

**DRAFT MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 6 AUGUST 2018 AT 5.45 PM**

Present: Michelle Rush (Chair), Rachel Parsons, Dan Harwood Jones, Peter Leggat,
Mark Patchett, Bridget Rhodes, Tracy MacCreadie, Mike Doogan

Ella Flawell

Apologies: Mark Patchett, Mike Doogan, Bridget Rhodes (lateness)

In attendance: Lucy Ross, Stephen Cross (Ministry of Education), Sherie Pointon (Minute Secretary)

Welcome

Michelle welcomed everyone to the meeting.

Property

Peter tabled a summary document of the discussion/negotiations with the Ministry showing the various property works planned for the years ahead. Stephen and Lucy then confirmed those approved plans and explained the process from here.

Stephen outlined the current situation and where the work is currently positioned. Table Mountain has been identified as the logical place for expansion and the fact that the pre-fabs are at end of life. The Ministry is committed to having a plan in place before Peter leaves. Capital works team at the Ministry national office will be involved. Currently we are at the stage plan that is being backed up with approvals. Infrastructure and Capital works working together and then through to Investment Board. A number of things identified with Ashby's condition assessment will be approved immediately such as the electrical upgrade, student toilets refurbishment, roofing replacement, heating upgrade, carpets and then the capital works for the new builds. Peter to contact Lee Ashby to say we are set to go to tender based on the conversations at this meeting.

Mark and Mike joined the meeting.

Roofing is essential infrastructure, if the roof is opened up and it needs additional work then it will be funded.

Roofing projects are 5YA, with additional funding if needed.

Major capital works are the relocatables replacement/new build.

Leaky Building (BIP) update.

Lucy acknowledged that we are looking at this as total infrastructure view. Outcomes we are looking at is that leaky buildings no longer leak, replacement of buildings on table mountain and technology block and the electrical, roofing, student toilets. We use 5YA for electrical etc then the Ministry will organise the funding for the other projects, the school does not need to worry about the source of funds from the Ministry.

Comment from Brian about the future of the site, growth is coming so the Ministry is committed to creating the best future focused site. If the Tech Block (Block A) is needed to be replaced, the opportunity is there to see if that is the best site for the Tech Block.

Essential infrastructure the Ministry will fund the work within the 5YA and top up as needed.

Bridget joined the meeting.

Indication that a new block on Table Mountain \$2.3million and replacement Tech Block \$2.2million.

Mark raised the Hockey Turf proposal and knowing that the redevelopment of Table Mountain will be for buildings we need to go back to the Hockey Committee letting them know this.

Mike raised the issues for access to the land at the back of the site. Land there is available for development, such as sporting changing facilities, but access is difficult.

As part of the site development process the school is asked to write an Education Plan, which outlines Pedagogy.

The traffic issues are highlighted as part of the planning moving forward. Peter said in five years' time it would be great to see that the buses don't come through the centre of the school.

Acknowledge the work that is being done, we are no longer having a "talk-fest", action on the 5YA and look forward to ongoing development.

Acknowledged the work from Stephen, thank you to Penny for taking the load on and acknowledging Lucy for coming to the meetings. Feeling like we are actually underway with a plan. The Ministry will write to the College indicating the process for 10YPP.

The Board invited Lucy and Stephen to come back again if needed. Stephen indicated that it would be good to also meet with Sheena.

1. Meeting Administration

1.1 Disclosure of Conflicts of Interest

Noted that a piece of correspondence is a friend of Mark.
No Other conflicts were noted.

1.2 Additions to the Agenda

Powhiri
Returning Officer for Board of Trustees Student Representative

1.3 Minutes and Matters Arising

Motion

The minutes of the meeting held on 18 June 2018 were confirmed as being a true and accurate record of the meeting with minor amendments.

Moved: Mike Doogan | Seconded: Bridget Rhodes | CARRIED

1.4 Correspondence

The Board noted the Correspondence received, the following items were discussed:

The Board received a request to share the results of the Principal Survey. The Board discussed sharing a high level overview of the survey results.

Action – Michelle to work with Sherie to create the overview for the Bulletin of Week 4.

Action – Sherie to respond to Richard saying thank you and great idea that is being followed up.

The information received from the PPTA about the employment court action was noted.

The Board ratified the decision to apply for funding from the New Zealand Community Trust for accommodation and transport for teams to attend the various Winter Tournament Week events.

The Board confirmed that they wished to re-appoint Deloitte as the School's Auditor.

The Board approved Refreshment Leave for 2019 for Jenny Blake.

The Board received and accepted with regret the resignations from Jo Te Morenga and Terry Fenn. The Board requested that both Jo and Terry's contribution to the school is appreciated and the School is sorry to see them go.

