

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD AT THE COLLEGE 4 November 2019 AT 5:30PM

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

Apologies:

In attendance: Katrina Brell (Board Secretary)

Welcome

1. Meeting Administration

- 1.1. Disclosure of conflict of Interest
No conflicts of Interest
- 1.2. Additions to the Agenda
General Business – Sudesh Algorithm
- 1.3. Minutes and Matters arising

Motion

The minutes of the meeting held on 9 September 2019 were confirmed as being a true and accurate record of the meeting

Moved: | Seconded: | CARRIED

That the Board formally co-opt Sam Grantham until the next student election in 2020

Moved: Michelle Rush

1.4. Correspondence

1.4.1. Daniel Guppy – Resignation

The Board accepts Daniel's resignation and wishes to acknowledge his service and thank him

1.4.2. Sarah Ngan Kee – Resignation

The Board accepts Sarah's resignation and wishes to acknowledge her service and thank her

1.4.3. Regan O'Neill – Resignation

The Board accepts Regan's resignation and wishes to acknowledge his service and thank him

Moved: Api Williams | Seconded: Sudesh Lourdes | CARRIED

2. Reports and reviews

2.1. Principal's report

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

NAG1: PCSchool reporting and tracking students remains an area which requires development. We are visiting Selwyn College as a follow up from the conference as we are currently underutilising the tool. Since the conference we have moved all our relief to PCSchool and we are using it more in tracking and for eforms. We are looking to purchase a Timetable program to help with timetabling. We are sending Debs Fairbrother (Tracking), Diana Bradley (Tracking & System), Tina Manker, Kent Hogan (HOD Science), Jody Plummer (HOD Social Science) and Janet Glen (DP) to Selwyn. Our current expectation for all departments using it for reporting, will be 2020 as the Transition year and for this to become Business As Usual in 2021.

The Board would like to get feedback from the group on how the visit to Selwyn College goes. Sheena to invite Janet Glenn to the next meeting. It was also agreed to keep the Board updated quarterly next year on the progress being made in each learning area and how they are transitioning to full use of PCSchools for reporting.

NAG2: Mary Chamberlain spoke to LAL, Students and Teachers to gain feedback on the Senior Leadership Team. One thing that was pointed out was around communication. We received good feedback around cultural sustainability. Some comments were raised around Ako which we are working on.

Kahui Ako – The northern schools cluster has decided they would like two Principals to work together in the leadership role for the Kahui Ako. All the schools are taking it to their Boards.

NAG 5: Learn to Row Incident – Penny Kinsella put a report together and presented it to the rowing committee and to any interested parents last Tuesday night. The rowing committee have come back to request a further meeting. Once the final report has been completed Sheena will bring it back to the Board for review.

Strategic plan review. This was discussed, and it was agreed we needed to discuss how we would like to approach this with the school community in 2020.

Action - Schedule an early Board and SLT workshop in late January 2020 to review/complete the strategic plan, vision & mission.

Action – Sheena to invite Janet Glenn to the next Board meeting to give feedback on Selwyn College visit.

Motion

That the Principal's report is accepted

Moved: Bridget Rhodes | Seconded: Alex MacCreadie | CARRIED

2.3. Trustees Report

2.3.1. Student

Dan & Bianca tabled their verbal report

All end of Year 13 events have happened. There has been great feedback on how the day went. The seniors put cardboard up on the windows in the Student Centre and had a rave, Soda Pong and had a water fight. Celebration of Success went well and was a great night. The rest of the Board members thanked Dan and Bianca for their service to the Board and wished them well for exams and the future.

Action – Katrina to look to make sure Tia and Sam are set up on NZSTA for Board Rep

2.3.2. Staff 1:12

Hilary tabled her report

Staff are expressing a lot of concern around the building on what is happening and what isn't happening. We have just completed the PPTA Staff Workload survey. There is concern from staff around the workload.

Action – Look to include the Cyber Safety policy to ensure we have a policy for data going to the cloud.

Motion

That the staff report is accepted

Moved: Bridget Rhodes | Seconded: Sudesh Lourdes | CARRIED

2.3.3. Whanau

Api tabled his report

Api presented options for Karakia to the Board and recommended a preference. It was agreed we would open and close our Board meetings with the selected Karakia.

