

**MINUTES OF A MEETING OF THE
ONSLOW COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 1 APRIL 2019 AT 5.45 PM**

Present: Michelle Rush (Chair), Mark Patchett, Bridget Rhodes, Api Williams, Sheena Millar,
Dan Harward Jones (from 6.12pm), Phil Moir, Mike Doogan

Apologies: Bianca Ellis

In attendance: Katrina Brell (Minute Secretary)

Welcome

1. Meeting Administration

1.1 Further Agenda Items

No further Items

1.2 Disclosure of Conflicts of Interest

No conflicts

1.3 Minutes and Matters Arising

Motion

The minutes of the meeting held on 4 March 2019 were confirmed as being a true and accurate record of the meeting.

Moved: Bridget Rhodes | Seconded: Michelle Rush | CARRIED

a) Easter Morning Tea

It was motioned that the Board would put on an Easter Morning Tea for staff April 11 at 10.45am. Board Representation – Michelle and Mark to attend.

Moved: Api Williams | Seconded: Mark Patchett | CARRIED

b) Board Workshop

It was motioned that in lieu of paying for John Russell and Claire O'Fee for the facilitation of the Board Workshop on 23 March, the Board would donate a Koha to the Wellington Free Ambulance, the charity of choice for John Russell. It was agreed to donate \$400 for John's time and \$200 for Claire's time, a total of \$600.

Moved: Mark Patchett | Seconded: Api Williams | CARRIED

c) Emergency Evacuation

A question was asked as to whether the school has put in place a secondary emergency evacuation plan after discussions held at the previous meeting. Sheena advised the bottom field is our secondary emergency evacuation and we are waiting for the Lockdown review report initiated after Christchurch to come out from the Ministry. It was decided not to do a practice at interval or lunchtime as the school has been advised not to do it too quickly after what has happened in Christchurch.

The possibility of a push service for students in the case of an emergency to communicate with the students was discussed and endorsed; the school does have a push service out to staff.

Early in Term 4 there will be an evacuation scenario where students are split into two groups; one group, is for students where the school has permission from their parents that they can be released versus the second group where the school does not have permission from parents for the students to leave. This will be a good test and a chance to get permission details updated for students and whanau.

As part of the Health & Safety, policies it was agreed that the school send information to parents about emergency evacuations.

Action - Sheena to bring proposed lock down procedure revisions to the Board once the report from the Ministry of Education has been received and analysed.

1.4 Correspondence

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

1.4.1 Antipodeans

It was agreed by the Board that we would support the Antipodeans Expedition 2020 trip proposal to the next stage.

Moved: Bridget Rhodes | Seconded: Phil Moir | CARRIED

1.4.2 Resignation

Rosie Kirkpatrick (Director of Sport)

Her Resignation was tabled, The Board is sorry to see Rosie go; we wish Rosie all the best and thank Rosie for her excellent service in the time that she has been here.

Motion:

The Board accepts the correspondence

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

2. Reports and Reviews

2.1 Principal's Report

Strategic Plan Signoff by the Board

The revised Strategic Plan was tabled and accepted.

Motion:

That the Strategic Plan be accepted subject to the last exclusions

Moved: Mark Patchett | Seconded: Mike Doogan | CARRIED

The Onslow Way - Survey

Sheena presented "The Onslow Way" Survey. The survey results were presented to the student council and are being presented at the Whanau Hui.

It was discussed and agreed that the results be shared with Staff, Whanau and Students. A consultation for the Strategic Charter/Plan for next year will follow.

Action – *Sheena to put a paragraph in the bulletin to thank people for participating and include the next steps around what will happen with the results.*

Vietnam Marketing Report 2019

The Board accepts the Vietnam report

Risk Assessment Register

Some new computers purchased are not compatible with the school's current data projectors. Some staff have had to go back to their old computers. Sheena is currently liaising with staff and consolidating a list of where we have issues with technology so we can address. We have also been investigating and trialling portable TV options instead of projectors.

Motion:

That the Principal's report be accepted

Moved: Api Williams | Seconded: Bridget Rhodes | CARRIED

2.3 Trustees Report

2.3 (i) *Staff Report*

Phil presented his report on 'Blue Sky' property recommendations from Staff. The main staff concern is the condition of the classrooms on Table Mountain. It was agreed by the Board to get a Health and Safety assessment done for the classrooms on Table Mountain to assess whether there are moisture issues. This will enable the school to provide evidence for the Ministry should this be the case, and ensure temporary measures can be put in place.

The Strike action has been postponed and there has not been a new date set yet.

