

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD AT ONSLOW COLLEGE 15 March 2021 AT 5:30PM

**Present:** Sheena Millar, Michelle Rush (Chair), Bridget Rhodes, Hilary Smith, Alex MacCreadie, Api Williams, Mark Patchett, Tony Huang, Sophie Crozier

**Apologies:** Sally Robinson, Sudesh Lourdes

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

**Guest:** Warren Henderson, Janet Glenn, Misbah Sadat, Penny Kinsella

### Warren Henderson

**Strategic Goal** – To collaboratively design an innovative curriculum that supports equitable learning pathways.

**Annual goal:** Develop a consistent equitable approach for reporting through the learning program.

We have been corresponding with PCSchool and we met with them via a zoom meeting. They advised that they could make the changes we were seeking. The process will take 2 months and will cost \$6000.00. PCSchool also advised there is an automation frequency that can be set to enable parents to be notified when a new comment has been put into the learning program. An email has gone out to whānau today with informing parents that we were looking into this function.

*The Board agreed to proceed with this update and approved the cost.*

**Annual Goal:** Investigate the development of an equitable junior curriculum.

SLT are currently reviewing and updating documentation to send out to learning area leaders regarding this.

### Janet Glenn

**Strategic Goal:** To create positive opportunities for Māori and all ākonga to be biculturally confident citizens; honor Te Tiriti o Waitangi.

**Annual Goal:** Accelerate improvement for Māori Learners using the Learning Conversation Tool

Learning Area Leaders have arranged times for teachers in their area to observe another staff member's class using the Learning Conversation Tool. This observation tool enables a staff member to talk to the teacher in an objective way about what they are seeing. Social Sciences, Māori, English, and Science learning areas are currently booking in times. The other departments are booking times with Poutama pounamu before they start this observation process.

**Annual Goal:** Further develop staff conscientisation through professional learning opportunities.

Piripi Prendergast updated the school on the launch by a group of 72 Iwi of a demand for an end to streaming.

A new blended learning group have been at Mana Marae and we have had 16 staff join up. SLT are going to lead the program offered by Poutama Pounamu (Blended Learning) with learning area leaders.

### **Penny Kinsella**

**Strategic Goal:** Wellbeing – To ensure that all aspects of our ākongā (staff and students) wellbeing are supported so that they can grow and thrive.

**Annual Goal:** Student Wellbeing – Penny raised a question around the student survey as it will be hard to do via an Ako class as it takes 45 minutes to complete. Penny sought approval from the Board to see if we could do a rolling survey during class time. This was given.

It was suggested that an email be sent out to whānau advising this wellbeing survey will be happening during class time, and for parents to let their student/s know.

Board Student Representatives will also send some communication out to the student body about the survey.

**Action** – Penny to liaise with Student Representatives to get communication out to the students.

**Action** – Penny to put a script together for teachers regarding why we are doing the survey, how the information will it be used etc, and to organise an information session for staff.

### **Misbah Sadat**

**Strategic Goal:** To collaboratively design an innovative curriculum that supports equitable learning pathways.

**Annual Goal:** To develop a tool to track the progression of student achievement.

There is a concern around how mark books are set up and how they are being used and we are in the process of looking into this. Mark books are re the areas in PCSchool where Teachers record their marks.

### **Sheena Millar**

**Property Goal** – To create a physical environment that enhances the Onslow Way and nurtures ākongā (students and staff)

There was a discussion around the spaces that we have made available for students i.e., room 51, and the addition of kitchenette facilities and seating, e.g in the link foyer and Café Sheena conveyed that the students have treated the spaces with respect, and it appears to be working well, and this was echoed by the Student representatives.

Michelle asked about the STEM achievement data that was to be shared with the Learning Area Leaders. Sheena confirmed that the conversations have started occurring within the departments, including links to data tracking in the junior school.

Tony mentioned that there is a culture that you only continue with science subjects if you are good at science. It seems more acceptable choose other subjects perceived as easier.

