

**MINUTES OF A MEETING OF THE  
ONslow COLLEGE BOARD OF TRUSTEES  
HELD AT THE COLLEGE 19 FEBRUARY 2018 AT 5.45 PM**

**Present:** Mike Doogan (Chair), Peter Leggat (Principal), Mark Patchett, Michelle Rush, Bridget Rhodes, Don Carson, Rachel Parsons, Dan Harward Jones

**Attendance:** Sherie Pointon (Minute Secretary), Suzanne Vaclavek (observer)

**Apologies:** Nil

## **WELCOME**

The Chair welcomed everyone to the meeting.

### **1.1 IN-COMMITTEE.**

*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.*

*That the meeting moves into Committee at 5:53pm*

*That the meeting moves out of Committee at 6:55pm*

### **2.1 ELECTION OF CHAIR**

Peter took the Chair. On behalf of the Board and personally, he thanked Mike very much for everything that he has done in the role of Chair.

Nominations for the position of Chair were called for. Nominations were received from Michelle Rush and Don Carson.

Don and Michelle both spoke about the reasons for wanting to be Chair and the qualities they would bring to that position. A ballot took place.

Michelle Rush was duly elected as Chair.

### **2.2 CONFLICTS OF INTEREST**

No conflicts were declared.

### **2.3 ADDITIONS TO THE AGENDA**

Sub-Committee representation

### **2.4 MINUTES AND MATTERS ARISING**

#### **Motion**

*The minutes of the meeting held on 4 December 2017 were confirmed as being a true and accurate record of the meeting subject to minor amendments.*

**Moved: Mike Doogan | Seconded: Bridget Rhodes | CARRIED**

*Action – Request an update from the Turf Management Group (Peter)*  
*Action – Policy Committee to meet on Thursdays (Sherie)*

## **2.5 CORRESPONDENCE**

The Board noted the correspondence and the following items were discussed:

The Board ratified the agreement via email for applications for Rowing for travel support to North Island Secondary School Championships and Maadi Cup.

### **Motion**

*Application be made to NZ Communities Trust for \$3,200 (GST incl) for travel costs (bus transport) to the North Island Secondary School Championships at Lake Karapiro (1st – 4th March).*

**Moved: Mark Patchett | Seconded: Mike Doogan | CARRIED**

*Application be made to The Trusts Community Foundation for \$4,200 (GST incl) for accommodation costs at the MAADI Cup rowing regatta in Twizel. (17th – 25th March)*

**Moved: Bridget Rhodes | Seconded: Rachel Parsons | CARRIED**

The Board noted that requests for grant application support should be received as part of the normal meeting process and asked that this message be passed onto groups within the school.

*Action – Remind groups seeking support for grant applications of the process and meeting deadlines. (Sherie)*

The Board discussed the email from “Disa Ppointed”. It was agreed that without the person being identified the Board has unable to action the complaint.

*Action – A response to the email to be sent, thanking the correspondent for the email, but indicting that as the complainant is not named the Board is unable to respond, they are more than welcome to attend a Board meeting to discuss their concerns. (Sherie)*

Peter tabled information received today from the New Zealand Law Society for the upcoming Education Law seminar on 8 May.

*Action – Circulate the information about the NZLS Education Law seminar (Peter).*

## **3. REPORT AND REVIEWS**

### **3.1 Health and Safety**

Included as part of the Principal’s report.

### **3.2 Principal’s Report**

*Reference: Principal’s Report February 2018*

The Principal’s report was noted and received.

The Board discussed the initial analysis of the NCEA results.

The Board noted the scholarship results and in particular the outstanding achievement of Hamish Weir in gaining Outstanding Scholarship in Calculus, Chemistry, Physics and Statistics, including being top scholar in Statistics. This puts Hamish as one of the top 10 scholars in the country.

*Action - The Board to write a letter of congratulations to Hamish Weir as one of the top 10 scholars in the country (Sherie for Michelle)*

There was discussion about the value of parents meeting with Ako teachers during Parent Teacher Conferences. This was something that the School will be looking into moving forward.

There was discussion about the Ako group continuing together as a cohort through their time at school. The importance of learning how to develop strong relationships and resilience when you are with people you may not get along with was discussed and is seen as a real benefit of the Ako programme.

