

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD VIA ZOOM MEETING 04 May 2020 AT 5:30PM

Present: Sheena Millar, Mark Patchett, Sudesh Lourdes, Michelle Rush (Chair), Bridget Rhodes, Tia Bhana, Hilary Smith, Alex MacCreadie, Api Williams, Sam Grantham (6:34 pm)

Apologies:

In attendance: Katrina Brell (Board Secretary)

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

No additions

1.3. Minutes and Matters arising

Motion

The minutes of the meeting held on 17 February 2020 were confirmed as being a true and accurate record of the meeting

Michelle Rush was unanimously elected to the role of Board Chair by her fellow Board of Trustees

Moved: Sheena Millar | Seconded: Tia Bhana | CARRIED

Motion

The minutes of the meeting held on 6 April 2020 were confirmed as being a true and accurate record of the meeting.

Moved: Alex MacCreadie | Seconded: Sudesh Lourdes | CARRIED

Matters arising

Action from previous meetings	Person Responsible	Status
Policy Schedule to be set out - carried forward from 17 Feb 2020 meeting	Katrina	Completed

Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting	Sheena and BOT	Has been pushed out until Term 3 so we have face to face.
Consult with students re strategic plan - carried forward from 17 Feb 2020 meeting	Tia and Sam	To be looked at with lockdown taken into consideration
It would be useful if the vision and mission could go out to Students, so they understand the purpose of AKO	Sheena	Sheena has had a meeting with Tessa and Penny. They are working on the best way to get this out. This will progress in the next month
Penny and Tessa to summarise what they have taken out of this and come back to the Board and present next year	Katrina	Katrina to schedule into a BOT meeting next year - TBA
Sheena to work with Kylie around a Strategy for Sport	Sheena	In progress
Kylie to attend a Board meeting and present Strategy for Sport to the Board	Katrina	To schedule into a BOT meeting
It was agreed to reach out to NZSTA to see what is required from a Board of Trustees for signoff on Camps and School Trips	Sheena	<p>Sheena followed up with NZSTA who clarified that the Policy is up to the Board. Requiring sign off on all overnight trips would be unwieldy in a School of the size of Onslow College. It was agreed that Management continue to sign off.</p> <p>The Board agreed that we institute a system of randomised spot checks for Onslow College trips. There will be checks on both trip plans, and on compliance with plans. It was recommended that SLT complete a Training course on risk management to build confidence in conducting spot checks. The Board wishes to ensure people are conducting trips in accordance with the procedures set out in their plan.</p> <p>Sheena and Warren to develop the system</p> <p>Policy committee to amend the Health & Safety policy to include the mechanics and the procedure document.</p>
Hilary to relay a message from the Board to Staff that the Board is deeply	Hilary	Still in progress. Sheena to support Hilary with this at a staff meeting.

concerned and disappointed that the Health and Safety procedures were not followed at Year 9 camp, despite concerns over breaches being raised and discussed following Year 9 camp the previous year. The Board views this as very serious, and expects that future camps adhere to health and safety procedures in all respects.		
That the Policy committee reviews the Health and Safety Policy.	Michelle	Scheduled to start at the next policy meeting
Sheena to contact the Secondary Principals and see if we can get a list of students from other school councils to invite to a meet and greet.	Sheena	Complete
The Board to go along and talk at the election process to explain to Students on what the Board's role is within the School.	Tia and Sam	In progress
What NZSTA have around what the Student Representative role is and what the Board's role in a School and put information onto the Website	Tia and Sam	The NZSTA website didn't have a lot on the website. The Board recommended the Student Rep's to call NZTA via phone
Sheena to follow up with Craig to discuss the funding for the front of the School. Set up a meeting with Mark, Craig, Sheena, and Paula.	Sheena	Complete
Sheena to send an email out to the community around what Term 2 looks like for students	Sheena	Complete
Property Report that can go onto the website	Katrina	Complete

1.4. Correspondence

No Inwards Correspondence

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 external and internal positions that have been filled. Belinda De Mayo and Sarah Dyson have been hired externally to fill the positions of Subject Leader of Art and Art Teacher. Robbie Turrell has been appointed Acting Deputy Principal while Janet Glenn is on Leave.

A question was raised how the Online Learning has been going. Sheena conveyed we have a majority of students are engaging in a consistent manner, a proportion were on and off and another group are concerning. Staff are making contact with this group. A concern is the lack of ability for students that have been working at Polytech to continue with their practical classes. Peter Chapman has tried to engage with those students individually and work up a program to try and support them. In addition, we also have some students that are trying to support families in other ways i.e. working, or child minding. This will be an ongoing challenge. A proportion of students are finding it hard learning online.

