

**DRAFT MINUTES OF A MEETING OF THE
ONSLOW COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 3 DECEMBER 2018 AT 5.50 PM**

Present: Michelle Rush (Chair), Rachel Parsons, Mark Patchett, Bridget Rhodes, Mike Doogan, Api Williams, Bianca Ellis, Sheena Millar, Dan Harward Jones (6:15pm)

Apologies:

In attendance: Judy Turner (Minute Secretary)

Guest Speaker: Janet Glenn

Acceleration – Janet Glenn

Janet's paper was tabled. This was a request to the Board for funding an expert analyst to provide data to support identification, and tracking, of priority learners (those at risk of not achieving). This is part of a programme to create a model that supports the teachers to better support these students throughout their time at College. It relates to Strategic Goal 2, pathways for learners and Strategic Goal 3, Cultural Sustainability. Key aspects Janet explained were:

- The programme focuses on those students not accessing learning in the classroom
- About getting students up to speed, empowering them to set their own goals
- A key to it is successfully accessing and tracking data, and turning this information into intelligence
- Aim is to start with year 9 students in 2019
- Led by a dedicated focus group comprising 5 staff (Megan, Kay, Tina, Janet, Thomas)
- The wider programme of work to which this budget request for help with data analysis relates, is already budgeted and timetabled.

Janet's presentation was followed by a robust discussion, including a discussion of the following questions:

- Does the current learning management system already have potential to show red flags within the system?
- What benefit does this additional investment add?

The Board asked that for future requests such as this, a cover note be included, stating what it is that Board approval is being sought for, and in the case of budget matters, the amount sought.

Welcome

Michelle welcomed everyone to the meeting.

1. Meeting Administration

1.1 Further Agenda Items

No further agenda items noted.

1.2 Disclosure of Conflicts of Interest

Noted under Teacher Registration Fees, Sheena and Rachel.

1.3 Minutes and Matters Arising

Motion

The minutes of the meeting held on 29 October 2018 were confirmed as being a true and accurate record of the meeting.

Moved: Mike Doogan | Seconded: Sheena Millar | CARRIED

- 1.3.1 Selection of additional Board member in relation to property. Mike has followed up with Lance Goodwin who has indicated Jed Cosgrove, local Architect may have suitable skills and experience. Mike has had initial contact and Jed expressed interest. Mike to follow up. Michelle to follow up with Alex to thank him for his expression of interest and advise we are looking for someone specifically with property expertise. Api has also conveyed this approach to the Whanau group. The Board discussed the nature of any potential co-option in this way. When we do take action on this co-option it was agreed that it would be for a three year term.

Action: Mike to speak with Jed Cosgrove, Michelle to contact Alex.

Action Items ongoing:

- Michelle to contact NZSTA to clarify election process.
- Foundation Mike and Michelle to follow up and arrange meeting with Sheena.
- Policy committee to review and update smoking & vaping.
- Once meeting dates for 2019 are set Judy to roster members to attend PTA meetings.

All other items actioned.

1.4 Correspondence

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

- 1.4.1 Congratulations to Rachel Parsons on her new appointment.

A number of long term staff leaving at the end of the year. Agreed to acknowledge with a letter to each person. A leavers farewell is scheduled for December 13. This will start with Breakfast at 9:00am, speeches from 9:30am, including some words of thanks for the Board. All Board members welcome.

- 1.4.2 Teacher Registration – A concern about the cost of teacher registration for three years at \$220 was raised in an email from Jenny Blake.

- 1.4.3 Exemption was requested from the Director of International to the alcohol policy to enable the Director to purchase alcohol without prior approval.

- 1.4.6 Cricket Grant to Four Winds Foundation for the Director of Cricket. Sheena to ask for more information in terms of these requests so that we can see the period for which this funding related to. The Board asked that the summary of the funding application it received include what it is for; the amount being sought of the total

required. It also asked that the summary page provided periodically to the Board on grants applied for also includes a column as to whether these have been granted or declined.

Action: Sheena to request further details on the Funding of the Cricket Director in relation to the amount and the period this relates to and a summary of those grants that are approved or declined.

- 1.4.7 Rowing Grant to The Trust Community Foundation and The Lion Foundation for four with sweep riggers (Boat). These boats are expensive and the Board acknowledges that these will be big grants.

All other inwards correspondence received and read.

Outwards correspondence noted.

