

**MINUTES OF A MEETING OF THE  
ONslow COLLEGE BOARD OF TRUSTEES  
HELD AT THE COLLEGE 6 MAY 2019 AT 5.45 PM**

**Present:** Michelle Rush (Chair), Mark Patchett, Bridget Rhodes, Api Williams, Sheena Millar, Dan Harward Jones (from 6.00pm), Phil Moir, Bianca Ellis, Mike Doogan

**Apologies:**

**In attendance:** Katrina Brell (Minute Secretary)

**English Learning Area Leader** - Julia Woods presented a brief summary of last year's self-review which is attached at the end of these minutes.

**Welcome**

**1. Meeting Administration**

1.1 Further Agenda Items

No further Items

1.2 Disclosure of Conflicts of Interest

No conflicts

Mark has declared he is on the Onslow Hockey Committee

1.3 Minutes and Matters Arising

***Motion***

*The minutes of the meeting held on 1 April 2019 were confirmed as being a true and accurate record of the meeting.*

**Moved: Api Williams | Seconded: Michelle Rush | CARRIED**

Easter Morning Tea – The staff was very grateful of the Board putting on the morning tea. Michelle and Bridget attended.

Strike action is currently being voted by the PPTA, likely planned date is 29<sup>th</sup> May. There is also a proposal for potential rolling strikes. There could be significant disruption in Term 2. We should have more information in the couple of weeks.

Property – Sheena contacted Lucy at the Ministry to find out what is happening with the business plan. Nothing official has come back but they have set up a meeting week 20 May. The business plan was held up due to the Geo Testing. There is concern of the stability of the Land on Table Mountain.

Engaged with Health and Safety team and Chris Beckley is coming in to do an assessment on May 14 in regards to testing Table Mountain.

Reserve's Policy – Sheena to confirm with Craig if he would like one as it come up at the policy meeting there was a desire for one.

## 1.4 Correspondence

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

### 1.4.1 Sally Wills – Unpaid Leave Request

It was agreed by the Board that we would support this request

**Action** - It was discussed in the meeting that there needs to be a policy put together around LWOP over 5 days. We will look to see if the Staff would put this together and look for it to be implemented for next year.

### 1.4.2 Pacific Basin Music Festival

It was agreed by the Board that we give approval in principle of the trip.

**Moved: Bridget Rhodes | Seconded: Phil Moir | CARRIED**

### 1.4.3 Student Proposal for Young Enterprise Competition

It was agreed by the Board that they support this fundraising initiative as long as there is a staff member in charge at fundraiser. Approved subject to availability to the hall and timing.

**Moved: Phil Moir | Seconded: Mike Doogan | CARRIED**

### 1.4.4 Onslow College Hockey Grant

The Board discussed the request and have requested more information on deadlines and also to include the schedule on what has been applied for to date regards to Polaris and infinity. Once this comes through we can look to approve via email.

**Motion:**

*The Board accepts the correspondence*

**Moved: Bridget Rhodes | Seconded: Dan Harward-Jones | CARRIED**

## 2. **Reports and Reviews**

### 2.1 Principal's Report

The Principals report was tabled and discussions on the following:

Ako Conference - Feedback was positive and good suggestions on what we could look at next time.

There were discussions around tracking student progress. Some subjects are using the program and constantly updating more than two times a year. Eventually we would like to have the program to have the function where parents can comment back.

**Action** – Michelle and Sheena need to write a summary to go to the Ministry of Education with the Annual Report by May 31.

**Action** – To recognise Lana, Kelea, Grace and Dan from the Board in the next Bulletin.

**Motion:**

*That the Principal's Report accepted*

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

2.3 Trustees Report

2.3 (i) *Staff Report*

Phil Tabled his report.

Phil also tabled that he will not be seeking nomination for the Board Staff Rep in the next elections and he has notified staff of this and if anyone is interested to come and see him for information on the role.

The board acknowledges all the work Phil has done this year representing the Board. The Board thanked him for all the effort he has done in collating the documentation on the business plan of upgrading of the School.

**Motion:**

*That the Staff report be accepted*

**Moved: Michelle Rush | Seconded: Bianca Ellis | CARRIED**

2.3 (ii) *Whanau Report (1.33)*

Api tabled his report.

There were discussions around recruitment to get more families involved in the whanau group. We will look to have a slip for parents to advise if they would like to be part of the group in next year's enrolments.

**Action** - Add an extra slip to the enrolment form to include a tick box on whether you would like your details to be sent to the whanau committee.

Cultural lens on the value survey - Discussions came out weather we put a cultural lens on the survey and some of the values might have Maori names. If we were looking at it culturally we would look at how we could represent the data within the areas in whanau/whenua/whakapapa. It was decided at the meeting to come with a system on how we could represent of data in the sense of how we can link the Students/Parents/Teacher outcomes within the areas of whanau/whenua/whakapapa. The way it was described was like a DNA structure. One of members of the group is going to come up with a porotype of what it might look like. Once we have the porotype that would then sit back with the Board for consolation with the values survey.

