

**MINUTES OF THE MEETING OF THE
ONSLow BOARD OF TRUSTEE
HELD AT THE COLLEGE 17 JUNE 2019 AT 5:30PM**

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

Apologies: Mike Doogan

In attendance: Karen Esterhuizen (Minute Secretary)

Science LAL presentation - Kent Hogan presented his Past, Present and Future in the Science space –
Biggest need: The need for more time (staffing will create more time)

Thank you to Kent for your dedication and commitment to Science as Onslow.

Kent Hogan and Phil Moir left the meeting.

Nominations for Board chair: 2 nominations for Michelle Rush. Michelle elected by unanimous approval.

Welcome

1. Meeting Administration

1.1. Disclosure of conflict of Interest

1.1.1. Sudesh mentioned that he is the Manager of an Onslow football team

1.2. Additions to the Agenda

1.2.1. Co-opting Bridget Rhodes back onto the board as a parent trustee. Michelle gave the process that led to the vacancy on the board. Why Bridget - finance committee experience, eye for detail and assisting Craig.

Motion

That Bridget Rhodes is co-opted back onto the Board as a Parent Trustee

Moved: Michelle Rush | Seconded: Hilary Smith | CARRIED

1.2.2. A survey on parent's response – Addressed under General Business

1.3. Minutes and Matters arising

Recognizing staff and students: Keala Senek & Grace Howarth – outstanding teaching

Motion

The minutes of the meeting held on 6 May 2019 were confirmed as being a true and accurate record of the meeting – Need to be approved at the next meeting due to typo's

Actions from the previous meeting:

- Mark – action not complete (re Greg O'Connor) – defer
- LWOP – On the agenda for the correct meeting
- Enrolment forms – Will go into the enrolment pack
- Annual Report – Website upload has been dealt with
- Property - discuss during property report
- Onslow Foundation – nothing further as yet
- Richard Living contact re Foundation – complete
- Re-instate the action table

1.4. Correspondence

1.4.1. Requests for Grants funding - both already approved by email

Motion

To ratify the approvals

NZCT Grant Application - Cricket Balls

Moved: Bridget Rhodes | Seconded: Api Williams | CARRIED

Winter tournament

Moved: Mark Patchett | Seconded: Dan Harward Jones | CARRIED

2. **Reports and reviews**

2.1. Principal's report

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

Learning program PC school. Sheena is reviewing. Coherent training is required. Correct information is being captured in the incorrect place which makes it look like the work is not being done. PC Schools conference in Australia, Penny, Janet, Diana Bradley and Sheena to attend – all within current budget allocation.

Hopefully no more striking.

Gave back the data (Maori students). There is more work. Better focus on pronunciations and signage. How do we have a bi-cultural focus in our classrooms? Teachers are going for Te Reo classes and the college is paying for half. How are we making sure this momentum carries on? Culturally sustaining committee and learning area leaders and the work that they do.

Next steps – work again with staff to find out what they doing and how are they measuring it.

Discussing whether we offer for students to start the day with Karakia if they choose.

Proposal for student representation

Discussion around staffing levels and Management Units.

Performance appraisal

Overstaffed as the numbers show

Motion

*For the principal's travel to be approved to attend PC school conference
Sudesh abstained, as he doesn't know the product*

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

Motion

That the principal's report is accepted

Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED

2.3. Trustees Report

2.3.1. Student

Bianca & Dan tabled their verbal report

BYOD discussion brought up a few suggestions and ways forward.

Proposal to learning area leaders regarding student reps attending their meetings.

Proposal will include how students are selected and represented back on the student council.

Action: Dan and Bianca discuss with Student Council on how to select students to take part in the Learning Area Leader and AKO committee

Motion

That the student report is accepted

Moved: Hilary Smith | Seconded: Sheena Millar | CARRIED

2.3.2. Staff

Hilary tabled her report

We have joined a group called The Loop (costs full membership \$7k p.a. partial \$4k p.a.)

They hold breakfast sessions for teachers and provide ICT support and sharing of resources between schools.

Motion

That the Staff report is accepted

Moved: Michelle Rush | Seconded: Sheena Millar | CARRIED

2.3.3. Whanau

Api tabled his report

Action – Api to advise the dates for the next Whanau group meeting

Motion

That the Whanau report is accepted

Moved: Hilary Smith | Seconded: Sheena Millar | CARRIED

2.4. Subcommittees

2.4.1. Resourcing

Bridget drew people's attention to some variance matters in the budget and gave an explanation for each. The final Annual Accounts were presented along with the Representation Letter and Auditor's report for year end 31/12/18.

Motion

That the Resourcing report is accepted

Moved: Bridget Rhodes | Seconded: Sheena Millar | CARRIED

2.4.2. Property

Verbal update regarding Water Proofing and Capital works. Sheena and Craig are meeting Duncan on 19/6 and Callum on 21/6.

Front of School work – need a painter and landscape architect from the parent community to help out.

Action: Notice to be put into the school bulletin asking for help.

Motion

That the Property report is accepted

Moved: Bridget Rhodes | Seconded: Michelle Rush | CARRIED

2.4.3. Community

PTA are planning upcoming events and now have all positions filled.

2.4.4. Policy

Verbal update from Michelle – Policies will be coming to the next BOT meeting.

Motion

That the Policy report is accepted

Moved: Michelle Rush | Seconded: Mark Patchett | CARRIED

2.4.5. Foundation

Verbal report from Michelle that they have met and are an enthusiastic group of people and that Richard is to provide a paper on the way forward.

2.4.6. Assigning new Board members to sub-committees

Each Board member on a rotational basis attends PTA meetings

Hilary on Policy sub-committee

Alex will serve on Resourcing and Sudesh will serve on Policy with Hilary.

2.4.6 Discussion about dates of sub-committee meetings – Resourcing Monday at 5.30 before full BOT meeting, Policy normally 2 weeks before full BOT meeting.

Action: Katrina to send out dates for PTA rotation.

3. General Business

3.1. NZSTA Annual General Meeting

Alex will carry the Proxy vote of the BOT to the meeting.

Motion

Confirming email approval of schedule of delegations

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

3.2. Parents feedback analysis

Sudesh proposed that we form a parent and trustee forum

Need to do a review of the ways we do it and the questions we ask. The quality of information extracted will reflect the quality of the questions asked. Set a timeline at the next meeting for when we do this survey.

Action: Planning for the consultation ahead of strategic planning to be an Agenda item for the next meeting.

Sheena will review what new Board members will need to see/do/meet to assist in their role as BOT members.

3.3. New Trustee Info Pack

Bridget raised that in the past an info pack has been given to new trustees. It includes the following:

- Charter
- Strategic Plan
- Annual Plan
- Board Policies
- Contact numbers
- NZSTA information

Action: Katrina to introduction information and other information as per NZSTA recommendations for new Trustees to new BOT members and an updated contact list to all trustees.

Action: Katrina to register new Trustees with NZSTA.

4. In-Committee

None to table

5. Communication with Community

Name the new board members and the chair

Who represents which sub-committee

Bio's of new board members

Bridget and the reasons she was co-opted

The Onslow way feedback

LAL presentation

There being no other business, the meeting closed at 8:55pm

Approved as a true and correct record:

Signed:  Date: 09/09/2019