

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 7th AUGUST 2017 AT 5:45PM**

Present: Mike Doogan (Chair), Don Carson, Peter Leggat, Vijay Chand, Rachel Parsons, Sue Barker, Michelle Rush, Bridget Rhodes

In attendance: Sherie Pointon (Minute Secretary), Terry Fenn (LAL Science)

Apologies:

Welcome: Mike welcomed everyone to the Board meeting, and particularly welcome to Terry Fenn as LAL Science.

Leading the Learning:

Terry spoke about the positives of the Learning Area. These included, very stable staffing, large flow on of student numbers from Junior school to Seniors. Lucky to have the collegiality of the Learning Area having the workroom. The Space and Science Festival is a huge positive for the Learning Area. Not only is it an excellent event, and a great promotional tool for the school, it also generates income for the school which is then put into use for the programmes including IYPT. Science Conference another highlight, Terry convened and a number of staff attended.

The Māori and Pasifika students as priority learners for 2017 for example sending Year 11 students to the University of Waikato Māori programme Whakapiki Aki. Also we have students undertaking the dual pathways through Whitireia/Weltec.

Terry then moved onto the challenges for the area. There is the ongoing issue of comprising the pedagogy and good teaching to “teach to the exams”. With the large number of juniors and the coming cohorts there are rooming implications for the Learning Area.

These included the assessments/pedagogy. There are also extensive issues with the Health and Safety requirements. The LA has been through a risk assessment process with a tool RISKASSESS <https://www.riskassess.co.nz/> which will enable the merging resource-ordering and risk identification and mitigation processes on a day to day basis. A staff member has indicated he is interested in the Lab Manager role. There are considerations about the Lab Manager role across the other LAs, particularly Art and Technology.

The Learning Area would like to have time to have the fluency in using technology (BYOD), the younger teachers are “flying” and would be great to have the space to learn from them. Units are being developed on OneNote and these are being shared.

The implications for the school and students on the Health and Safety Act has meant that lock off valves on all gas, no chemicals, including longer experiments being left out.

Workload also continues to be an issue for the Learning Area. The credit load has been reduced, but there are still additional workload for the reassessment process.

Mike offered to Terry to consider if there is any help needed with funding any of the initiatives like the Young Physicists.

Mike thanked Terry for the quality of her report and for attending the meeting.

Terry left the meeting at 6:19.

Conflict of Interest: none

Minutes:

The minutes of the meeting held on 19 June 2017 were confirmed as being a true and accurate record of the meeting.

Moved: M. Doogan Seconded: V. Chand CARRIED

Matters arising: items are on the agenda

Correspondence:

Peter went through the correspondence file.

The Correspondence was noted.

Items discussed:

Inwards

- The Board discussed the Operational Grant changes that are being proposed with the “scrapping” of the Decile system. The Board would like to seek more clarity from the Ministry for the how and what of the funding system.
- Request for Maternity Leave from Rachael Dalley
- Request for Study Leave Support from Sandra Gillies

Motion

Move that Rachael Dalley’s request for Maternity Leave be approved.

Moved: P. Leggat Seconded: M. Doogan CARRIED

Move that Sandra Gillies request for support to apply for Study Leave in 2018 be approved.

Moved: P. Leggat Seconded: M. Rush CARRIED

Motion

Move that the correspondence be accepted.

Moved: P. Leggat Seconded: B. Rhodes CARRIED

Health and Safety

As part of the Principal’s report included the Health and Safety section.

Reports

Principal’s Report: Reference: Principal’s Report August 2017.

The Principal’s report was noted.

The Senior Parent Teacher Conferences were held last week, as always these are a good event.

Digital Technology curriculum changes. Peter is attending the roadshow this week. Peter will share information at the next Board meeting.

Motion

Move that the Strategic Plan be adopted for consultation with the community.

Moved: D. Carson Seconded: M. Doogan CARRIED

Maths and English LALs will report back at the next Board meeting.

Peter is currently reviewing the functions of the Sports Office and the appointment of a new Director of Sport.

The Board noted the Health and Safety register risk assessment.

The Board noted the Surrender and Retention guidelines.

ERO Visit

Peter spoke to the Position Paper for the ERO visit. Peter expressed his concern that as a school we may not be meeting the needs for Maori students.

The Board agreed to “front foot” with ERO about our journey with Maori and Pasifika students.

The Board noted the times that the ERO Review Officers would be looking for input from the Board.

Motion

Moved that the Principal's report be accepted

Moved: P. Leggat Seconded: B. Rhodes CARRIED

Trustees:**Student Trustee:**

Celebration of Success planning underway. Looking at Week Four.

There has been an issue with student groups using the crest rather than using the school logo.

Messaging about the requirements for using the logo.

The Year 13s are looking to establish a peer tutoring group.

Ako time has received mixed feedback, appreciation of the intent, but there is some resistance from the senior students to a change, they can see the purpose but would have been better engaged from the start of College.

Staff Trustees:

Rachel updated the Board on the Ako programme.

Will be seeking feedback from students on the programme, what could be added.

Whanau:

A hui will be held at the next week.

Resourcing: Reference: Finance Report to June 2017.

The Board noted the contents of the Finance Report.

Finances are tracking to budget, *Don expressed a concern that there is less comparability with previous years.*

Moved that the financial statements are received.

Moved: D. Carson Seconded: M. Doogan CARRIED

Property:

The update on the property including the elevator project.

The Board acknowledge the superb way that the students have just got on with it.

Policy:

The Board noted that the next meeting of the Policy Committee is the 24 July.

Foundation:

A meeting of the Foundation is scheduled for Wednesday 16th August.

Community:

Peter attended the PTA meeting. Good numbers of attendees at the meeting.

The PTA have set up a Facebook page. The Board thank the PTA for the report and the initiative. The Board checked that there were protocols around comments and posts.

General Business:

Northern Suburbs Chairs Group

Mike attended this meeting, which had a presentation from Di Drake, Ministry of Education on the Communities of Learning.

Another meeting will be called with the Board Chairs and Principals next month.

Michelle suggested that the group could approach the Ministry to say this is our Decile 10 set up, what can you fund us as a case study.

In-Committee:

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

Move into In-Committee at 8:01pm

Moved: M. Doogan Seconded: S. Barker CARRIED

Moved: M. Doogan Seconded: R. Parsons

Suspension still going well, continuing to be monitored

Performance Review – underway.

Meet with Exec next week, review completed by the end of next week.

Move out of In-Committee at 8:04pm

Moved: M. Doogan Seconded: B. Rhodes CARRIED

There being no further business the meeting closed at 8.05pm.

Signed: Date:

Chair

Next Meetings:

Board meeting – Monday 11 September 2017 5.30pm

Resourcing – Monday 4 September 2017 5.30pm

Policy meeting – Monday 18 September 2017 5.30pm