

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 27th MARCH 2017 AT 5:45PM**

Present: Mike Doogan (Chair), Don Carson, Peter Leggat, Vijay Chand, Rachel Parsons, Sue Barker

In attendance: Sherie Pointon (Minute Secretary)

Apologies: Michelle Rush, Bridget Rhodes, Sue Barker (lateness)

The Board ratified the request from Michelle Rush for prior leave approved via email.

Welcome: Mike welcomed everyone to the first Board meeting of 2017.

Conflict of Interest:

None noted

Minutes:

The minutes of the meeting held on 27 February 2017 were confirmed as being a true and accurate record of the meeting.

Moved: M. Doogan Seconded: D. Carson CARRIED

Matters arising: items are on the agenda

Correspondence:

Peter went through the correspondence file.

Items discussed:

Inwards

- PISA Field trial – turned down
- NZSTA PUM for support staff
- Resignation of staff member
- Request for Prior Leave from Board
- Parental concern re sugary drink sales at Onslow College. The Board endorsed the response from the Principal. The Board noted the comments sent through by Michelle Rush.

Motion

The Board endorses the response from the Principal and the Chair will also write to the parent concerned.

Moved: M. Doogan Seconded: D. Carson CARRIED

Action – The Board will reply to the parental concern on sugary drinks. Tabled, thanks for raising, recognise as an important, discussed along with Peter's response supported the initiatives underway, endorses the responses.

- The Board discussed the review of enrolment scheme as required by the Ministry
The Board moved that the school has an ongoing need for an enrolment scheme to prevent overcrowding. The Board believes that the home zone in the present scheme should be retained without amendment.

Moved: P. Leggat Seconded: M. Doogan CARRIED

Outwards

- Principal's response to parent with concern of sugary drinks on sale.
- Letter to Taika Waititi
- Letter to Ministry.

Motion

Move that the correspondence be accepted.

Moved: P. Leggat Seconded: V. Chand CARRIED

Health and Safety

As part of the Principal's report included the Health and Safety section.

Sue Barker joined the meeting at 6:18pm

The Board discussed information from the Wellington Regional Emergency Management Office (WREMO) for emergency preparedness.

Reports

Principal's Report: Reference: Principal's Report to March 2017.

The Board discussed the Ako learning conversations that will be taking place in Term 3.

The Board reviewed the proposal from Learning Support for the Autism programme. The Board have requested that they are provided with the data about the learning support students currently at Onslow College. The Principal is asked to request data from other secondary schools on their learning support students.

The Board requests that the head of Learning Support, Mitch Neilson, attends a meeting to discuss this.

The Board noted the Maori Student Achievement committee will attend a meeting when they are better placed to report.

The Principal tabled the Charter. Any feedback as soon as possible.

Action – The Board will write to congratulate Catherine Pot for receiving the Prime Minister's Science Award and to Sam Middleton on receiving the Outstanding Scholar Award.

The Vision for Learning Support – the Board requests that the Ministry provides more information about what this vision means for Learning Support and would request information about the consultation process.

The Board reviewed the breakdown of numbers of students coming into our International Department.

Motion

Moved that the Principal's report be accepted

Moved: P. Leggat Seconded: S. Barker CARRIED

Trustees:

Student Trustee:

The BYOD feedback from juniors is that the BYOD is positive although there has been concerns expressed about the wifi issues.

There is a survey going out to Year 13s about where they are going next year and where they are getting information from.

The International Student Rep is researching what things can be done to make the student life easier for International Students.

The Board asked the Student Trustee to gather views from students on their view of the sugary drinks

Staff Trustees:

The feedback from staff who are using the BYOD are successful.

Thank you from the staff for the morning tea.

There is a staff BBQ on Friday at Ngati Toa Domain in Porirua, starting at 5:30pm, all welcome.

Resourcing: Reference: Finance Report to February 2017.

The Board noted the contents of the Finance Report.

There was discussion on developing a reserves policy for the school. The Board requests that the Principal seeks further advice on a reserves policy.

The Board agreed that the next agenda will include the reserves policy.

Motion

The Board approved the final budget for 2017.

Moved D. Carson Seconded M. Doogan Carried

Motion

The Board receive the report and that the payments were noted.

Moved M. Doogan Seconded S. Barker Carried

Foundation:

The Board noted the loss of the Foundation Chair's wife in tragic circumstances and expressed their sympathy to the Cooke family.

Community:

The PTA appreciated the attendance of the Board at the AGM.

General Business:

Collective of BOT Chairs

The Chair attended a meeting of the Chairs of the BOTs of the area. It was enjoyable and good to have a collective conversation particularly round property and the COL.

Drinking Fountains

The PTA have asked for the Board to support the funding of a further drinking fountain. The Board agreed in principle to fund an additional drinking fountain with placement to be agreed by the Principal.

Motion

The Board approves the funding of an additional drinking fountain subject to the approval of the location by the Principal.

Moved M. Doogan Seconded S. Barker Carried

Strategic Plan

The Board discussed the updated Strategic Plan for the College.

The Board discussed what makes Onslow College different from any other secondary school in the area. Don agreed to put some words together about what this means.

The Board agreed to circulating the Strategic diagram, the Board members will review and make any comments to Peter, with a view to finalising at the next Board meeting.

Action – Don to prepare his comments, circulate to the Board with final drafting to Peter.

In-Committee:

It was resolved that in terms of Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting as the Board wished to discuss matters relating to students and staff members and for the privacy of a natural person under Section 9(2) of the Official Information Act 1982

Move into In-Committee at 7:55pm

Moved: M. Doogan Seconded: S. Barker CARRIED

Move out of In-Committee at 8:14pm

Moved: M. Doogan

Seconded: S. Barker

CARRIED

There being no further business the meeting closed at 8.15pm.

Signed: Date:

Chair

Next Meetings:

Policy meeting – Tuesday 4 April 2017 5.30pm

Board meeting – Monday 29 May 2017 5.30pm

Resourcing – Monday 20 May 2017 5.30pm