There were discussions around the School Waiata. Miriama is looking at has previously used, it will have to be led by Miriama. Miriama is comfortable with what we are currently using. The desired long term goal is for all students to learn Waiata and haka in Ako groups.

**Motion:**

*The Whanau report be accepted.*

**Moved: Phil Moir | Seconded: Mike Doogan | CARRIED**

2.3 (iii) *Student Report*

School production Guys & Dolls practices are going ahead. The set has been built up in the hall. Student council meeting Friday 11 May so should have more to report back next meeting. Winter sport season has started. Student trips to China and New Caledonia, Students have come back and they enjoyed it.

There has been a discussions with the Learning Area Leaders where we are looking to have two students sit in the LAL meetings. We are also looking for to have two students sit with the Student Support Group and Deans, so when changes are discussed at that level students are involved before it happens. This will be discussed at the next Student council meeting. We would like to see the Student Council as a pathway to Leadership.

2.4 Sub Committees

2.4 (i) *Resourcing*

Bridget tabled the Report, underspent in expenditure mainly because of Term time and under spending in support staff being paid in the beginning of the year. Limited operations in Feb and March which limited the expenses and a few adjustments that have gone through. Ahead on the local fundraising.

Bridget noted that the Annual Report is still in draft mode. If you have any questions on the Annual Report to email Bridget before Friday 10 May

**Motion**

*The Resourcing report be accepted March 2019 finance report*

**Action** - Annual report will be circulated for final signoff with the Principals report and Board Chair's report a week a head of the deadline

**Moved: Bridget Rhodes | Seconded: Mike Doogan | CARRIED**

2.4 (ii) *Property*

Mark met with Ron Van Musscher and went through a design of what we could do around the front of the school. Sheena advised she like the ideas he had around the fencing and the planting. Ron had some suggestions around native planting and we could see if we could some of the plants donated.

**Action** – Sheena to contact Rose to get permission to pass on the email address and we will endeavour to go to the next whanau meeting to see what we can come up with from the starting points from Ron.

There were discussions around the Business Plan on how we can keep the pressure on. We need to start having more sustained contact with Lucy. Sheena has a meeting scheduled with Duncan and Dan on Monday 20 May at 1.30pm, it would be incredibly useful if we could have more than one Board member attend this meeting. It would also be useful if the Board would reach out to Greg O'Connor to give him a tour of the school

**Action** - Mark to put a plan together on how we are going to progress with the follow up

**Action** - Michelle to write a letter to Greg O'Connor to get a tour underway.

#### *2.4 (iii) Community*

PTA Meeting is scheduled for tonight. Thomas Johnson is attending on our behalf and will give us an update of any outcomes from that meeting.

#### *2.4 (iii) Policy*

No meeting

### **3. General Business**

#### **3.1 Attendance Fee**

The board has agreed the fee to be moved from \$50 to \$55 for trustees

**Moved: Michelle Rush | Seconded: Dan Harward-Jones | CARRIED**

#### Election Process

The Board reviewed the dates, it was confirmed that there are 3 vacancies available.

- Meet the candidates will be on the 28 May at 7.30pm and have asked the PTA to support it.
- It would be good for all Board members could attend
- Info to go into the Bulletin
  - o Next week's Bulletin – Role of the Board
  - o When nominations are out do a profile on each member

#### Onslow Foundation update

Michelle and Sheena met with Richard Bentley, Robin Falconer and Elspeth Preddey. The main things that came up was that there wasn't an obvious Alumni group. Fundamentally what is needed first is to get the Alumni back together and build the relationships. We need to look at where the community can be actively engaged with the current School students i.e. mentoring etc. Then after those goals, becoming an Alumni community that can help the School meet its longer term strategic goals. They did say that it needed to be done in a way that recognises how unique Onslow was in the past and still is.

Next meet is Friday June 7, midday at Onslow – This is an open invitation.

**Action** - Dan and Bianca to let Katrina know if there are any young leaders that would like to be involved

Moving forward we will look to get the Year 13 personal email addresses at the end of Term 3 and email out to ask if they would be interested in being in an Alumni.

**Action** – Richard Living is interested in being involved with the Alumni - Mark to give Richard Living Michelle’s details

The meeting moved In-committee at 8.18pm

The Board moved out of Committee at 8.23pm

**Moved: Michelle Rush | CARRIED**

**4. Communication to our Community**

This week:

- Board Elections
- Congratulate and acknowledge the Teachers who received excellence awards

There being no other business the meeting closed at 8:27pm

Approved as a true and correct record:

Signed:  Date: 09.09.2019