The Board appreciated seeing the content of Peter's "State of the Nation" presentation to staff on the first Teacher Only Day. The message from the session, and the three days of Teacher Only Days was how the Strategic Plan, Ako programme, double spells and staff development goals all link together. The former staff committees have been renamed as Action Groups and each Action Group will look to contribute to the three main school Annual Strategic Goals. As part of their appraisal, each teacher is to have one of their own development goals linked to one of the three school Annual Strategic Goals.

The Board is required to have a Laboratory Manager for our science labs. The Board noted the Responsibilities and Job Description for the role and ratified the appointment of Rose Gerven to this position for 2018.

#### **Motion**

*That Rose Gerven be appointed to the position of Laboratory Manager in accordance with the position as described by the*

**Moved: Michelle Rush | Seconded: Bridget Rhodes | CARRIED**

*Action – Write letter of appointment for Laboratory Manager (Peter).*

Peter noted that we have an exceptional Year 13 group this year.

#### **3.2(i) Schedule of Delegations**

The Board noted the Schedule of Delegations and approved its adoption for 2018.

#### **Motion**

*The Board agree to the schedule of delegations as tabled. Delegating powers to the Principal as per the schedule of delegations.*

**Moved: Mike Doogan | Seconded: Mark Patchett | CARRIED**

## **Motion**

*That the Principal's report be accepted*

**Moved: Mike Doogan | Seconded: Michelle Rush | CARRIED**

### **3.3 TRUSTEES' REPORTS**

#### **3.3(i) Student**

No report

#### **3.3(ii) Staff**

The year has started well, but as always is very busy. The Year 9 Camp was excellent last week and the year group have settled in well. Rachel noted that the juniors have adjusted well to the Ako time and are liking it. Seniors are still adjusting: this has also been the case at other schools we have spoken to that have introduced Ako time. One of the key features of Ako time is that it is sacrosanct, no student is called out of class during Ako time and there are Ako teams. Every teacher is part of an Ako team, including the Executive Team and Deans. They are able to cover for an Ako teacher that is away, or take the group when the Ako teacher is having 1 to 1 conversations.

#### **3.3(iii) Whanau**

Whaea Miriama is organising a Whanau Hui and once a date is set the Board will be invited to attend. Mike expressed interest in being a Board representative with the Whanau group.

### **3.4 SUB COMMITTEES**

#### **3.4(i) Resourcing**

*Reference: December Finance Report for the month ended 31 December 2017*

The Board noted the contents of the Finance Report and the minutes of the Resourcing Committee meeting held on Monday 12 February 2018.

It was noted that the figures to 31 December 2018 are still subject to adjustments before the end of year accounts are finalised.

Bridget presented the updated budget for 2018 with a modest \$5,000 deficit.

## **Motion**

*That the December Finance Report be received.*

**Moved: Bridget Rhodes | Seconded: Don Carson | CARRIED**

*That the updated budget for 2018 be approved.*

**Moved: Bridget Rhodes | Seconded: Don Carson | CARRIED**

### **3.4(ii) Property**

The Board agreed to formalise the Property Committee as a Sub-Committee of the Board.

The Board agreed that as many Trustees as possible should attend the next property meeting with the Ministry. Peter to provide information to the Board on our current position for the 5 Year Agreement and 10 Year Property Plan, as well as the paper from the Ministry.

### **3.4(iii) Community**

The Board expressed their thanks to the PTA for their support and expertise in the running of the Year 9 Tea.

The Board agreed to continue the roster of attendance at the PTA meetings.

*Action – Circulate attendance roster once PTA Meetings are confirmed (Sherie)*

*Action – Rachel to attend PTA on Monday 26 February.*

## **4 GENERAL BUSINESS**

### **4.1 Committee Make up**

**Policy** – Michelle, Mike, Rachel, Dan

**Resourcing** – Don, Bridget

**Property** – Mark, Mike, Dan, Bridget

### **4.2 Onslow College App**

Peter noted that the PTA sponsored PC School App is now available in the Apple Store and Google Play. This will be officially launched shortly.

## **5 IN-COMMITTEE.**

*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.*

*That the meeting moves into Committee at 8:17pm*

*That the meeting moves out of Committee at 8:34pm*

There being no further business the meeting closed at 8:35pm

Approved as a true and correct record:

Signed: ..... Date: .....

Chair

Next Meetings:

15 March 2018 –Policy

19 March 2018 – Resourcing

19 March 2018 – Property

26 March 2018 – Board of Trustees Meeting