

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD AT ONSLOW COLLEGE 07 SEPTEMBER 2020 AT 5:30PM

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

Apologies:

In attendance: Katrina Brell (Board Secretary)

Guest: Penny Kinsella, Peter Chapman, Callum McKenzie, David Spaziani (Parent)

Peter Chapman (Careers Advisor) presented to the Board a diagram of the Careers Department and how careers advice works at Onslow College. He explained how we run STAR (Secondary Tertiary Alignment Resource) which is a fund that is Ministry provided which sends students out on taster courses within various Tertiary institutions around Wellington. Up until 2010 this has been tagged as STAR but this is now a fund where the School can choose where to spend it for Careers.

The Careers team consists of Peter Chapman (Advisor), Carolyn Lewin (Vocational Pathways Manager), Julia Grange (STAR Co-Ordinator) and Minga Kana as part of the Careers team working with Māori students and their transitions and work with their whānau. We now have Gateway and Trades Academy. We help with Subject planning and work with all the University Institutions as well. This year we have had 23 Students doing the Trades Academy programme, (16 male and remainder female.) A large number of them are doing construction trades. We have students doing animal care and creative technology. Next year we have new courses being offered i.e. Barbering at Level 3, Youth Development at Level 3, Conservation and Sustainability with Papa Taiao.

There is an entry criteria of 60 credits to get in. We have an interview with the students and deans to ensure it is a good fit for the Student. This year we have 35 students that have shown an interest for next year: we will be setting up interviews with these students and deans. What has come through strongly with the community and staff is the idea of having a hub that brings careers, library and Te Ara a Maui together.

Action – Invite Peter Chapman to the Whānau Hui's to present to the whānau

Callum McKenzie presented to the Board the Property Master Planning process and design options being considered.

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

1.3. Minutes and Matters arising

Motion

The minutes of the meeting held in August will be approved and confirmed at the next Board meeting

Matters arising

Actions	Person Responsible
<i>Sheena to draft letter, information about policy, comparison to other schools, offer of counselling of own student. Board was satisfied with the outcome has been. We are very proud of the way we deal with these issues and take a constructed approach.</i>	Sheena
Look to put out some type of message for Vaping and Substance use out in the Bulletin or on the Website.	Sheena/Katrina
To put a message in the Bulletin to thank the Student Reps on the work they have done	Sheena

Action	Person Responsible
Actions from Previous Meetings	
Sheena to have a conversation with Ave (Arotukui co-ordination)/Deans/ Te Ara Maui/ Kaitaki to get an understanding of what students we have identified that need help.	Sheena Ave has given a suggestion which is included in the Principal Report
Sheena to look at bringing the appointment of the Returning Officer.	Sheena Complete
Deliotas Audit - Craig to draft a letter and send it to Michelle for sign off.	Sheena to work with Craig to get a Letter drafted. Craig would like to work with someone for the Board. Mark to reach out to Craig

	to send it from the Board. It was agreed by the Board that this is complete
Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting	Sheena and BOT It is booked in for the last Monday of this term and first Monday of next term Closed
Consult with students re strategic plan - carried forward from 17 Feb 2020 meeting	Tia and Sam Is starting on Thursday 18 June 2020 Closed
Sheena to work with Kylie around a Strategy for Sport	Sheena Complete – Kylie is attending the next meeting
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 is attending the H&S meeting to discuss closed
That the Policy committee reviews the Health and Safety Policy.	Michelle In Progress and the procedures that sit aside this

1.4. Correspondence

MOE Direction to Enrol – Nyah Gavin-Scott

The Board of Trustees acknowledges the Direction to Enrol from the Ministry of Education.

MOE Direction to Enrol – Sebby Urquhart

The Board of Trustees acknowledges the Direction to Enrol from the Ministry of Education.

Tony Cook – Resignation Onslow Foundation

The Board of Trustees accepts his resignation and thank him for all he has contributed to the Foundation.

Hamish McWilliam – Request for Perm to Parttime

The Board of Trustees supports this request as continued leave for part-time fixed term position for a year. Return to the Board if there are issues.

Sandra Gillies – Resignation

The Board of Trustees accepts her resignation and wishes her all the best.

Parent – Substance use in School

Sheena gave outline of what happened in this scenario and the outcomes of the students involved, included standdowns, informing of Police and a referral to Guidance for a drug intervention and counselling which was agreed by the Parents.

Michelle has asked the Board if we are comfortable with the actions that have taken place regarding this incident and are the questions. The Board agreed that we should go back to the parent and advise what the steps were taken in this incident and make clear what our policy is and the cause of natural justice. We are a school who treats this type of thing seriously and we have followed our policy. Also, to suggest to the Parent that if their student needs support through what was seen to make use of our counsellors.

Action – *Sheena to draft letter, information about policy, comparison to other schools, offer of counselling of own student. Board was satisfied with the outcome has been. We are very proud of the way we deal with these issues and take a constructed approach.*

Action – *Look to put out some type of message for Vaping and Substance use out in the Bulletin or on the Website.*

Kylie Summers – Cricket Grant

The Board of Trustees have approved the Grants

Kylie Summers – Rowing Grants

The Board of Trustees have approved the Grants

Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED

Motion

The Board accepts all inwards correspondence

Moved: Alex MacCreadie | Seconded: Mark Patchett | CARRIED

2. Reports and reviews

2.1. Principal's report

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

Torque IP – We are making slow progress; we are currently looking at setting up meetings with the IT Staff.

