

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD AT ONSLOW COLLEGE 15 February 2021 AT 5:30PM

Present: Sheena Millar, Michelle Rush (Chair), Bridget Rhodes, Hilary Smith, Alex MacCreadie, Api Williams, Mark Patchett, Tony Huang, Sally Robinson, Sudesh Lourdes, Sophie Crozier

Apologies:

In attendance: Katrina Brell (Board Secretary)

Guest: Warren Henderson, Janet Glenn, Misbah Sadat, Penny Kinsella

Warren Henderson

Strategic Goal – To collaboratively design an innovative curriculum that supports equitable learning pathways.

Annual goal: Develop a consistent equitable approach for reporting through the learning programme

School is looking to solve issues that were raised last year from staff and parents in respect of the reporting of student progress and achievement. Currently working on it with Learning Area Leaders. The PC Schools system is not currently able to notify parents that a new comment has been added. We are looking with Learning Area Leaders to set it up using a simpler, clearer template that provides parents with the specific information they need. Currently the comments that parents are seeing are generic. We are looking to make it clearer for teachers in regards what and how they report on learning. What we have found is that what we were intending on being a flexible program has become variable.

Action – The Board would like Warren to check with PCSchool if they can report on how much of the Learning Program is being seen by parents in the portal.

Action – The Board would like to clearly communicate with the community soon on when parents can expect the results to be loaded in the learning program and how to get to the portal.

Annual Goal: Investigate the development of an equitable junior curriculum.

The school is looking at developing an equitable junior curriculum. Part of this is seeking input from the community on what they would like to see in the curriculum for their students.

Janet Glenn

Strategic Goal: To create positive opportunities for Māori and all ākonga to be biculturally confident citizens; honour Te Tiriti o Waitangi.

Annual Goal: Accelerate improvement for Māori Learners through the use of the Learning Conversation Tool

We were successful in the application for resourcing for PLD. This has allowed us to get Poutama Pounamu in to work with the Learning Areas, to support the teachers and facilitate the conversation around use and application of the Learning Conversation Too. This tool enables a teacher to gauge how effectively they are engaging Māori students. This work with teachers, led by the leader of each Learning Area is the engine room for change at the school. There was a discussion on how the Poutama Pounamu tool came into Onslow College and if there are other schools around that have examples of how this tool works.

Annual Goal: Further develop staff conscientization through professional learning opportunities. Part of the next stage is developing the work the bicultural team (SG3) have done. They went on the ngāti toa bus tour last year to all the maraes. All staff will be going on the ngāti toa or taitoa bus tour. We are looking at by the end of the year to have 70 staff going through this program.

Penny Kinsella

Strategic Goal: Wellbeing – To ensure that all aspects of our ākonga (staff and students) wellbeing are supported so that they can grow and thrive.

Annual Goal: Staff Wellbeing – To find out and get staff input into what wellbeing looks like and learn from other schools. Engaged with New Zealand Council for Educational Research (NZCER) to look at the workplace survey for the School.

It was advised that there are a few free resources that companies are using.

Action - Sally Robinson to send through information to Penny for examples of resources companies are using for wellbeing.

Student Wellbeing – The move to Ako positions us to have a teacher who knows each student and who has overall concern for their wellbeing. Ideas for students around Ako is very different to the Staff view of Ako. The plan is to create a focus group for students to support their wellbeing in Ako. Leadership for Deans and Ako as a coordinated approach.

We currently have one senior leader associated with each year level which is a good step in facilitating these year groups. They will develop their own culture within that. We do want to use the New Zealand Council for Educational Research NZCER student data in this process also.

A question was raised if there is any comparison that can be done for the student vs the teacher responses? It was conveyed not at this point.

Michelle asked that the school identify if there was some way that certain things can be tracked overtime so we can see where we are going and track the shift.

Action – Guidance will provide data through the new program that we are using called Noted to the Board at the end of the year.

Misbah Sadat

Student Achievement

Annual Goal: To develop a tool to track the progression of student achievement.

The key task is to move all our learning areas to reporting against curriculum levels. There was a discussion regarding curriculum levels and what they mean.

A question was raised on how are going to accelerate the students that need it?

The plan is that each curriculum area creates their curriculum levels based on the achievement objectives. Then the Learning area will review them with Misbah. There was a suggestion to send some Learning Areas to different schools to see how curriculum levels are done elsewhere. We are aiming to get grades for every child for the subjects they are doing based on their progress in relation to the curriculum levels.

The tool will include student name, gender, ethnicity, PAT, results, literacy or numeracy, attendance, behaviour notes.

The Board has advised Misbah that if she comes across any to come back to the Board for support.

Goal 2 – Biculturalism

Introducing a new way to teach mathematics. We are doing a 2-year program teaching in room 56 (māori room) 52 students over two classes.

Sheena Millar

Property Goal Property – To create a physical environment that enhances the Onslow Way and nurtures ākongā (students and staff)

We had our staff only day at Pataka where we had mana whenua from Ngāti Toa come to talk to us about our heritage. It was a great day and a lot of learning and understanding for staff. Ngāti Toa gifted us a waiata.

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

Leave Request

Cricket Grant

1.3. Minutes and Matters arising

Actions from Meeting		
Action	Person Responsible	Status

The Board would like Warren to check with PCSchool if they can report on how much of the Learning Program is being seen by parents in the portal.	Warren Henderson	See Correspondence section
The Board would like you to clearly communicate with the community soon on when parents can expect the results to be loaded in the learning program and how to get to the portal.	Warren Henderson	Document outlining learning program and timeline is ready to go out to the community.
Sally Robinson to send through information to Penny for examples of resources companies are using for wellbeing.	Sally Robinson	
Guidance will provide data through the new program that we are using called Noted to the Board at the end of the year.	Guidance Team	Report back at the end of the year.
The Board asked Student Reps to advise on what support they needed from Admin to allow the new set up of the council.	Sophie & Tony	
Tony and Sophie to review the notes from meeting held in January around the communication plan.	Sophie & Tony	
Sheena to look to set up a meeting with Sarah Connor (Communications) with the Student Reps.	Sheena Millar	Complete
Identify how the health and safety manual can be shared to the Board of Trustees for this meeting.	Sheena Millar	Sent out to Board as an Attachment

Motion

The minutes of the meeting held on 15 December 2020 were confirmed and as being true and accurate record of the meeting.

Moved: Sudesh Lourdes | Seconded: Michelle Rush | CARRIED

Matters arising

1.4. Correspondence

Carolynne Newton – Request for Leave (3 March – end of May 2021)

It was agreed as a Board that we would support this request.

Moved: Michelle Rush | CARRIED

Cricket Grant – wish to put in an application for funding to the Four Winds Foundation to support the cost of the Director of Cricket role.

The Board agreed that this Grant application be approved.

2. Reports and reviews

2.1. Principal's report

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

Converge Design will be working on revamping the website and Sarah Connor will be part of the group that works with the designer.

IT Review – Cyclone is currently working onsite with us temporarily. We are looking to put a committee together from staff to help with the selection of the new company.

NCEA Results – Sheena has asked the departments to look in depth at the data for their specific area and work out what students are missing.

Through understanding what has happened at NCEA level 1 we can explore what the data says at year 9 and 10, and from there look at how we use different pedagogies, how we engage with females in the school, in order to look at what can be learned and improved.

The school has asked that in Week 8 this term LAL's share the reports and data with each other. This data will then it will be presented to the Board.

There was a discussion around STEM and how we can look to lead the conversations in the departments.

It was acknowledged that the need for change needs to be carefully managed around communications. The Board asked if there is anything they can do to help around communication. Sheena conveyed that the Board has approved for funding to bring on Sarah Connor to assist us in the ways we communicate with the community, students and whānau. It was asked that Sarah provide a summary on where we are at for each Board Meeting.

Motion

That the Principal's report is accepted

Moved: Sudesh Lourdes | Seconded: Alex MacCreadie | CARRIED

2.3. Health & Safety

Covered in Principal's Report

Fire evacuation – Sheena advised that we cannot do a lockdown practice with Students onsite which was directed by the Ministry.

