

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD VIA ZOOM MEETING 06 April 2020 AT 6:30PM

**Present:** Sheena Millar, Mark Patchett, Sudesh Lourdes, Michelle Rush (Chair), Bridget Rhodes, Tia Bhana, Hilary Smith, Sam Grantham, Alex MacCreadie, Api Williams

**Apologies:**

**In attendance:** Katrina Brell (Board Secretary), Penny Kinsella, Tessa Hope

**Guests:** Penny and Tessa presented a summary of the results of a survey on Ako time, and what they had concluded from it.

### Board Response

- The Board acknowledges the work that Penny and Tessa have done to support Ako
- The Board identified that there was room for improvement in satisfaction levels with Ako, and asked whether key performance indicators could be developed to help form some goals for this improvement, e.g. senior student attendance could be one KPI.
- The role of professional learning groups and making sure staff are supported was discussed. The question was asked whether there is induction for Ako Teachers. There is.
- The Board asked that the Vision and Mission for Ako be shared with everyone in the school community (including students), and that the survey results be shared with the students and students given the opportunity to reflect on these and be part of suggesting improvements.

### Actions requested by the Board

- Share vision and mission for Ako time with Students, so they understand the purpose of Ako
- Share survey results with students, to get student reflection on the findings, and involve them in ideas to improve Ako time
- Tessa and Penny agreed to summarise what they have taken out of the discussion with the Board and come back to the Board with some goals and key performance indicators, with the intent that these are reported upon in a presentation to the Board next year.

Penny Kinsella and Tessa Hope left the meeting

### Welcome

#### 1. Meeting Administration

##### 1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

No additions

1.3. Minutes and Matters arising

Michelle has a few changes that need to be made. These have been sent to Katrina but need Michelle to interpret.

Minutes to come back to next meeting for approval.

Actions from previous meetings	Person Responsible	Update
Discuss with Peter Chapman how to investigate tracking for Y11 students, and female students	Sheena	Complete
In Vision change You -Come as you to You – Bring Yourself	Sheena	Complete
Add footnote for Well-being and Student Agency Include description for Whenua/Whakapapa/Whānau	Sheena - will consult with Api	Complete
Change goal to there will be an integrated Y9 class	Sheena	Complete
Change goal re assessing of best way to support students with bilingual background	Sheena	Complete
Work with Penny and Tessa around developing the Ako targets	Sheena	Complete
Board Business Schedule to be sent out	Katrina	To be carried forward as still working on this
Engage someone to assist in the planning of the consultation of the strategic plan	Sheena, Michelle, Sudesh and Mark	Complete – see details under General Business.
Consult with staff re strategic plan	Sheena and BOT	To be carried forward. To be looked at with lockdown taken into consideration
Consult with students re strategic plan	Tia and Sam	To be carried forward. To be looked at with lockdown taken into consideration

1.4. Correspondence

- (i) Jamie Peters Resignation  
*The Board accepted her resignation and wishes her all the best*
- (ii) Ron Van Musscher Resignation  
*The Board accepted his resignation and wishes him all the best*

## 2. Reports and reviews

### 2.1. Principal's report

The Principal's report was tabled, and the following matters discussed:

We have been working with the Ministry on how we can support students and whanau who do not have computers and internet. We have been working with Microsoft to have the option within Teams for Teachers to be able to call students/whanau to avoid staff using their personal mobiles. There is concern that the students that do not have access is Learning Support and English is a second language.

There was a question raised around the Torque IT Audit asking if a definite deadline been defined? Sheena conveyed that Torque IT have sent out a survey for parents, students and staff. When they have the results, the School will be advised. Torque IT have looked at the servers and the infrastructure and a draft report is expected next week. It was raised that the survey that was sent out was very technical and hard for parents to fill in.

Deadlines for reporting on Learning Program due to COVID-19. It discussed that the deadline will be extended, and Warren Henderson will look to send something out to the Learning Area Leaders to check who has been completed. It was discussed that it would be good practice to send an email out to parents and give them an update on with the Learning program will be updated.

Year 9 Camp – At the moment we are reviewing the Camp. A small Camp committee has been set up to view different options for Camp, and also if the timing can be pushed out a few weeks in Term 1. So far, the review has shown that there will be an extra cost to ensure the Camp can be run in accordance with the school's Health & safety policy and procedures.