There was a discussion around the uncertainty of International Trips in 2021 in relation to the evolving situation with COVID-19.

Action – Sheena to seek MOE and MOH guidance and bring a proposal back to next month's Board meeting in respect of International Trips in 2021.

The Board would like to acknowledge the phone call being conducted by College Admin staff to check on our community. This is greatly appreciated. The things that we have picked up through these calls are if there are any IT issues, and pastoral care issue e.g. food. Where we have found that some families need food packages, we have passed this information on to Challenge 2000 and food parcels have gone out. The School has put a donation into Challenge 2000 to help support this. Computer equipment and payment for internet access has also been arranged for those School families in need.

Motion

That the Principal's report is accepted

Moved: Api Williams | Seconded: Hilary Smith | CARRIED

2.3. Health & Safety

The Board noted the COVID-19 Protocols, and that Contractors onsite have their own protocols. These were included in the Board Papers.

Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED

2.4. Trustees Report

2.4.1. Student

Tia & Sam tabled their verbal report

Teachers check in has been good and there has been great feedback, students are grateful that Teachers have given us more time. We have decided to create a position in the Student Council for a Chairperson. Jordan Iremonger has taken on the role and he has been invited by Interschools council to represent Onslow. We have looked at the Mental Health policy to explore how we can help students within our school and have reached out to some Teachers regarding this.

2.4.2. Staff

Hilary tabled her verbal report

There is a high level of stress amongst Staff due to the Online Learning, but they have felt very supported by SLT, the Staff really enjoyed the video from the Board.

There was a discussion with the Student Reps on how Teachers could get feedback from Students on how they are going with the workload.

Action – Sam and Tia to work with the Student Council to encourage Students to give Teachers feedback

There was a discussion around how staff are coping around COVID-19. Sheena conveyed that she has been calling staff on a weekly basis and has followed up with Guidance to provide extra support for some staff.

The Board agreed that they would fund \$20 per staff member for a care box, voucher etc. Sheena to work with Katrina to arrange.

Moved: Bridget Rhodes | Seconded: Mark Patchett | CARRIED

2.4.3. Whanau

Api tabled his verbal report

There has not been a Whanau meeting

Action – Api to send information on the Whanau Facebook Page to Katrina so that he can invite families of Year 9 and 10 Students to join.

2.3. Subcommittees

2.3.1. Resourcing

There was no meeting on Monday 27 April as it was Anzac Day. The report was sent out via email.

Moved: Bridget Rhodes | Seconded: Sudesh Lourdes | CARRIED

Annual Financial Report

The Board agreed to approve the Full Annual Financial Report

Action – Ensure that future Annual Financial reports include a Summary of Key points.

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

2.3.1. Property Report

Maycroft has been approved to complete the roof, it has been approved to start the work as soon as they can. Stage 2 of the roofing has been stalled due to the condition report that has been commissioned by the Ministry. This will impact our master plan. Table Mountain: we are still having ongoing debates about the Veranda and the Porch. We hope we will get agreement soon. Adbuild have put the piles in and it looks like we will have the new prefabs in next week. Maycroft is making good progress with the Technology Block and Music Rooms. Main issue we have with the Music Rooms is around ventilation.

There was a discussion around the front of the School. Craig is of the view that we should be able to get the Front of the School improvements covered as part of the Master Plan.

Action – Sheena to get Craig to include the Front of the School plans in the Property report and look to invite Craig to the next Board meeting to discuss funding options. Katrina to upload property report to the Website.

We have set up a steering committee for the Master Planning which consists of Sheena Millar, Craig McWilliam, Bridget Rhodes, Mark Patchett, Georgia Rhodes and Stephen Cross. Callum McKenzie has been appointed as the architect. The Master planning process will include consultation with the Onslow Community.

Motion

That the Resourcing and Property report is accepted.

Moved: Michelle Rush | CARRIED

2.3.2. Community

No meeting

2.3.3. Policy

There was a Policy meeting held on Thursday 30 April 2020. There are five policies included in the General Business section for signoff.

3. General Business

Annual Report

Board members were asked what they wished to see highlighted in the Board Annual Report. Key points were:

- Property in all its dimensions
- Ako Time
- Mental Health amongst Students and Staff
- NZCEA successes.

After further discussion and clarification that preparation of an Annual report is optional, it was agreed to provide a year in review report instead for the Onslow community.

Policy Sign off

Child Protection Policy

Action - That the Child Protection Policy go back to the committee to make amendments. The policy is to be shorted, and the procedures included as a separate document.

Action - Board members to send any specific changes to Michelle and/or Katrina.

Maori Partnership

Due to Legislative requirements, it was agreed that this Policy was not required. It was agreed by the Board that we remove this policy from the Schedule. It was a unanimous vote

Action – When the Community Partnership Policy is next reviewed, ensure we include within it the relationship the Maori community, both mana whenua and tangata whenua; the Bi-cultural partnership and the Pacifica community.

Drug Free School

That the Drug Free School Policy be accepted subject to the following change:

- the parents or caregivers of students known to be in possession of illegal drugs on the school campus are informed within 7 days of the school making a determination of the student's involvement

Change to the below:

- the parents or caregivers of students known to be in possession of illegal drugs on the school campus are informed within 2 working days of the school making a determination of the student's involvement

Enrolment

That the Enrolment Policy be accepted.

Copyright

That the Copyright Policy be accepted.

Motion

The Drug Free School, Enrolment and Copyright Policies be approved.

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

Draft Board Calendar

- Include all the events the Board needs to attend, i.e. Year 9 Tea, Celebration of Success etc.
- Include key dates associated with the timelines for: Elections of Board Members, Student Reps
- Look to include the Calendar as an agenda item at each board meeting
- The PTA Meetings to be included
- Whanau Meetings included

4. In-Committee

The meeting moved In-committee at 8:01pm

The Board moved out of Committee at 8:09pm

3. Communication with Community

- How the Board and Staff are working to support Students
- The Board would like to acknowledge the considerable work of the Staff in respect of Online Learning. Encourage Parents and students to provide positive feedback to Teachers and Ako Teachers.
- Property Update
- Approved the Financial Report from last year and link to report on Website
- Policies that were passed tonight and link to these on website
- The Board has taken responsibility for ensuring families have computer equipment and internet access to support learning. If you are in need of any equipment or support please let us know.

It was agreed that we may need to hold a special Board meeting when it is confirmed that we go into Level 2.

There being no other business, the meeting closed at 8:24 pm

Action Log

Action	Person Responsible
To seek MOE and MOH guidance and bring a proposal back to next month's Board meeting in respect of International Trips in 2021.	Sheena
To work with the Student Council to encourage Students to give Teachers feedback	Sam & Tia
To send information on the Whanau Facebook Page to Katrina so that he can invite families of Year 9 and 10 Students to join.	Api
Ensure that future Annual Financial reports include a Summary of Key points.	Bridget
To get Craig to include the Front of the School plans in the Property report and look to invite Craig to the next Board meeting to discuss funding options. Katrina to upload property report to the Website.	Sheena
That the Child Protection Policy go back to the committee to make amendments. The policy is to be shortened, and the procedures included as a separate document.	Michelle
Board members to send any specific changes to Michelle and/or Katrina.	All
When the Community Partnership Policy is next reviewed, ensure we include within it the relationship the Maori community, both mana whenua and tangata whenua; the Bi-cultural partnership and the Pacifica community	Michelle
Actions from Previous Meetings	
Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting	Sheena and BOT
Consult with students re strategic plan - carried forward from 17 Feb 2020 meeting	Tia and Sam
It would be useful if the vision and mission could go out to Students, so they understand the purpose of AKO	Sheena
Penny and Tessa to summarise what they have taken out of this and come back to the Board and present next year	Katrina
Sheena to work with Kylie around a Strategy for Sport	Sheena
Kylie to attend a Board meeting and present Strategy for Sport to the Board	Katrina
It was agreed to reach out to NZSTA to see what is required from a Board of Trustees for signoff on Camps and School Trips	Sheena
Hilary to relay a message from the Board to Staff that the Board is deeply concerned and disappointed that the Health and Safety procedures were not followed at Year 9 camp, despite concerns over breaches being raised and discussed following Year 9 camp the previous year. The Board views this as very serious, and expects that future camps adhere to health and safety procedures in all respects.	Hilary

That the Policy committee reviews the Health and Safety Policy.	Michelle
The Board to go along and talk at the election process to explain to Students on what the Board's role is within the School.	Tia and Sam
What NZSTA have around what the Student Representative role is and what the Board's role in a School and put information onto the Website	Tia and Sam

Approved as a true and correct record:

Signed:  Date: 15/06/2020