Motions

- a. *It was resolved that an application be made to the Four Winds Foundation for \$4,925.00 (GST excl) for funding the Onslow College Director of Cricket.*
Moved: Mark Patchett | Seconded: Mike Doogan | CARRIED
- b. *It was resolved that an application be made to the Trust Community Foundation and The Lion Foundation for \$12,000 each for funding a boat.*
Moved: Bridget Rhodes | Seconded: Dan Harward Jones | CARRIED
- c. *The Board accepts the resignations of Naomi Joel, Rachel Parsons, Frank Kane and Michael McCarthy.*
Moved: Michelle Rush Seconded: Bridget Rhodes | CARRIED
- d. *It was resolved that Staff will pay for their teacher registration fees in the interim and keep their receipts until PPTA settlement has come through. If registration is not covered in the collective contract that is agreed, then for the next 12 month period the Board will continue its existing policy of covering staff registration costs, on an installment basis - a 1/3 per year. To be revisited at the end of Term 1 to see where PPTA settlement is at.*
Moved: Bridget Rhodes Seconded: Michelle Rush | CARRIED
- e. *The Board will approve alcohol purchase in this manner on a yearly basis. A letter to be written confirming this, including that it is approval for reasonable and responsible alcohol purchase in relation to International business conducted on behalf of the International Department.*
Moved: Michelle Rush Seconded: Mike Doogan | CARRIED
- f. *Approval was given for the annual exchange to Yamamura proposed for September/October 2019.*

2. Reports and Reviews

2.1 Health and Safety

The risk register was tabled and noted.

2.2 Principal's Report

Sheena tabled her report, and the Board discussed the following matters from this:

Penny was acknowledged for the work on obtaining 300 hours of paid professional development for staff on cultural responsiveness from MoE.

Staffing - Part time math position will be covered internally. Good progress on the Full-time Art and Math positions.

With regard to enrolments we have taken students off the ballot list. Noted there were a high number of females.

Discipline Data was noted. In addition, three boys have been stood down due to gross misconduct.

Sheena noted that we have an unregistered teacher – as the application was not signed off in time. The evidence is there, so confident this will resolve quickly. In the meantime have placed a registered teacher in the class with the person concerned during contact hours.

Action: Judy to send out spreadsheet of staff movements

Motion:

That the Principal's report be accepted

Moved: Mike Doogan Seconded: Bianca Ellis | CARRIED

2.3 Trustees Report

2.3 (i) *Staff Report*

Rachel tabled her report and noted the large number of leavers who had spent a considerable number of years at the College. On Thursday 13 December there will be a staff breakfast following by speakers for each of the leavers. In previous years the Board have funded this breakfast and Rachel is seeking the Board's approval to fund this once again.

Sheena raised the fact that the staff are conscious of the significant contribution made for Peter's farewell but asked whether the Board would be prepared to assist in some way with the staff function and Sheena would like to contribute from the Principal's fund in some way.

Mike commented that while Peter's farewell was a significant event he felt this should not be reflected in Board decisions in respect of the staff end of year function, and that a contribution should be made in an effort to show the appreciation of the hard work the staff have put in throughout the year.

Motion:

That the Board approve funding of the staff end of year breakfast and in addition contribute \$10.00 towards the staff function. Approval is also given for the Principal's fund to buy the first drink.

Moved: Mike Doogan Seconded: Bridget Rhodes | CARRIED

The Board thanked Rachel for all her hard work, effort, dedication and professionalism as the staff representative.

Sheena noted that they are currently working on a replacement of a Staff representative for the Board to replace Rachel, and that an election process would be held early next year.

2.3 (ii) *Whanau Report*

Api tabled his report.

In addition to this there is talk of a trip to Rarotonga for Maori students in 2019.

Sheena noted that Kapa Haka uniforms have been included in the budget and two quotes have been sourced. Looking at a travel uniform as well.

There is a school play proposed at Capital E in April around a children's book and approval was sought for students that may wish to attend.

Sheena also noted the proposed improvements to the entrance way to the College. A committee will be called for next year that will include whanau, staff and, community representatives. We have some parents that work with the Maori Language Commission that may be able to assist in this regard. Mark noted that he was keen to be involved.

Motion:

The Whanau report be accepted. Approval given for students to attend the Capital E play in April.

