

**DRAFT MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 4 MARCH 2019 AT 5.45 PM**

Present: Michelle Rush (Chair), Mark Patchett, Bridget Rhodes, Api Williams, Bianca Ellis, Sheena Millar, Dan Harward Jones (from 6.19pm), Phil Moir

Apologies: Mike Doogan

In attendance: Katrina Brell (Minute Secretary)

Welcome

Michelle welcomed everyone to the meeting and thanked Api for his help with the Powhiri

1. Meeting Administration

1.1 Further Agenda Items

Michelle to give an update on Onslow College Foundation

1.2 Disclosure of Conflicts of Interest

No conflicts

1.3 Minutes and Matters Arising

The minutes held on 3 December needed Spelling and Grammar updates prior to being signed off.

- a. Unregistered Teacher matter: Sheena advised it has been resolved and that their registration came through at the end of the year.
- b. Acceleration project date for the report back to the Board: Sheena advised it would be at the end of the year after all the data was gone through and tracked.
It was agreed by the Board that this should be timed so that it could be included in the December meeting.

Motion

The minutes of the meeting held on 3 December 2019 were confirmed as being a true and accurate record of the meeting.

Moved: Bridget Rhodes | Seconded: Michelle Rush | CARRIED

Action	Assignee	Update
Contact with NZSTA to clarify selection process following a Parent Trustee resignation	MR	Michelle checked with the NZSTA website and confirmed that we are compliant with our current number of parent representatives.
Follow up on Foundation Meeting with Sheena and Michelle	MR/MD	Michelle to give a report later in meeting
Review and update of smoking and vaping policy	Policy	Vaping is on the agenda for the upcoming policy meeting on 21 March 2019
Grant for Cricket Director – further information on amounts and dates this related to and a summary of grants approved and declined	SM	We get all of the funds from Grants, they are paid in each term.
Staff Movements Spreadsheet to be provided	JT	Board received this at the end of last year
Update on Property to School Community	MR	Completed.
Board meeting dates, contact list and calendar	KB	
End of Year Update and message from the Board	MR	Completed

1.4 Correspondence

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

1.4.1 Requests for leave

Veronica Aitken - Sheena is supportive for Veronica's request for leave. She will also talk to Veronica and see whether this sits under sick leave to support her husband.

Elizabeth Warren – Entitled to 2 days travel for a son's wedding. There is a precedent in the school that Sheena has seen that when a child of a Teacher in the school is getting married, the School covers a week paid leave and a week without pay.

Moved: Mark Patchett | Seconded: Bridget Rhodes | CARRIED

1.4.2 Hutt Mana Charitable Trust

It was resolved via email approval from the Board.

1.4.3 MindLab

Sheena advised there are some schools that are supporting a number of staff to complete MindLab's qualification. We are meeting with a representative from MindLab to consider this as it is a very good professional development opportunity. Our focus would be learning area leaders and staff from the digital technology area.

Additions to Correspondence

1.4.4 Sandra Gillies – Has requested extended Leave. She is a loyal, highly valued member of staff who has made a significant contribution. This is an opportunity for her to expand her career. Sheena supported her request and this was agreed to by the Board. It was also clarified that whilst her Dean position could not be held open due to the nature of that role, her teaching position would be. The College will advertise the Dean position internally.

Moved: Mark Patchett | Seconded: Phil Moir | CARRIED

1.4.5 Kerry Finnagan – Request to travel on business class for International travel to Vietnam. As consistent with practice of other government entities, it was agreed that this was appropriate given it is long haul and that travel timing means that she will be working immediately she arrives and again following her return.

Moved: Michelle Rush | Seconded: Api Williams | CARRIED

2. Reports and Reviews

2.1 Principal's Report

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

Overall, we had some great results. Sheena also highlighted that the basis of reporting assessment results has changed - the Government now requires that they be reported on a roll basis not a participation basis.

The Strategic plan is currently with the Leaders of Learning, and once it has been approved by the Board, Sheena will take it to student council. The first Student council meeting was last week.

Staffing - Fully staffed thanks to Frank Kane covering for a maths vacancy. Diane Letcher starts at the end of the term with a two-week overlap.

Henner has completed a lot of work on Health and Safety matters.

Roll numbers have increased to 1325, with a constant stream of enrolments since the start of the year. This has put enormous pressure on class sizes. It is difficult to then make new classes. 17 staff now have more than 26 students in their classes. Sheena has communicated with the affected staff in respect of the compensation mechanism that is in the school's policy for these situations. As there are a higher number of staff affected than in the past, the situation will be reviewed again mid-year. Once we receive the March 1st staffing report from the Ministry, we may need to look at how we can support staff. Possibly look at teacher aids.

Wharenui: The question was raised about this in the context of property replacement and redevelopment. There are funds that the school can access towards getting one outside of the Ministry of Education's capital funds. It was asked that the lead of the whānau committee help and engage with the school looking into a Wharenui.

Action – Api to raise and discuss with the whanau group at the next meeting, so that this can be considered in the context of the property master plan that is being prepared.

Sheena presented, and the Board discussed the draft Strategic Plan. A series of amendments were noted, and it was agreed that these would be made and the plan re-circulated for Board approval.

Action – Sheena to update Strategic Plan and send round the Board for approval.

2.2 The “Onslow Way” What is it?

A survey has been sent out to all Whanau, Students and Staff to better understand and articulate the values that underpin the Onslow Way. So far, there has been a good response from whanau and staff, but Sheena is keen to see more students provide input.

Actions - Dan & Bianca to encourage students to complete the survey

Sheena – Ask Ako Teachers to get students on-board to complete

Katrina – Add reminder in the Bulletin

Sheena – To report the results at next Board Meeting for discussion.