**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

Actions from Meeting		
Action	Person Responsible	Status
The Board suggested that Sophie and Tony work with the students attending the first meeting to discuss the change from Student Council to Student Association to ensure that we do not change the name again next year as we do not want a new name every year.	Sophie and Tony	
Tony and Sophie to write some guidelines for management of the Instagram account and bring it back to the Board to review.	Tony and Sophie	
Bridget to send an email on behalf of Property Group to Stephen Cross to follow up on when the next meeting will be scheduled.	Bridget Rhodes	
EOTC – Random Checking for procedures (add to next months Meeting)?	TBC	
Schedule Interrogation from Board of Health and Safety Manual	Warren Henderson	Alex MacCreadie is working with Warren Henderson and will report back to the Policy meeting.
Sheena to share Tony and Sophie’s details with the PTA.	Sheena Millar	Complete

To add all the policy meetings, BOT Meetings to the Calendar	Katrina Brell	Complete
Sheena and Katrina to work with PTA to arrange a time to have a parent evening around Vision and Values	Sheena / Katrina	Sent email to PTA to ask for dates still pending reply.
<b>Actions from Previous Meetings</b>		
The Board would like Warren to check with PCSchool if they can report on how much of the Learning Program is being seen by parents in the portal.	Warren Henderson	See Correspondence section Completed
The Board would like you to clearly communicate with the community soon on when parents can expect the results to be loaded in the learning program and how to get to the portal.	Warren Henderson	Document outlining learning program and timeline is ready to go out to the community. Completed
Sally Robinson to send through information to Penny for examples of resources companies are using for wellbeing.	Sally Robinson	In Progress
Guidance will provide data through the new program that we are using called Noted to the Board at the end of the year.	Guidance Team	Report back at the end of the year. In Progress
The Board asked Student Reps to advise on what administrative support they needed to support the new set up of the council.	Sophie & Tony	
Tony and Sophie to review the notes from meeting held in January around the communication plan.	Sophie & Tony	Send the email back to the Student Reps
Sheena to look to set up a meeting with Sarah Connor (Communications) with the Student Reps.	Sheena Millar	Complete
Identify how the health and safety manual can be shared to the Board of Trustees for this meeting.	Sheena Millar	Sent out to Board as an Attachment Complete.

### **Motion**

*The minutes of the meeting held on 15 February 2021 were confirmed and as being true and accurate record of the meeting.*

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

### **Matters arising**

#### 1.4. Correspondence

Cricket funding grants for Pelorus Trust, Infinity Foundation and NZCT

*The Board agreed that this Grant application be approved.*

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

Information regarding Parents accessing the Portal.

*The Board would like to see the report/data after the learning conferences are reported to the Board.*

## **2. Reports and reviews**

### **2.1. Principal's report**

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

There was a discussion around the timetable presented in the report for if we went to Level 3 & Level 4 for Covid. This timetable was put in the report on the chance we went back into lockdown. Sheena conveyed that we would change the timetable to shorter contact times and have a block that enabled teachers to touch base with students daily.

There were discussions around how many standdowns we have had in the last few weeks; some new students have arrived, behaviour that has happened outside of school has been brought into school. We have got support in place for the students who are returning into School after being stood down. We have had the police involved in some of the cases.

Mark asked a question about attendance, in light of the disruptions of last year with COVID-19. Sheena conveyed that our attendance data has been steady. There are higher absence levels among seniors, and we have had a few away due to anxiety among those students who find it a lot easier working at home rather than coming into school.

In regards the fires in the school recently, Sheen advised that the school had contact with Stephen Cross who has sought advice from Callum McKenzie on how the fire alarms can be improved. There are two matters of concern: there is a lack of sound on Table Mountain, and alarms need to be manually set off up there. The current fire alarm covers are glass not plastic which resulted in a student getting cut from breaking the glass when raising the alarm. The student that started the fire has been identified and we are working with the Fire Department for the student to engage with their fire safety program as a next step.

### **Motion**

*That the Principal's report is accepted*

**Moved: Michelle Rush: | CARRIED**

### **2.3. Health & Safety**

Covered in Principal's Report

### **2.4. Trustees Report**

#### 2.4.1. Student

Tony presented students verbal

36 Applications were received from students who would like to have a role on the student association, the new body that will replace what has been previously referred to as the student council. There are even numbers seeking a role in the different committees being proposed. There are four subcommittees and one general committee. These sub committees include the cultural committee, events committee, property committee and sports committee. Most of those putting their names forward were from the senior school, but we do have students representing every year group, gender, and ethnicity. It was suggested that the student representatives could co-opt later in the year. Student representatives intend to go to Te Ara Maui to try and get some more applicants. Board members asked why the change from a council to a student association? The student representatives' view was that you have an opportunity to provide a pathway for change. Bridget suggested that representatives look at having some Year 9 Students in the property committee, so they are onboard for the five years.

**Action** – The Board suggested that Sophie and Tony work with the students attending the first meeting to discuss the change from Student Council to Student Association to ensure that we do not change the name again next year as we do not want a new name every year.