2.4. Trustees Report

2.4.1. Student

Tony tabled the students report.

There was a discussion on how the students can design a leadership team for Onslow as we do not have prefects etc. In the past it has been the student council. Previously it was done by

electing 2 in each level, Māori, Pacifica, International etc. and students would fill in an application and the Board Reps will interview them. Feedback is that people didn't like the application process that was previously done, as it is intimidating. Last year the Māori and Pacifica role was not filled. We had an idea to split the way it operates into smaller subcommittee like sports, events etc. means that students within the council can be involved in what they are interested in.

Action – The Board asked Student Reps to advise on what support they needed from Admin to allow the new set up of the council.

The Board has advised the student reps to ask if they would like to reach out to staff for additional support for them.

Sophie presented the Students report. Conducted a short survey using their Instagram account. We have done a start of year poll which has a variety of year levels. Key issues are they did not feel there was strong sense of school spirit.

There was a discussion around the communications between students, whanau, school, and Board. It was agreed to get guidance from Sarah around the best way to communicate with the various groups.

Students had raised a concern about heating in some classrooms and were advised that if there are any maintenance issues within classrooms to make sure students send this information to the property team.

Action – Tony and Sophie to review the notes from meeting held in January around the communication plan.

Action – Sheena to look to set up a meeting with Sarah with the Student Reps.

Moved: Sally Robinson | Seconded: Michelle Rush | CARRIED

2.4.2. Staff

Hilary tabled her verbal report.

No staff have raised any issues. It feels much more positive for the beginning of the year.

Whanau

There has been no meeting to date but the first meeting we are looking to elect a new whanau rep and secretary.

2.3. Subcommittees

2.3.1. Resourcing

Bridget took the Board through the capital budget requests.

Motion

That the capital budget be approved.

Moved: Bridget Rhodes | Seconded: Sophie Crozier | CARRIED

Motion

That the draft budget for 2021 be approved.

Moved: Bridget Rhodes | Seconded: Tony Huang | CARRIED

2.3.1. Property Report

An update on progress was discussed.

A question was asked as to when the front of the School will be looked at. Sheena conveyed that the plans for this upgrade are currently with the Ministry of Education.

Moved: Sudesh Lourdes | Seconded: Hilary Smith | CARRIED

2.3.2. Policy

There has not been a meeting this year.

2.3.3. Community

3. General Business

Delegations of Authority

Motion

To approve the delegation of authority and that this be signed by the Board Chair and Sheena

Moved: Mark Patchett | Seconded: Api Williams | CARRIED

Election of Board Chair

Nominations were sought for the role of Board Chair. Api nominated Michelle Rush, Sudesh Lourdes seconded

Election was passed unanimously.

Moved: Api Williams | Seconded: Sudesh Lourdes | CARRIED

(iii) Board Self-Review

Action – Add to next month's meeting.

(iv) Health & Safety – Schedule Interrogation from Board of Health and Safety Manual

Action – Schedule for the next meeting.

Action – Identify how the health and safety manual can be shared to the Board of Trustees for this meeting.

(v) Confirm Subcommittees

- a. HR Committee (Michelle Rush, Alex MacCreadie, Mark Patchett)
- b. Discipline Committee (It was agreed to put the committee together adhoc as required)
- c. Property Committee (Bridget Rhodes, Hilary Smith, Sophie Crozier, Sally Robinson, Alex MacCreadie)
- d. Finance Committee (Sally Robinson, Finance, Sophie Crozier, Alex MacCreadie, Sudesh Lourdes)
- e. Policy Committee (Mark Patchett, Api Williams, Tony Huang, Michelle Rush)

4. In-Committee

The meeting moved In-committee at 10:14pm

The Board moved out of Committee at 10:23pm

3. Communication with Community

- Strategic Goals and vision, values
- NCEA Results

There being no other business, the meeting closed at 10:26pm

Approved as a true and correct record:

Signed:  Date: 15/03/2021