Motion

That the Whanau report is accepted

Moved: Hilary Smith | Seconded: Sheena Millar | CARRIED

2.4. Subcommittees

2.4.1. Resourcing

Bridget advised everything is going well.

The matter of the broken tractor was brought up and it was advised that we are also looking at comparative price on contracting the mowing out.

The Board has approved for ICT Review with Torque IP - System update & Web page

Moved: Bridget Rhodes | Seconded: Michelle Rush | CARRIED

Motion

That the Resourcing report is accepted.

Moved: Mark Patchett | Seconded: Hilary Smith | CARRIED

2.4.2. Property

Mark tabled his report

School entrance improvements: Mark tabled the costings provided, and advised that Nicky Patete is going to get her own contracts to also cost up the front of the school as a comparison.

It was raised that it was unclear from the costings whether the consent costs had been included. Mark to follow up with Nicky around consent.

The Board has agreed that it needs a bit more work and are happy with the ballpark, but we would like to see the final.

Mark to work with Nicky to break down the costs as it relates to the picture of the planned work that was given to show more information.

Wider property revamp: Phase 1 – We are waiting for them to have a meeting to work out the staging.

Phase 2 – Sheena met with Duncan and Trudy – since we can't bring on relockables the Ministry is looking at refurbishing as an interim

Phase 2 of minor works is not minor and likely to give rise to significant issues.

Phase 1 – Business case (Table Mountain)

There is concern that we have phases where it should be one overall business case.

The Board has agreed that we need to support the property committee to ensure we can push this and apply the pressure. We need a single business plan and then a plan in place for Table Mountain. We are seeking a Comprehensive all of school plan, a clear timeline, and to see that work started in 2020. We don't want any more reports.

- Letter to finish off to hand to the Ministry at the meeting on Friday to advise we are going to the Ombudsman.
- Sam Grantham to join the property committee. Also to be included the Property Meeting
- There will be some cost involved with Paula coming in to consult as our advocate
- Look to have the Board to come in and meet with staff at briefing Monday 18th November to let staff know about what is happening with property

Action – Mark to follow up with Nicky around consent for front of school

Action - Board members to come along on Monday 18th to brief staff on property. Sheena to confirm time is 8.15am.

2.4.3. Community

Sheena attended the last PTA meeting. They were busy organising the Celebration of Success.

The Board would like to express our gratitude for all the work they have done for the leaver's assemblies, celebration of Success and sports awards.

Celebration of drinks for the PTA on the last meeting on 25 November at 7:30pm

Board has approved the purchase of alcohol

2.4.4. Policy

Tia to join the Policy committee and attend policy meetings.

We have sent out several policies for review. Policy committee to review our Health and Safety policy against the Tokoroa school policy.

Check NZSTA complaints policy against our policy to ensure if it matches ours.

Action – Sheena to ask Craig about Health and Safety audit was last done.

3. General Business

EOY Dinner – Friday 29th November at The Majestic on Courtney Place.

Algorithm – All Board papers

4. In-Committee

The meeting moved In-committee at 8:43pm

The Board moved out of Committee at 8:55pm

3. Communication with Community

- Welcome to the two new student representatives and thank Bianca and Dan
- New Karakia
- Talking about property and there are actions under way and that we will keep you posted
- Signal the charter review and that we are looking at the vision, mission and Onslow way and we will be starting consultation next year with the school community.

There being no other business, the meeting closed at 9:00pm

Approved as a true and correct record:

Signed:  Date: 2/12/20

Action	Owner/Update
4 November 2019	
Look to schedule an early Board workshop late January with the SLT to review/complete strategic plan, vision & mission.	Sheena/Katrina - completed
Sheena to invite Janet Glenn to the next Board meeting to give feedback on Selwyn College visit.	Sheena
Katrina to look to make sure Tia and Sam are set up on NZSTA for Board Rep	Katrina - Complete
Look to include the Cyber Safety policy to ensure we have a policy for data going to the cloud.	Policy Sub-Committee

Board members to come along on Monday 18 th to brief staff on property. Sheena to confirm time is 8.15am.	All – completed – Mark and Bridget attended Sheena - completed
Sheena to ask Craig about Health and Safety audit was last done	Sheena
Mark to follow up with Nicky around consent for front of school	Mark