Moved: Mike Doogan Seconded: Bianca Ellis | CARRIED

2.3 (iii) *Student Report*

Dan advised that exams are finished. Peer support camp is coming up and final assemblies take place for year 9 and 10 on Wednesday 12 December.

2.4 Sub Committees

2.4 (i) *Resourcing*

The finance report was tabled. Sheena had a good meeting with the Business Manager and we are looking good for next year.

Healthy profit in part due to more parent donations than normal.

Next year looking at doing some detailed analysis around overstaffing of teaching staff, including looking at relief staff in order to determine if the school is getting the

most it can from its overstaffing approach. This work will take place Term 1 and likely into Term 2. The cost of overstaffing is currently allocated within the current budget.

Sheena has asked that the Business Manger's hours be increased to include a full day.

Sheena would also like to look into the School's Learning Management System. Proposing to look at this towards the middle of next year.

Motion

That the Board approve the draft budget for 2019. In light of the size of the forecast deficit, the Board directs the Principal and ELT to report by the beginning of Term 2 2019 on overstaffing of both teachers and teacher-aides, on the matter of whether the College is achieving best value for money from its approach of over staffing in light of the College's strategic goals and priorities.

Moved: Mark Patchell Seconded: Michelle Rush | CARRIED

2.4 (ii) *Property*

Letter from the Ministry with regard to Property Issues was tabled with a number of projects identified.

Of note was the Recreation Centre which is owned by the Board. The opinion is that this is not worth re-roofing and it would be more appropriate to apply to have this removed. This will be an issue for the PE Department and alternative accommodation arrangements for them would need considering.

A priority would be to have hot water in the Gym. The Property and Business Manager have been looking into this.

Work with the Ministry on these projects is going well, particularly with regard to Table Mountain. To ensure this continues, Sheena has requested 6 weekly updates from the Ministry. It was acknowledged that a master plan needed to be developed as soon as possible. As part of this, the school will need to formalise when the Ministry will come and talk to us, including the matter of arrangements during the re-build process. The idea of having a Whare was discussed, including other potential funding sources to assist with this.

Action: Michelle to prepare an update on property to the school community.

2.4 (iii) *Community*

Bridget attend the PTA meeting. They are seeking some new people to help fill some positions being vacated by members who are moving on. To ensure continuity, a number of these office holders have offered to stay on until March.

2.4 (iii) Policy

No policy meeting held in the period. Transgender policy is still being worked on.

3. Acceleration Project

Further to Janet's presentation and discussion held at the beginning of the meeting the followed motion was put forward.

Motion

That the Board approves the investment of \$30,000 for Deborah to undertake data analysis of the year 9 cohort and benchmarking for Maori Students, as part of the Acceleration project. The Board requests that preparation of a procedure on how to identify and analyse this data from the system, along with training of a group of staff in this procedure, be part of Deborah's work. In addition, the Board would like a report back on what acceleration has occurred.

Moved: Michelle Rush, Seconded: Bridget Rhodes | CARRIED

4. General Business

4.1 Principal's Leave

Sheena requested leave from 20 December 2018 to 14 January 2019.

Motion:

That the Principal's leave be approved.

Moved: Mike Doogan Seconded: Michelle Rush | CARRIED

4.2 Board Meeting Dates 2019

Judy has drafted a schedule for next year and will finalise this. There was a request for a Board Contact List and also for a Calander of School Events.

Action: Judy to finalise Board Meeting Dates for 2019; update the Board Contact List; and create a Board Calander.

4.3 Note to the Community

A year end note to go out to the community with an update on property. Also recognising the significant number of long service leavers.

Action: Michelle to draft a note for the final Bulletin/End of Year Message to the Community.

4.4 Thank You

To Judy for stepping into the PA role, to families and to staff.

There being no In-committee or other business the meeting closed at 9:05pm

Approved as a true and correct record:

Signed:  Date: 5-3-19

Next meeting: Monday 25 February 2019

Once meeting dates for 2019 are set Judy to roster members to attend PTA

Contact with NZTSA to clarify election process	MR
Follow up on Foundation Meeting with Sheena	MR/MD
Review and update of smoking and vaping policy	Policy
Grant Cricket Director – further information on amounts and dates this related to and a summary of grants approved and declined	SM
Staff Movements Spreadsheet to be provided	JT
Update on Property to School Community	MR
Board meeting dates, contact list and calendar	KB
End of Year Update and message from the Board	MR