

and other
changes
as per
Oct 30
2018.

**DRAFT MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 10 SEPTEMBER 2018 AT 5.45 PM**

Present: Michelle Rush (Chair), Rachel Parsons, Dan Harward Jones, Peter Leggat,
Mark Patchett, Bridget Rhodes, Tracy MacCreadie, Mike Doogan, Api Williams,
Tracy MacCreadie Ella Flawell

Apologies:

In attendance: Sherie Pointon (Minute Secretary)

Welcome

Michelle welcomed everyone to the meeting.

1. Meeting Administration

1.1 Co-option of Whanau Representatives

Motion

*The Board co-opted Apanui (Api) Williams to the Board for a period of three years,
September 2018 to September 2021*

Moved: Michelle Rush | Seconded: Mark Patchett | CARRIED

1.2 Disclosure of Conflicts of Interest

No Other conflicts were noted.

1.3 Additions to the Agenda

Foundation
Living Wage
Powhiri

1.4 Minutes and Matters Arising

Motion

*The minutes of the meeting held on 6 August 2018 were confirmed as being a true and
accurate record of the meeting with amendments.*

Moved: Michelle Rush | Seconded: Bridget Rhodes | CARRIED

The Board discussed the Selection process for the Casual Vacancy, there is still a week for eligible voters to request an election, to date none have been received. The Board then has until the 27 October to make a selection.

The Board ratified the grant application request from Onslow College Rowing Club as approved via email.

Moved: Mike Doogan | Seconded: Bridget Rhodes | CARRIED

1.5 Correspondence

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

The Board received a request to support the funding request from OC Cricket Club to Four Winds for \$5,200 for funding the Director of Cricket.

The Board received a request to support the funding request from OC Rowing Club for a new hull for the safety boat from New Zealand Community Trust for \$5,743 (GST excl).

The Board received the resignation from Steve Mitchell, the Board noted the long service by Steve, 34 years by the end of the year.

Action – The Board to write to Steve acknowledging his outstanding contribution, nearer to the end of the year.

The Board accepted the resignation of Sherie Pointon.

The Board would like to acknowledge the excellent service and commitment in supporting the Board that Sherie has shown for the five years she has been in the Principal's Personal Assistant/Minute Secretary position.

The Board accepted the resignations of Anne Smith and Donna Wheeler.

The Board supports the applications from Tina Manker and Robbie Turrell for Part Time Study Awards for 2019.

Motions

- a. *It was resolved that an application be made to the Four Winds for \$5,200.00 (GST excl) for funding the Director of Cricket position.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- b. *It was resolved that an application be made to the New Zealand Community Trust for \$5,743.00 (GST excl) for a new hull for the Onslow College Rowing Club safety boat.*

Moved: Peter Leggat | Seconded: Rachel Parsons | CARRIED

- c. *The Board accepts the resignation from Steve Mitchell.*

Moved: Peter Leggat | Seconded: Rachel Parsons | CARRIED

- d. *The resignation from Sherie Pointon was accepted.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- e. *The Board accepts the resignation from Anne Smith.*

Moved: Peter Leggat | Seconded: Rachel Parsons | CARRIED

- f. *The resignation from Donna Wheeler was accepted.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- g. *The Board supports the application from Robbie Turrell for Teach NZ Study Support Grants.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

- h. *The Board supports the application from Tina Manker for Teach NZ Study Support Grants.*

Moved: Peter Leggat | Seconded: Bridget Rhodes | CARRIED

i. *The Correspondence be accepted*

Moved: Peter Leggat | Seconded: Michelle Rush | Carried

2. Reports and Reviews

2.1 Principal's Report

Peter discussed his report.

Peter noted how much he enjoys the Parent Teacher Conferences and meeting with the Parents, and how appreciative parents are of how well the teachers know their kids.

The Teacher Only Day was a huge success, one of the most powerful days to be a part of as a staff.

The Board will continue to attend the Meetings and support the PTA.

The Board noted the current vacancies.

The Board noted the summary of stand-downs.