2.3 The Board reviewed the Lock down and Trial evacuation report. It was raised that we don’t have a secondary evacuation space. Also the school has not practised a lock down over interval or lunch time. There were also issues with the audibility of the alert in some parts of the school.

Action – Sheena to check with Warren where students go in an emergency evacuation. Does the School hold them until they are picked up or released to the normal way they leave school? Sheena to check if we have a Civil Defence Plan. Also to talk with Warren about conducting a practise lock down in interval and/or lunch time.

Action – Sheena to follow up and get another siren installed for lock down.

Motion:

That the Principal’s report be accepted

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

2.3 Trustees Report

2.3 (i) *Staff Report*

Phil presented his report and noted the first eLearning market day was this week. There is concern among staff over class sizes and curriculum. Some staff had also struggled with the late start for the year.

The matter of the expected secondary teachers’ strike was raised. Phil advised that at this stage it is likely to happen, and will go ahead on 3 April.

Motion:

The Board recognises and acknowledges the great work and efforts made by staff. It was agreed to put on an Easter Morning Tea for all staff in recognition.

2.3 (ii) *Whanau Report*

Api tabled his report.

Whanau support with the school's Powhiri and hosting of a Te Matatini team was acknowledged.

It was suggested that the Whanau group consider the Education Review findings and consider whether they would like to make a submission.

This is also the focus of the Board's strategic workshop on the 23rd. The deadline is 4 April

Action: Api to make Whanau members aware so that they have an opportunity to submit their view.

Motion:

The Whanau report be accepted.

Moved: Michelle Rush Seconded: Bianca Ellis | CARRIED

2.3 (iii) *Student Report*

Bianca advised the student council had their first meeting on Friday 1 March. They have received the charity information and working on what fundraising, they are going to focus on. Year 9 camp was a couple of weeks ago and everyone enjoyed it. Club Expo is coming up. Dan observed that OC Ideas Facebook page was not being accessed by junior students in the same way as seniors had in the past. It was agreed that alternative means of communicating with students needed to be explored.

Action – Dan and Bianca to work with Sheena and Phil on what is the best communication mechanism for students

2.4 Sub Committees – (2.30 mins)

2.4 (i) *Resourcing*

Bridget drew people's attention to some variance matters in the budget and gave an explanation for each, including the rationale for the forecast deficit. The budget and capital items were discussed.

Motion

That the Board approve the Consolidated Capital Requests for 2019

Moved: Mark Patchett Seconded: Phil Moir | CARRIED

Motion

That the Board approve the draft budget for 2019 and the \$81K deficit

Moved: Bridget Rhodes Seconded: Mark Patchett | CARRIED

2.4 (ii) *Property*

The matters discussed with the Ministry of Education property team on February 28 were reported back. Work for roofing replacement and weather-tightness has been agreed and signed off with the Ministry. As part of this, it was clarified that any with the Ministry that essential maintenance to keep the Tech block operating would be done, but that this would not affect the capital works plan for a partial building replacement for the College.

The second component is the longer-term work to develop a master plan for how we want the school to grow over the next 25 years.

Sheena reported that concerns had been raised around immediate health & safety issues pertaining to dampness in the music block. Testing had been sought.

The Board had a discussion around what quick fixes we can do around the property to freshen up the School. It was noted that we need improvements to the entranceway to Onslow College. Possible ideas included:

Painting along the fence in the front

Planting trees along the front of the School

It was discussed that it would be good to get input from Staff, Students and whanau on what we could do. Another idea tabled was to get Year 13 Students to design a panel at the end of each year which could then be cycled through every five years.

The Ministry has asked that the school provide a list of matters to be included in this to them as soon as possible. It was agreed that we need to collate all the information we have on wish lists and plans for Onslow upgrade. We may need to review as a Board in the workshop on the 23 March.

Action: Sheena to meet with the whanau group at the end of the term and look to put a group together to by the end of the term to work on small improvements.

Action: Phil to engage with Staff to find out what they would like to be considered in a wish list for the new look of the School.

Action: Dan and Bianca to engage with the Student Council for ideas.

2.4 (iii) *Community*

Sheena attended the PTA meeting. The PTA are planning to have three information evenings. Sheena reiterated to them her support of their focus on supporting the School rather than raising funds.

Action: Katrina– Send out AGM details & dates for future meetings and roster for Board meetings to attend

2.4 (iii) Policy

No report as first meeting is not until 21 March 2019.

Michelle advised that the policies that would be considered at the next meeting were transgender; restraint; smoking and vaping; and a check of the policy review schedule.

3. General Business

3.1 Foundation Report

Michelle and Sheena met with Tony Cooke. Tony would like to step down from the Chair role. The foundation was set up 4 years ago; he has agreed to help to get the list of names of those who wished to join the Foundation loaded into the Wild Apricot database established for the Foundation. He will also get us in touch of class of 1957 so that a lunch can be arranged to start the process of securing a replacement person for the Chair role. We will also confirm which of the other current trustees are still interested in being part of the Foundation.

The Board was asked if they knew any former alumnus that would be interested in the role. The role is a voluntary position and Tony’s advice is that it requires one day a week. There is also administrative support (Judy) available to support the role.

Motion:

The Foundation report be accepted.

Moved: Bridget Rhodes Seconded: Michelle Rush | CARRIED

The meeting moved In-committee at 8.50pm.

The Board moved out of Committee at 9.10pm

There being no other business the meeting closed at 9:15pm

Approved as a true and correct record:

Signed:..... Date:1/4/19.....