The question was raised as to what is the Strategy for Sport at the college. Participation data, gathered by College Sport Wellington, was shared and discussed. Of note was low levels of Staff participation compared to some other schools, which was seen as a possible factor in the variability of experience between different codes

It was agreed by the Board that there is a need to find out what staff and students think around Sport at Onslow. It was recommended that Kylie (the Sports Director) undertake a consultation with Teaching Staff (Hilary to help) and with students (Tia and Sam and student sport leaders) to help get a view. The Board would then like Kylie to come back with a strategy. If there are budget requirements, PD etc. Kylie to include a proposal and plan with the strategy to the Board.

**Action** – Sheena to work with Kylie around a Strategy for Sport

**Action** – Kylie to attend a Board meeting and present Strategy for Sport to the Board

Health & Safety – Following concerns that health and safety procedures were not followed in respect of water activities at Year 9 camp for the second year in a row, the school has engaged with an outside company to review our EOTC and Health & Safety procedures. Changes have

been made already to our EOTC process. As a result of this some activities have not happened where SLT has not received the required two weeks' notice, which is what is in our current policy. It was noted that the outcome of the review may require support from the Board to support the school when trips are cancelled, or we have increased costs.

It was discussed that there was not clear communication with the peer supporters attending Year 9 camp, and a lot of responsibility was on them and they did not feel comfortable.

It was discussed if the Board of Trustees needs to approve all overnight camps/trips. If this was set up, a requirement then a proposal should be submitted to the Board for sign off. Then after the trip has occurred then a full report on how the trip went comes back to the Board. It was agreed by the Board that if there are approvals that are required between Board meetings regarding trips that the Board will be flexible in approving trips via email to ensure we do not delay trips or see them cancelled simply for need of the sign-off falling between Board meetings.

**Action** – It was agreed to reach out to NZSTA to see what is required from a Board of Trustees for signoff on Camp and School Trips.

**Action** – Hilary to relay a message from the Board to Staff that the Board is deeply concerned and disappointed that the Health and Safety procedures were not followed at Year 9 camp, despite concerns over breaches being raised and discussed following Year 9 camp the previous year. The Board views this as very serious, and expects that future camps adhere to health and safety procedures in all respects.

**Action** – That the Policy committee reviews the Health and Safety Policy.

#### **Motion**

*That the Principal's report is accepted*

**Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED**

### 2.3. Trustees Report

#### 2.3.1. Student

Tia & Sam tabled their verbal report

During this time off school, we have had two student council meetings and further developing what we would like to achieve as the Board Representatives. We have decided to put together a student video message.

We have an idea of hosting a meeting for all Student Representatives in Colleges around Wellington to bounce ideas and share what we are doing within our schools. The rest of the Board thought this was a great idea.

**Action** – Sheena to contact the Secondary Principals and see if we can get a list of students from other school councils to invite them to a meet and greet.

There has been a lot of questions raised from Students on what the Board does and students not understanding what Tia and Sam's role is within the Board. It was discussed

that we could develop some scenarios to explain what it is that the Board does and what is classed as something management does, and look to share that information through Ako time.

**Action** – It was agreed that the Board should go along and talk at the election process to explain to Students what the Board’s role is within the School.

**Action** – Find out what NZSTA have around what Student Representative role is and what the Board’s role in a School and put information onto the Website

### 2.3.2. Staff

Hilary tabled her verbal report

The Staff have a lot of positive feedback regarding the leadership Sheena has provided through COVID-19. Staff have been working hard regarding Online Learning. There is discussion around what will this mean long term and the way we change things now and what will work when we get back into School. If this is a long-term lockdown, we may have to rethink how we conduct classes. Trying to engage students is the key challenge.

The Board would like Hilary to pass on the message from the Board thanking the Staff for everything they have done through this time as we understand it is a different way of working and teaching. The Board would like to organise the morning tea for the first week back that we are at School.

### 2.3.3. Whanau

Api tabled his verbal report

We have not had any meetings due to lock down, feedback from the Whanau has been positive around how the school has put out information regarding COVID-19. They appreciate all the work Teachers are doing around online learning.

## 2.3. Subcommittees

### 2.3.1. Resourcing

Bridget advised there will be a washup in April with variances due to the operational grants and end of year that gets applied. International income is behind in expectations, we have nine students that are not coming. It will not impact this year but could impact us next year. We are 7 Teachers over this year. Sheena advised that when adjusted for the increase in the Roll Growth we are only 4 over.

