

**DRAFT MINUTES OF A MEETING OF THE  
ONSLow COLLEGE BOARD OF TRUSTEES  
HELD AT THE COLLEGE 7 MAY 2018 AT 5.45 PM**

**Present:** Michelle Rush (Chair), Rachel Parsons, Dan Harwood Jones, Peter Leggat,  
Mark Patchett, Bridget Rhodes

**Apologies:** Mike Doogan, Don Carson, Michelle Rush (lateness)

**In attendance:** Tina Manker (Literacy Coordinator), Penny Kinsella, Janet Glenn, Warren Henderson

**Welcome**

Mark welcomed everyone to the meeting. Tina, Penny, Janet and Warren introduced themselves to the meeting.

Michelle joined the meeting at 5:55pm

**Leading the Learning**

***Literacy Review***

Tina presented the Literacy Review for 2017.

Whilst Literacy is no longer an explicit goal for the school, the intent is that it be fully embedded into teaching; there is still a need to have a focus in Literacy.

The Board discussed how to include Literacy in the programmes that are being implemented, and linked to the school goals. Tina noted that she can see a linkage with the pathways goal. Also raised was the question as to whether there was too much testing of Year 9 students early in their first year of high school. It was recognised, however, that the tests done were helpful for understanding where students were at. It was suggested instead to better explain to students what the testing is used for, e.g. how this can help them learn through assisting staff to target their teaching better.

***Deputy Principals***

Janet Glenn presented some additional information on the Literacy programme. Janet then spoke about the Student Support lead of her role. The Board asked about the “anxious student” phenomenon that has been identified at a number of Onslow’s contributing schools. The Executive Team noted that this is uppermost in the minds of teachers, e.g. the Board funded an additional Guidance Counsellor position and emphasises the importance of the relationships with teachers through the Ako programme.

Penny Kinsella presented on Teacher Professional Learning and Development, her area of responsibility. The Board asked that any need for additional funding be identified and requested.

Warren Henderson presented on Curriculum, his area of responsibility.

*Action – Sherie to send link for Education Council Our Code, Our Standard to Board.*

**1. Meeting Administration**

**1.1 Disclosure of Conflicts of Interest**

No conflicts were noted.

**1.2 Additions to the Agenda**

None

**1.3 Minutes and Matters Arising**

### **Motion**

*The minutes of the meeting held on 26 March 2018 were confirmed as being a true and accurate record of the meeting.*

**Moved: Mark Patchett | Seconded: Bridget Rhodes | CARRIED**

## **1.4 Correspondence**

The Board discussed the Correspondence received.

### **Motions**

a. *The Board agreed to continue the enrolment scheme in its current format.*

**Moved: Peter Leggat | Seconded: Mark Patchett | Carried**

b. *The Board approved the Japan trip to Yamamura, Onslow College's sister school.*

**Moved: Peter Leggat | Seconded: Mark Patchett | Carried**

c. *The Board approved the request to apply for funding to the New Zealand Community Trust for cricket balls for the next half of the cricket season.*

**Moved: Mark Patchett | Seconded: Michelle Rush | Carried**

d. *The Board approved Tina Manker's request for support to apply for a Teach NZ Study Award for 2019.*

**Moved: Peter Leggat | Seconded: Mark Patchett | Carried**

e. *The Correspondence be accepted*

**Moved: Peter Leggat | Seconded: Bridget Rhodes | Carried**

## **2. Reports and Reviews**

### **2.1 Health and Safety**

The Health and Safety Risk Assessment & Accident Registers were noted as tabled at the meeting.

**Moved: Peter Leggat | Seconded: Bridget Rhodes | Carried**

### **2.2 Principal's Report**

The Board noted that the Annual Plan as presented had been submitted to the Ministry. This document is on the Onslow College Website.

*Action – the Property Committee to meet to initiate the 10 year Property Plan process.*

### **Motion:**

*That the Principal's report be accepted*

**Moved: Peter Leggat | Seconded: Michelle Rush | Carried**

### **2.3 Trustees Report**

#### **2.3(i) Student Rep**

The Student Council is meeting on Thursday 9 May. School photos are coming up on 17 May and in Ako time the week beginning 14 May, the Year 10 Leadership team is holding a Clubs Expo. Also noted that Friday 19 May is Pink Shirt Day.

#### **2.3(ii) Staff Rep**

Nothing to share, having only just returned from the Antipodes trip.

2.3(iii) *Whanau*

The Whanau group has met with the Cultural Responsiveness facilitators and a date for the next Whanau Hui is being confirmed. Mike advised that there are Whanau members interested in being the Whanau representative on the Board.

**2.4 Sub Committees**

2.4(i) *Resourcing*

The Board noted that the 2017 accounts have been audited, looking at an \$82,000 surplus.

***Motion***

*The Board receives the finance report.*

**Moved: Peter Leggat | Seconded: Bridget Rhodes | Carried**

2.4(ii) *Property*

The Property Report, as presented in the Principal's report, was noted.

2.4(iii) *Community*

The PTA meeting was scheduled for the same time as the Board meeting. The Roster for Board representation at the PTA meetings is in the Board papers.

2.4(iv) *Policy*

The Board approved the following policies:

- EOTC with minor changes to the order of text
- Privacy

***Motion***

*The Board moves the acceptance of the EOTC and Privacy Policies with minor amendments to the order of text in the EOTC policy.*

**Moved: Michelle Rush | Seconded: Dan Harward Jones | Carried**

**3 General Business**

***Inquiry into Mental Health***

Michelle has received the Terms of Reference for the inquiry and noted that there is specific reference to prevention and education.

The Board referred the drafting of the response to the Action Group.

*Action – Sherie to share with the Action Group.*

**4 Communications with the Community**

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

*Action – Michelle to write the paragraph and send to Sherie for inclusion in the Bulletin.*

*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.*

The meeting moved into Committee at 8:35pm

**Moved: Michelle Rush | Seconded: Rachel Parsons | Carried**

The meeting moved out of Committee at 9:04pm

There being no other business the meeting closed at 9:05pm

Next meetings:


Thursday 17 May - Principal Recruitment meeting

Thursday 24 June – Principal Recruitment meeting

Thursday 7 June – Resourcing Meeting (5:30pm)

Thursday 7 June – Property Meeting (6pm)

Monday 18 June - Board of Trustees meeting

Approved as true and correct record:   
Chair  
18-6-18