Actions

- *Sheena to find out from the Ministry on how they would like the property wish list to be reported back to them*
- *Phil to look to get photos taken of areas around the school where we have concerns e.g. The back Entrance*
- *Sheena to get an update from the Ministry on where we are at with the urgent concerns and the business plan and next steps.*

Motion:

That the Staff report be accepted

Moved: Mike Doogan | Seconded: Phil Moir | CARRIED

2.3 (ii) *Whanau Report*

Api tabled his report, and advised that the Whanau Hui is on Wednesday 4 April at 5:30pm in the staffroom. Michelle gave her apologies for this as she has a clash.

Performance Costumes – The first one has come through and we are using it for the Prospectus shoot. The pupui are still a few months away from completion. They suppliers have said they would try and have them ready for the performance in September.

Motion:

The Whanau report be accepted.

Moved: Mike Doogan | Seconded: Phil Moir | CARRIED

2.3 (iii) *Student Report*

School production Guys & Dolls is underway with rehearsals. Summer Tournament produced some great results. The Debating teams are doing extremely well. Clubs expo showcased a great number of clubs. We have had a regular student council meeting which has been great.

Concerns were raised that Student council is a used as feedback mechanism rather than a means for student voice when changes and initiatives are being set up. Where is the student voice with the development and changes within Onslow? It was agreed that this is something the school leaders and staff need to look at.

Motion:

The Student report be accepted.

Moved: Mike Doogan | Seconded: Phil Moir | CARRIED

2.4 Sub Committees

2.4 (i) *Resourcing*

Bridget tabled the Report, there was no Resourcing meeting the report was reviewed via email.

Motion

The Resourcing report be accepted

Moved: Bridget Rhodes | Seconded: Mark Patchett | CARRIED

2.4 (ii) *Property*

There has not been a property meeting

2.4 (iii) *Community*

Bridget and Mark attended the PTA AGM Meeting. Concerns had been raised about the planned Ako Conferences at the PTA meeting. Sheena advised that the school has sent out information to all parents through the Bulletin and that in addition, a process is underway to support the Teachers with this new initiative. The school intends to also get feedback from parents once the conferences are completed to

get an idea of how useful the Ako conferences are, in terms of both the content and the time.

2.4 (iii) Policy

A report on the recent Policy Committee meeting was given. The Committee is looking to include smoking and vaping into the Drug Free School Policy 5.6.. The draft will come to the Board later in the year to approve. A Restraint policy is being drafted. The draft Transgender policy is currently being revised and is going to be sent to staff and the student council for final comments. It will be brought back to Board later in the year.

Bianca is continuing to work on the Mental Health Policy for possible inclusion in the Health and Safety policy. She will be working with Sheena to get that finalised.

The Committee is looking to codify Board practices in relation to appointment of two student representatives, and co-option of a Whanau representative: it is proposed that this be written and included in 2.1 Community Partnership policy.

A question was asked about the financial reserves policy and whether the Resources Committee had views on what should be in this. It was agreed this needed to be raised with Craig.

It was noted that the policy schedule is out of date and there are a number that we need to get on top of the list that were under the radar.

Sheena – To follow up with Craig around the Reserves Policy 4.2

Motion

The Property, Community and Policy reports be accepted

Moved: Michelle Rush | Seconded: Mike Doogan CARRIED

3. General Business

3.1 Strategic Plan Signoff

The board signed this in the Principal Report

Education Review Submission Signoff

The Board reviewed the submission and revised amendments, which Michelle amended in the Board meeting, and it was agreed that the revised version would be circulated for any final comments via email before submittal later in the week.

Poaching of sports players– 2.27

After discussions with Rosie it appears Wellington College took a 2nd Ballot that consisted of 10 cricket players. The Board agreed that we would wait and see what happens in this year's

enrolments and if there is a repeat of this, we will raise the issue as a Board with Wellington College.

Election

The Board needs to be ready for this process by early May as Vote counting is 13 June.

Motion:

The Board agreed that we offer Diana Bradley the role of returning officer

Moved: Bridget Rhodes | Seconded: Mark Patchett | CARRIED

NZTA Mini Conference

Questions were asked as to what the conference is about. Board of Trustees members were reminded that any of them can attend, and that the school would cover their attendance fees.

Minimum Wage Increase

The increase to the minimum wage was discussed and the question asked as to whether any employees were affected. It was confirmed that the only people who will be affected are the cleaners but we do have contingencies in place in their contract that will cover this.

Domestic Violence Leave

There is a new law effective from the 1 April 2019, where you can take up to 10 days paid leave.

The meeting moved In-committee at 8.37pm

The Board moved out of Committee at 8.50pm

4. Communication to our Community

This week:

- Strategic Plan

Next week:

- Education review submission
- Sheena to summarise the survey and send out next steps

There being no other business the meeting closed at 9:15pm

Approved as a true and correct record:



28/5/2019

Signed: Date: