

**MINUTES OF THE MEETING OF THE
ONSLow BOARD OF TRUSTEE**

HELD AT THE COLLEGE 5 August 2019 AT 5:30PM

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

Apologies:

In attendance: Katrina Brell (Board Secretary)

Guests: 5:30pm - Traumatic Incident Team – talked through what services they offered at the end of Term 2 and ongoing. Mentioned what a great job our Counselling team and Senior Management did during the incident.

6:00pm – Ministry of Education - Network Catchup – Duncan Campion and Kayne Good – they gave us an update on the roll growth in the northern suburbs and what this may mean for Onslow College.

Welcome

1. Meeting Administration

1.1. Disclosure of conflict of Interest

Mark acknowledged potential conflict with the Rowing Grant as his children are thinking about starting rowing.

1.2. Additions to the Agenda

- General Business - Board Protocol
- ICT Review

1.3. Minutes and Matters arising

Motion

The minutes of the meeting held on 6 May 2019 were confirmed as being a true and accurate record of the meeting

Motion

Full names to be added to the Moved/Carried and make corrections

The minutes of the meeting held on 17 June 2019 were confirmed as being a true and accurate record of the meeting

Moved: Michelle Rush | CARRIED

1.4. Correspondence

1.4.1. Hamish McWilliam – Request to go part time for one year

Action – Sheena to write to Hamish and confirm with him around refreshment leave and the Teach NZ scholarship applications as this will be impacted.

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

1.4.2. Resignation

1.4.2.1. Margarita Perez – Last day of work 1 November 2019

1.4.2.2. Derek Neal – Last day at 12 December 2019

1.4.3. Music Department 2020 Project (Proposal)

The Board approves in principle to go onto the planning stage

Moved: Mark Patchett | Seconded: Api Williams | CARRIED

1.4.4. 2020 Classical Studies Field Trip to Greece and Italy

There have been some concerns raised around previous years using an external company for the trip. There were discussions with the Board that we have an all of government travel contract. It was noted that the previous years this trip has happened the Board were not aware that we were using an outside travel arranger, so permission was not granted by the Board. It was agreed by the Board that we should get a breakdown from Orbit so we can do a comparison and is there differences in insurance covers.

Action – To get Craig to do a summary of comparison for costings and insurance

It was agreed by the Board that we will be deferring and to seek decision via email

1.4.5. Onslow College Rowing Club request

It was agreed by the Board to approve the Grant applications

Moved: Sheena Millar | Secondary: Sudesh Lourdes | CARRIED

1.4.6. Resourcing Audit and Review of Attendance Management

There were discussions around fixing our internal processes to have a smoother process and the funding has been reduced due to our timetable changes around Te Reo.

1.4.7. NZSTA – Terms of Settlement

2. Reports and reviews

2.1. Principal's report

The Principal's report was tabled with the following discussions:

NAG 1: Special Assessment Conditions (SAC) – It asked why it is a special assessment. It was explained that they get approved by the Ministry to have their examinations done under special conditions, i.e. more time, reader writer, room by themselves or use a computer. The school applies and the Ministry will approve it. Students are assessed by our Learning support department.

There was a discussion around the “Love Me Not” program and if we are looking to do it this year. After looking at research that came through the guidance network, it was decided it may not be the best program we should be doing. We have applied for “Mates and Dates” and are looking to run it next year for Year 12 and 13.

Action - Sheena to talk to Janet Glenn and see if we can include Year 11 and come back to the board.

Motion

That the Principal’s report is accepted

Moved: Sudesh Lourdes | Seconded: Bridget Rhodes | CARRIED

2.3. Trustees Report

2.3.1. Student

Bianca & Dan tabled their verbal report

The main event was the Production. The student council meeting was held last Thursday, we have been doing the BYOD and AKO check in. AKO has been consistent. BYOD feedback was there is some imbalance on how much is done digitally and manual. There has been more engagement through digital technology and think there needs to be more feedback from students.