Peter noted how well the students did at Tournament Week and how the students competing in different codes, came and supported other students.

The Board noted the excellent work being done with the sustainability/recycling.

Motion:

That the Principal's report be accepted

Moved: Peter Leggat | Seconded: Bridget Rhodes | Carried

2.2 Trustees Report

2.2(i) *Student Rep*

Nominations for Student Celebration of Success have been opened.

Well-being meeting has occurred as discussed at the last meeting. Highest "issues" are around stress and workload

Student Representative for the 2018/19 closed.

Sustainability group had 80 people interested in the recycling job (15 roles available).

Student Council met last week.

Ako development for next year included themes for each year group.

Dan acknowledged that this is his last meeting as the 2017/18 Student Representative on the Board. He has appreciated the learnings.

The Board acknowledged the contribution of Dan and Ella on the Board particularly with the recruitment process.

2.2(ii) *Staff Rep*

The Staff had a very positive meeting on Ako, and the development of the programme for next year.

The Teacher Only Day was highly successful, having the staff all moving in the same direction was fantastic, particularly with the shared understanding.

The Board discussed the student request for more conversations in the Careers space.

2.2(iii) Whanau

The Whanau met to discuss the Powhiri for the new Principal, the purpose of the group, the representation of the Whanau on the Board. The Whanau Group have created a Facebook page. Focusing on the "Missing 140", those Maori students and whanau not connecting with the Whanau. The Board talked more about AG3 and the success of the Teacher Only Day.

Action – An overview of the work towards to Annual Goal 3 to be shared at the next whanau hui.

2.3 Sub Committees

2.3(i) Resourcing

The Board noted that the final amounts for the Principal recruitment have not been received, they are however tracking to be with the 10% of the Principal salary as advised by the School Trustees Association for Principal Recruitment.

Motion

The Board receives the finance report.

Moved: Bridget Rhodes | Seconded: Mark Patchett | Carried

2.3(ii) Property

The Board discussed the 10 Year Property Plan. The Board confirmed that the additional funding is guaranteed from the Ministry.

Action – Peter to coordinate a meeting with Mark and the Ministry

2.3(iii) Community

Noted

2.3(iv) Policy

The Policy Committee presented Policies for adoption.

Motion *The Board resolved to adopt the following policies*

- *Financial Management, including The Theft and Fraud Protection Procedure*
- *Creative Commons.*

Moved: Mike Doogan | Seconded: Bridget Rhodes | Carried

The Policy Committee will circulate the Transgender Policy as a working draft to Club Sandwich, Rainbow Youth, Human Rights Commission and other appropriate organisations. The draft will also be circulated more widely with the Student and Staff for feedback.

Action – Student representatives to circulate on OC Ideas, Staff Representative to circulate to Staff.

Feedback to be received a fortnight before the next Policy Meeting.

3 General Business

Foundation

The Board discussed re-invigorating the Foundation.

Action – the Board to think about who might be interested in being a member of the Foundation.

Action – Mike and Michelle to arrange a meeting with Tony Cooke, Foundation Chair.

Living Wage

Mark asked if Onslow College staff are on or above the Living Wage.

Action – Peter to undertake an Audit of the current salaries.

4 Communications with the Community

The Board discussed what items from this meeting would be shared with the School Community in the Bulletin.

It was resolved that in terms of Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting as the Board wished to discuss matters relating to students and staff members and for the privacy of a natural person under Section 9(2) of the Official Information Act 1982.

The meeting moved into Committee at 8:35pm

Moved: Michelle Rush | Seconded: Mark Patchett | Carried

The Board moved out of Committee at 8:50pm

There being no other business the meeting closed at 8:51pm

Next meetings:

Thursday 18 October – Policy Meeting (5:30pm)

Tuesday 23 October – Resourcing Meeting (5:30pm)

Tuesday 23 October – Property Meeting (6pm)

Monday 29 October - Board of Trustees meeting

Approved as true
and correct record

Michelle

Chair

30-10-18.