There was a discussion around the Science Department, Sheena advised we would like to put in place some extra support for the Science department. Especially as we are recruiting for Learning Area Leader for Science. We would like to have the HOD of Science from Otumoetai College to support our new LAL and would like to send two of our staff to Otumoetai as professional development. The approximate cost would be \$5000.00. The HOD at Otumoetai has looked at Science very differently and how Science can work in a School e.g. How to develop science from year 9 – 11. Offers not just the traditional courses but a broader curriculum.

The Board has approved the funding for the extra support for the Science Department

Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED

Sheena has spoken to Ave Wilson on what we can do to support around COVID-19. The main thing that could help would be around more counselling, there has been a huge increase since COVID-19. Approximate cost would be \$20,000.

The Board has approved the funding for the additional support for the counsellor

Moved: Sam Grantham | Seconded: Tia Bhana | CARRIED

Sheena advised the Board that we are about to begin consultation in respect of the support staff review. She sought Board approval for delegated authority to take this to the next steps recognising that the proposals for restructure will affect people's roles.

The Board has agreed that they support the restructure happening and give delegation and approval for the support function review to the Principal (Sheena Millar)

Moved: Bridget Rhodes | Seconded: Michelle Rush | CARRIED

Motion

That the Principal's report is accepted

Moved: Bridget Rhodes | Seconded: Api Williams | CARRIED

- 2.3. Health & Safety
Covered in Principal's Report

Moved: Bridget Rhodes | Seconded: Api Williams | CARRIED

- 2.4. Trustees Report

- 2.4.1. Student

Tia & Sam tabled their verbal report

Mental Health project, not achievable due to COVID-19 and availability of the Hall and where to put people. Tia will pass this work onto the next Board Student Representatives. It would be useful if the Board could encourage the next students to run this as the speakers are really interested in doing this next year. Tia is still happy to externally support the new Student Representatives. They are going to try and do a fundraiser in Mental Health Awareness week.

Sam, Tia and Jordan were invited to join a project with all the Head Students of Wellington schools to try and organise a march on Parliament for Mental Health, expressing their interest in being a part of it. The overture was rejected, and they were advised that there was nothing that Onslow could offer, but that they were welcome to come. The event is not well organised and the student representatives advised they were not comfortable attending the event.

Sheena reiterated that the work the student representatives have done this year was excellent, and that they should pat themselves on the back.

Action – Sheena to prepare a message for the Bulletin. Tia and Sam to work with Sheena on it.

2.4.2. Staff

Hilary tabled her verbal report. The main thing of interest was the School Visits and how different Schools have approached their new builds. Whilst some were asking why the college was doing this, a surprising number of staff are interested in the future opportunities for staff to visit schools, and the opportunity for staff from other schools to come in and talk to departments. Bridget suggested that we send out the link that the Architects sent through to give staff some ideas.

2.4.3. Whanau

Api tabled his verbal report

There is a whānau hui scheduled for this Thursday. We will be discussing the building project and the Strategic plans that we are consultation on with the iwi. Api will be attending.

2.3. Subcommittees

2.3.1. Resourcing

Bridget advised that we have projected end of year surplus of \$184k, which is our prepayment of International fees. Some of that will need to be refunded which will impact our forecasting. We are still unclear on where we are at with the International Students. Still waiting for COVID-19 expenses to come through.

Moved: Michelle Rush | CARRIED

2.3.1. Property Report

Michelle expressed concern with the process for the property project with the Ministry. We are losing months that we should not have lost, and She observed that as a Board we may need to

take more direct action and raise this politically. Sheena and Michelle met with Greg O'Connor last week, and Sheena advised that she was aware of some parents writing letters to politicians. It was suggested that we should put a subcommittee together to work on the above rather than dealing as adhoc after we have heard back from Greg O'Connor.

Motion

That the Resourcing and Property report is accepted.

2.3.2. Community

Sheena attended the meeting and they are working on contacting the Student Council to ask what they would like the money that is being donated to the PTA to be spent on. They are looking at the way the year 9 tea might operate. They are wanting to run an information evening for parents. They gave feedback on the Open evening and how that ran.

Policy

- Exit Interview Policy

The draft was tabled. As it had not been discussed fully by the Policy Committee it was agreed to delay consideration of it until after it had been further considered at the next Policy Committee meeting.

3. General Business

There is no General Business

4. In-Committee

The meeting moved In-committee at 9:14 pm

The Board moved out of Committee at 9:34 pm

3. Communication with Community

- **Presentation from Peter Chapman (Careers)**
 - **Sharing stories on students with different pathways**
- **Thank Tia and Sam**
- **Callum McKenzie – Master Plan concepts going to Ministry**
- **More money into counselling**

There being no other business, the meeting closed at 9:38 pm

Approved as a true and correct record:

Signed:  Date: 03/11/2020