

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE 26 MARCH 2018 AT 5.00 PM**

Present: Michelle Rush (Chair), Mike Doogan, Rachel Parsons, Dan Harwood Jones, Peter Leggat, Mark Patchett.

Apologies: Bridget Rhodes (late), Don Carson

In attendance: Ministry of Education: Kane Good (Principal Advisor, Network Lead), Lucy Ross (Infrastructure Lead), and Stephen Cross (Infrastructure lead)
Sherie Pointon (Minute Secretary)

Michelle welcomed everyone to the meeting and asked that people introduce themselves.

Peter took the opportunity to acknowledge Stephen's work to date on the property issues at Onslow College.

The Property Report

Stephen explained that the report we have received is a pilot. The Ministry of Education Regional office was asked to nominate three schools to pilot the new strategy for looking at long term Property needs. The report is an add-on to the 10 Year Plan. The intent of the document is to give an overview of the property looking across and beyond the 10 years of the current system.

The Report brings various College property issues to the fore, particularly the pre-fabricated buildings on Table Mountain, the main thoroughfare and connectivity of spaces. There are also aspects of the report that could be fleshed out a bit too.

The Ministry identified there are two processes underway:

1. The current 5YA property work. This includes the assessment by Ashby's for the roofing 5YA project which has been identified as a high priority project. This is progressing with the appointment of the Architect under way. This work is being done with reference to the Ministry's Building Improvement Programme (BIP).

The Ministry staff explained to the Board the usual process for the 10 Year Plan: that the Board contract a planner (Ashbys) to do a condition assessment etc. Then the Ministry, Planner and School meet to discuss the priorities. The long term strategy report (and the new way of doing things) becomes part of the development programme.

The Board asked what is being done about the projected roll growth, which is evident in our contributing schools. The Ministry has not listed Wellington as a "roll growth" area. The reliability of any data is always based on what it is at the time. Towards the end of the Census period data is less reliable. The Ministry Network team are working with WCC to look at the growth of the area.

The Board expressed their concern that there is an acknowledgement that much of the School's infrastructure is at the end of its life, and that there has been years of diversion of funds for Weather-tightness and Earthquake strengthening. When can we focus on not just roll growth but also on the infrastructure issues?

5YA funding is generated at every 5 year period. At each 5 year period, the School creates a 10YPP.

It is important that whatever is done, for example on Table Mountain, reflects a long term direction. Ministry officials considered that with funding, the College could replace the Relocatables and as part of this , access additional funding, but that it is a choice over that or doing refurbishment of the Main Block.

The Board asked for realistic feedback from the Ministry as to what is the plan.
The Board asked for explanation about what the Ministry was doing funding other schools and the frustration they have gone through to get there.

What does the future look like, and how do we work backwards so as to get there. With input from the Ministry. Health and Safety of our students and staff are paramount, clarity of the plan seems to be the obvious starting point.

What is the Ministry looking for from the Board? The Strategic Direction report is the high level initiation of the process. Then short term, medium and long term planning is needed. 10YPP has been held up by the Leaky Building work. We are starting to action this.

Project to investigate a plan to replace the Buildings.
5YA is about maintaining what we have, modernising the main block, with the understanding that the new builds are to replace the relocatables.

When looking at replacement buildings, there is additional funding available. How do we get the replacement started? What do we do? Ministry run capital works project. Complete the 10YPP and accept there will be a trade-off.

We need to develop the plan. So how do we get from the Report to the plan? What next? The Board was asked were they happy with the report? Yes in general but there is still some conversations to be had. We need to put some reality around the plan.

Should the Ministry not have a plan to fund replacement of buildings? The model that is operating is Tomorrow's Schools, and is based on student numbers and not on the age of the buildings.

Who should we be talking to, to assist the Board in writing the "Plan" so that we can actually move forward? Develop the 10YPP, roofing replacement then 50% of the 5YA budget for "project 2 – the buildings" then the next projects. Identifying the replacement buildings, will then trigger the capital works.

Once the re-inspection of the leaky buildings is finalised the Property team, Stephen and Laurence from the Ministry, Ashbys and Peter to discuss. The Board will provide feedback and a vision for the School.

Action - For the next Board meeting Peter will provide information for the Leaky Building work.

Stephen, Lucy and Kane left the meeting 6:05pm.
The Board paused the meeting for a break.

The Board reconvened at 6:20pm.

Michelle welcomed everyone back to the meeting.

Suzanne Vaclavek (observer) joined the meeting

1. Meeting Administration

1.1 Disclosure of Conflicts of Interest

Michelle noted that one piece of correspondence on the agenda is from four students, one of which is her daughter.

1.2 Additions to the Agenda

Communications to Parents from Board

1.3 Minutes and Matters Arising

Motion

The minutes of the meeting held on 19 February 2018 were confirmed as being a true and accurate record of the meeting.

