm

3. Communication with Community

- Plans for this Term around property
- Strategic Plan Consultation
- Student Council (Sam to send information)
- Provide a Link to property report
- Photos of kids in new prefabs

There being no other business, the meeting closed at 9:00 pm

Approved as a true and correct record:

Signed:  Date: **May 8, 2020**

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Final Audit Report

2020-05-08

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