It was suggested that the Student Reps approach Mr. Neilson to give a pathway for a Learning Support Representative to join the group.

The student representatives are keen to take up the offer of additional support from staff to join association committee meetings: it was suggested that this corresponds to their area of interest, e.g. Kylie Summers (Sport), Sheena Millar (Property), Craig McWilliam (Property) etc. It was also suggested that the Student Representatives speak to the Staff on their ideas and see which other staff members would like to support the Association.

Student representatives have met with Sarah Connor (Communications) and talked about using the student representative Instagram for students: being representatives of the Board, student representatives are elected by the students first and their view is that the best way for students to relate and trust their representatives is if they communicate with them on a student level. but we feel it would be better if there was a School staff/students Instagram page.

There was a discussion around the incident that happened the following week regarding an Instagram post related to the fire shared by the Student Reps Sheena conveyed that it was very difficult as we had parents call in regarding it and their feelings about it, but the school did not know what was posted. She sought that there was a clear understanding about the purpose of the Instagram account, and how it was used, including having a system for taking inappropriate comments down straight away. She conveyed that she had heard there were some past students

on the page. Students representatives commented that most people on the student representative page are current Onslow College students.

The Board advised that we do need to be careful as items posted on social media can find their way into the press. Bridget raised that anything that is posted on the Instagram account is representing the Board and perhaps should be approved by the Board before it is posted.

*It was agreed as a Board that we do need to have some oversight over the page from the Board.*

**Action** - Tony and Sophie to write some guidelines for management of the Instagram account and bring it back to the Board to review.

Michelle conveyed that for the run of the mill stuff that it is OK to post but that other matters, e.g. if they want to comment on incidents, they seek her review.

Spotify can now be accessed by students at school.

Bathrooms – will there be more bathrooms that are accessible? Another shipping container for toilet will be asked for through the Ministry when we have a clear guideline of how long it will take for the toilets to be repaired.

#### 2.4.2. Staff

Hilary tabled her verbal report.

There has been positive feedback on the Year 9 Camp. Staff have been very happy and positive. There have been more incidents than usual, and some staff have been unsure on how to deal with these. Hilary has spoken with Sheena who has said we will do some de-escalation training for staff.

#### 2.4.3. Whanau

Api tabled the whānau report.

**Moved: Tony Huang | Seconded: Sophie Crozier | CARRIED**

### 2.3. Subcommittees

#### 2.3.1. Resourcing

Draft accounts were sent out prior to the meeting. Bridget ran us through the accounts. There are funds held for capital works, since this has come out the Ministry have paid some of them. The February accounts will follow in a few weeks.

**Motion**

*That the capital budget be approved.*

**Moved: Sophie Crozier | Seconded: Api Williams | CARRIED**

2.3.1. Property Report

An update on progress was discussed.

**Action** – Bridget to send an email on behalf of Property Group to Stephen Cross to follow up on when the next meeting will be scheduled.

**Moved: Hilary Smith | Seconded: Michelle Rush | CARRIED**

2.3.2. Policy

There has not been a meeting this year.

2.3.3. Community

**PTA AGM Meeting** – They are keen to run an event with the Board where we can invite whanau in for an information evening on the Strategic Plan and Goals.

**Action** – Sheena and Katrina to work with PTA to arrange a time.

The PTA have some funds that were raised for the seating for the Hall. It has been suggested that we could use this to replace the seating in the Art Centre.

**Action** – Sheena to share Tony and Sophie’s details with the PTA.

**3. General Business**

(i) Calendar

**Action** – To add all the policy meetings, BOT Meetings to the Calendar

(ii) Board Self-Review

**Action** – Add to next month’s meeting.

(iii) Health & Safety – Schedule Interrogation from Board of Health and Safety Manual

Do we need more information around the Violence at Workplace Procedure?

*Refer the Health & Safety Manual back to the Policy Committee to review.*

**Action** - EOTC – Random Checking for procedures (add to next months Meeting)



4. **In-Committee**

There were no In-committee items.

3. **Communication with Community**

- **Learning Program** – Email that Warren sent out.
- **Property Report** – Regarding Paths and property report
- **Student Association** – The student association is made up of four subcommittees and one general committee. These sub committees include the cultural committee, events committee, property committee and sports committee. Students can join as many committees as they wish, sign up close March 23<sup>rd</sup>.
- **Meeting with PTA/Board/ SLT** – Q&A session with Whanau for vision, goals

There being no other business, the meeting closed at 9.02pm

Approved as a true and correct record:

Signed: .....  ..... Date: 17/03/2021 .....