Questions on what Ages Payables Summary

- Cengage Learning Australia Pty Ltd – Sheena confirmed it is textbook an online learning platform
- Clendon Burns & Park Ltd – Sheena confirmed these are consulting/constructions/engineers
- Education Perfect Limited – Bridget confirmed this is for Online learning program

Auditors have come through and they are very happy.

**Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED**

Support Staff Review with Humankind to be approved

*It was agreed that the Board approves the review with Humankind*

**Moved: Bridget Rhodes | Seconded: Mark Patchett | CARRIED**

### 2.3.1. Property Report

Overview of the Master planning and getting on the same page that it is a master plan for the whole School not just the 27 classes. They promised in early December that we would have the condition assessments by February. But we have not had that yet.

Action – Sheena to follow up with Craig to discuss the funding for the front of the School. Set up a meeting with Mark, Craig, Sheena, and Paula.

#### **Motion**

*That the Resourcing and Property report is accepted.*

**Moved: Sheena Millar | Seconded: Hilary Smith | CARRIED**

### 2.3.2. Community

PTA AGM is being postponed

Sheena and Bridget attended the 24 February 2020 Meeting

The main thing they noted they would like one person at the School to be the point of contact.

### 2.3.3. Policy

We have not had a meeting yet so nothing to report.

## **3. General Business**

### **Consultation Process**

We have appointed Sally Houghton to run the consultation and appointed Carolyn Patchell to help with the organisation of meetings. This will be delayed due to COVID-19. It is better that we consult with our community face to face. Sheena to reach out to the Ministry to see if we can get an extension. Sally will work with the Students for student input.

## **4. In-Committee**

The meeting moved In-committee at 10:00pm

The Board moved out of Committee at 11:01 pm

### 3. Communication with Community


- Sheena to send an email out to the community around what Term 2 looks like for students
- Property Report that can go onto the website
- Acknowledge the Leadership the Teachers have done in the changing and difficult time
- Acknowledge the efforts of the Staff coming to grips to the online environment
- Consultation plan – that it has been delayed, still work going on in the background
- Reassure the community not to be anxious and when we let everyone know as soon as we know.
- Review being done and a strategy is being developed. Quote a couple of statistics.

There being no other business, the meeting closed at 11.03 pm

Action	Person Responsible
Policy Schedule to be set out - carried forward from 17 Feb 2020 meeting	Katrina
Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting	Sheena and BOT. To be looked at with lockdown taken into consideration
Consult with students re strategic plan - carried forward from 17 Feb 2020 meeting	Tia and Sam. To be looked at with lockdown taken into consideration
It would be useful if the vision and mission could go out to Students, so they understand the purpose of AKO	Sheena
Penny and Tessa to summarise what they have taken out of this and come back to the Board and present next year	Katrina to schedule into a BOT meeting next year
Sheena to work with Kylie around a Strategy for Sport	Sheena
Kylie to attend a Board meeting and present Strategy for Sport to the Board	Katrina to schedule into a BOT meeting
It was agreed to reach out to NZSTA to see what is required from a Board of Trustees for signoff on Camps and School Trips	Sheena
Hilary to relay a message from the Board to Staff that the Board is deeply concerned and disappointed that the Health and Safety procedures were not followed at Year 9 camp, despite concerns over breaches being raised and discussed following Year 9 camp the previous year. The Board views this as very serious, and expects that future camps adhere to health and safety procedures in all respects.	Hilary
That the Policy committee reviews the Health and Safety Policy.	Michelle

Sheena to contact the Secondary Principals and see if we can get a list of students from other school councils to invite to a meet and greet.	Sheena
The Board to go along and talk at the election process to explain to Students on what the Board's role is within the School.	Tia & Sam to organise
What NZSTA have around what the Student Representative role is and what the Board's role in a School and put information onto the Website	Tia & Sam
Sheena to follow up with Craig to discuss the funding for the front of the School. Set up a meeting with Mark, Craig, Sheena, and Paula.	Sheena
Sheena to send an email out to the community around what Term 2 looks like for students	Sheena
Property Report that can go onto the website	Katrina

Approved as a true and correct record:

Signed:  Date: May 14, 2020








# 2020\_04\_06 - BoT MINUTES OF THE MEETING

Final Audit Report

2020-05-14

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