Moved: Michelle Rush | Seconded: Mike Doogan | CARRIED

1.4 Correspondence

The Board went through the Correspondence received.

a. *The Board approved in principle the Business Studies Trip to China*

Moved: Peter Leggat | Seconded: Michelle Rush | Carried

b. *The Board approved in principle the Junior Cricket tour to the UK in 2019*

Moved: Mark Patchett | Seconded: Peter Leggat | Carried

c. *The Board approved in principle the French language trip to New Caledonia*

Moved: Peter Leggat | Seconded: Mark Patchett | Carried

d. *The Board approved the request to apply for funding to the Four Winds Trust for upgrading the Farnboro Centre.*

Moved: Peter Leggat | Seconded: Mark Patchett | Carried

The Board discussed how to express their appreciation for all that John Selby does for Cricket.

The Board discussed the correspondence received from four female students on the representation on the Board. Peter asked if Dan had been spoken with the correspondents. The Board discussed the idea of co-opting a second student representative.

The Board agrees in principle that there is a good case for co-option of a student of differing gender from that of the elected student representative.

Action: Dan, Peter and the authors of the letter to meet to discuss how this can be given effect in practice.

Motion

A policy supporting gender equity of student representation on the Board be developed after consultation with the student population.

Moved: Dan Harward Jones | Seconded: Mike Doogan | Carried

The Correspondence accepted

Moved: Peter Leggat | Seconded: Dan Harward Jones | Carried

1.5 Administration Procedures

1.5(a) Paper Format

The Board appreciated the Minutes being circulated within a week of the meeting.
The Board agreed to continue with paper copies of the meeting papers

1.5(b) LAL reporting

The Board discussed the format of the reporting.
The template we currently have developed is a Self-Review.
The report will now give the LALs time to provide that analysis.
Brief commentary about student achievement, strategic goals, initiatives and resourcing.
The Board agreed that six to seven key questions would be great.
The Board asked that the Executive Team be included in the report backs at the start of the year.
Action – Peter to develop the key questions, circulate to the Board and then discuss with SLT.
Hear from every LA over a two year period.

1.5(c) Communications from the Board to the Parent Community

Discussion about information about the Board Meetings with the Community.
Suggestion that a two-liner be included in the Bulletin following each meeting, including when Minutes are placed on the website.
Action - Add as an Agenda item Communications with the Community.

2. Reports and Reviews

2.1 Health and Safety

The Health and Safety Risk Register was noted.
The Board discussed the “Health” aspects of the legislation and role of the Board.

2.2 Principal’s Report

The Draft Annual Report was noted.
Any feedback to Peter.
Peter’s travel was noted, particularly the trip to Kunei.
Peter tabled the International Report.
Move that the Principal’s report be accepted
Moved – Michelle, Seconded – Mike Carried
The Board discussed the intakes of International Students from different locations.

2.3 Trustees Report

2.3(a) Student Rep

Dan presented a report on the Student Council meeting. The general response to double spells and Ako time is positive.

2.3(b) *Staff Rep*

Teaching staff have been surveyed and the results are being reviewed and discussed. Next phase is to survey the students, discussions with the Student Council to develop questions.

Bridget joined the meeting 7:35pm

2.3(c) *Whanau*

Whanau meeting on Wednesday evening. All Board members are invited to the meeting.

2.4 Sub Committees

2.4(a) *Resourcing*

The Board noted that the Finances are tracking well.

Motion

The Board resolves to write off the bad debt amounts of \$150, \$15 and \$92

Moved: Bridget Rhodes | Seconded: Peter Leggat | Carried

Motion

The Board approves the Capital Budget of \$201,987.26.

Moved: Bridget Rhodes | Seconded: Mike Doogan | Carried

2.4(b) *Property*

The Property Report was noted.

2.4(c) *Community*

Thank you to the Board for attending the PTA's AGM meeting.

The Board attendance rotation list will be circulated.

Action – send Board PTA attendance roster once finalised.

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

Moved: Mark Patchett | Seconded: Rachel Parsons | Carried

That the meeting moves out of Committee at 9:04pm

3.1 General Business

Michelle is out of the country from 13 – 30 April, the Board delegated responsibility to Mark Patchett.

Motion

Move that Mark Patchett be the Acting Chair from Friday 13 until Michelle's return.

Moved: Rachel Parsons | Seconded: Dan Harward Jones | Carried

Meeting closed at 9:05pm

Next meetings:

Thursday 5 April – Special Meeting (Principal Recruitment)

Monday 30 April – Resourcing (5pm)

Monday 30 April – Property (5.45pm)

Thursday 3 May – Policy Meeting

Monday 7 May – Board Meeting