Other things that we are focusing on is:

- Student representation policy and what we want it to involve into
- How Students are elected
- Student representation for the LAL and AKO meetings

2.3.2. Staff

Hilary tabled her report

Motion

That the staff report is accepted

Moved: Api Williams | Seconded: Bianca Ellis | CARRIED

2.3.3. Whanau

Api tabled his report

After the Whanau Consultation Hui there has been some discussions around some of the parents to come in on the Teacher Only Day. It was also mentioned that we really need to help to push the upgrade of the look of the school and making it physically more welcoming to our Maori students.

Action – Hilary to reach out to LAL and let them know to reach out to the whanau group

Motion

That the Whanau report is accepted

Moved: Hilary Smith | Seconded: Dan Harward Jones | CARRIED

2.4. Subcommittees

2.4.1. Resourcing

Bridget drew people's attention to some variance matters in the budget and explained each.

NZSTA – Terms of Statement

Bridget explained that the staff that the Ministry pay for, the Ministry pays for those who are in the union pay the lump sum \$1500 and then 3% next year and the year after. For those that we fund we pay the \$1500 and then 3% this year and the year after. The way it works is we pool the staff. We can take for a Board perspective Craig is looking to take the lower paid staff and allocate them into that space, it will mean a 5% increase will be this year on that salary. It was raised that there is bargaining going on now for Teaching Aides, which will result in an increase.

The 2019 Balance Sheet Budget was presented for approval. This was an item that was found to be missing in the audit of our accounts.

Action – Sudesh to email Craig re the Aged Payables - Don Payne Limited, Silicon Systems Limited.

Motion

That the Resourcing report is accepted and approve the 2019 Balance Sheet Budget

Moved: Alex MacCreadie | Seconded: Sudesh Lourdes | CARRIED

2.4.2. Property

Mark gave a verbal report

Linda Kerkmeester (former pupil) is going to work with a couple of her graduate students and do a design for us. The focus is going to be on beautification. There were thoughts around emphasizing the texture in the fence, planting of the Trees. How we can make the front entrance a feature. Nikki has gone away to get a quote on a digital sign. Mark to follow up again with Linda to find out where they are up to. We would hope to have some progress by the end of Term but more likely to be the end of the year.

2.4.3. Community

Sheena attended the PTA meeting; they are currently planning for the events they are organizing

2.4.4. Policy

The Onslow Sex, Gender and Gender Expression Policy

Motion

Approved by the board in principle to updates going through email approval for minor changes

Moved: Dan Harward Jones | Seconded: Hilary Smith | CARRIED

3. General Business

3.1. Policy Updates

3.2. Board Protocol – Alex suggested we open and close the meeting with a Karakia

Motion

The Board agreed for future meetings to open and close with a Karakia

Action – Api to look to produce a Karakia and circulate to the Board

3.3. ICT Review

Engaged in a quote from Torque IT to do an independent audit. It will focus on machines, staff, strategic documents. The board agreed that they are happy to just have a quote only from Torque IT.

4. **In-Committee**

None to table

5. **Communication with Community**

Board Karakia

Endorsing AKO Conferences

Traumatic Incident team

Visit from the Ministry on Property


Progress made on the front of the school

Recognise the effort the staff and students have done with cultural sustainability goal

There being no other business, the meeting closed at 9:05pm

Action	Owner
Write to Hamish McWilliams and confirm with him around refreshment leave and the Teach NZ scholarship applications, as this will be impacted.	Sheena
To get Craig to do a summary of comparison for costings and insurance for the Classics 2020 trip	Craig McWilliam
Talk to Janet Glenn and see if we can include Year 11 in the Mates and Dates sessions and come back to the board.	Sheena
Reach out to LAL and let them know to reach out to the whanau group	Hilary
Email Craig re the Aged Payables - Don Payne Limited, Silicon Systems Limited.	Sudesh
Look to produce a Karakia and circulate to the Board	Api

Approved as a true and correct record:

Signed:  Date: 9-09-2019