The Board considered requests from the Junior Young Physicists team and from the Onslow College Rowing Club, the Board deferred a decision until a review of grants requested and allocated was completed.

Action – Peter to review grant application database and provide information to the Board this week so funding requests for rowing could be considered.

Motions

- a. *It was resolved that an application be made to the New Zealand Community Trust for \$32,710.81 (GST excl) for transport and accommodation costs for Onslow College Netball, Hockey (x2), Football (x2) and Basketball (x2) teams to attend various National Winter Sports Tournaments from September 3rd – 7th.*

Moved: Peter Leggat | Seconded: Michelle Rush | CARRIED

- b. *The Board resolves to appointment Deloitte as the School's Auditor for 2018 – 2020.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- c. *The Board approves the request from Jenny Blake for Refreshment Leave in 2018.*

Moved: Peter Leggat | Seconded: Dan Harwood Jones | CARRIED

- d. *The Board accepts the resignation from Jo Te Morenga was accepted.*

Moved: Peter Leggat | Seconded: Rachel Parsons | CARRIED

- e. *Resignation from Terry Fenn was accepted.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- f. *The Correspondence be accepted*

Moved: Rachel Parsons | Seconded: Bridget Rhodes | Carried

2. Reports and Reviews

2.1 Principal's Report

Peter discussed his report.

The Board noted that the results from the Health and Safety Survey once completed will be shared with the Board.

Peter shared some of the discussions from the NCEA Principals meeting today around credit overload.

Action – Dan and Ella to follow up to check that students are aware of the NCEA Review.

The Board noted the work being done by Jody Plummer and team on Strategic Goal three (SG3) on Cultural Responsiveness/Sustaining. The wording of the Goal has been refined and setting of achievable and specific actions, especially around building capacity of the leadership group to engage staff.

The Board noted that Staff Intention forms for 2019 have been circulated. This is important information to be able to advertise any positions as soon as possible. Peter has been discussing with Sheena these staff intentions and resignations as they are coming in. It

Motion:

That the Principal's report be accepted

Moved: Peter Leggat | Seconded: Michelle Rush | Carried

2.2 Trustees Report

2.2(i) Student Rep

Student Celebration of Success evening discussions have started.

Powhiri held for new International and Domestic students and also for Yamamura.

Maanakitanga Buddies working well.

Met with MNA visit, talking about the positive open door policy of the staff at Onslow College.

Enviro Group have met with Peter, Craig (Business Manager) and Graeme (Caretaker).

Well-being meeting at Rongotai looking to run an event here.

Extended Learning Opportunities work being continued.

Students submitted questions to put to Sheena.

PTC's were next week for Seniors and Juniors next week.

OLSS keeping up.

Facebook video updates in the closed group.

2.2(ii) Staff Rep

This term has started with staff returning feeling already tired making for a demanding start.

2.2(iii) Whanau

No report was received from the Whanau for this meeting.

2.3 Sub Committees

2.3(i) Resourcing

The finances remain very healthy.

Budget re-forecasting to occur for next Board meeting.

Principal Recruitment expenses to be included in the Board expenses.

The Board noted the reduction in funding coming from IRF.

Action – Peter to draft a letter requesting an explanation on the reduction of funding from contestable IRF.

WiFi replacement of WAPs is being confirmed.

Mark to join the Resourcing Committee.

Motion

The Board receives the finance report.

Moved: Bridget Rhodes | Seconded: Mike Doogan | Carried

2.3(ii) *Property*

This item was covered at the start of the meeting.

2.3(iii) *Community*

Noted

2.3(iv) *Policy*

For next meeting.

3 General Business

Casual Vacancy

The Board resolved to fill the casual vacancy on the Board through selection.

Moved: Mark Patchett | Seconded: Mike Doogan | Carried

Powhiri

The Whanau has requested that the Board liaises directly with them for the Powhiri.

If the Whanau schedules a meeting, the Board will attend.

Once a date is confirmed, invite the Mayor and MP.

Michelle, Mike and Mark to meet with Miriama and the Whanau to discuss process.

Action – organise a whanau meeting as soon as possible.

Returning Officer

The Board resolved to appoint Diana Bradley as the Returning Officer for the Board of Trustees Student Representative Elections.

Moved: Bridget Rhodes | Seconded: Dan Harwood Jones | Carried

4 Communications with the Community

The Board discussed what items from this meeting would be shared with the School Community in the Bulletin.

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

Next meetings:

Thursday 30 August – Policy Meeting (5:30pm)

Monday 3 September – Resourcing Meeting (5:30pm)

Monday 3 September – Property Meeting (6pm)

Monday 10 September - Board of Trustees meeting

*Approved as a
true and correct
record
M. Doogan
10-9-18.*