

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

HELD AT ONSLOW COLLEGE 15 JUNE 2020 AT 5:30PM

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

**Apologies:**

**In attendance:** Katrina Brell (Board Secretary)

**Guest:** Craig McWilliam, Seamus Maher (PPTA Chair)

### **Craig McWilliam (Business Manager)**

Craig presented the end-of-year accounts and the Deloitte Audit report. He advised the main areas of variance in our budget and prior year expectations were related to a very strong financial year in International income, we know this year it will be a little bit different due to COVID-19.

At what point of the year do we need to look at 40% of revenue drop from International? Craig advised that he will do a revised budget and refer back to the Board with a reforecast if it is required but this stage we need to be patient and see how it progresses.

Sheena advised that we will be looking to advertise for an Assistant Principal role which will consist of Teaching two classes and give the SLT some support.

Michelle (Chairperson) acknowledged and thanked Craig for all his hard work that he has done around the Finances and Property for the School.

### **Welcome**

#### **1. Meeting Administration**

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

No Conflicts of Interest

##### **1.2. Additions to the Agenda**

Shane Delaney – Scholarship Application

Students Email - Cafe

##### **1.3. Minutes and Matters arising**

### **Motion**

*The minutes of the meeting held on 4 May 2020 were confirmed as being a true and accurate record of the meeting*

Matters arising

| Action from previous meeting  | Person Responsible | Status   |
|---|--------------------|--|
| To seek MOE and MOH guidance and bring a proposal back to next month's Board meeting in respect of International Trips in 2021.   | Sheena             | Addressed in her Principal Report. To follow the guidelines in the Travel Policy |
| To work with the Student Council to encourage Students to give Teachers feedback  | Sam & Tia          | It was raised at our last meeting. Will bring it up again at the meeting.        |
| To send information on the Whanau Facebook Page to Katrina so that he can invite families of Year 9 and 10 Students to join.  | Api                | All completed  |
| Ensure that future Annual Financial reports include a Summary of Key points.  | Bridget            | Completed  |
| To get Craig to include the Front of the School plans in the Property report and look to invite Craig to the next Board meeting to discuss funding options. Katrina to upload property report to the Website.         | Sheena             | Completed  |
| That the Child Protection Policy go back to the committee to make amendments. The policy is to be shortened, and the procedures included as a separate document.  | Michelle           | Completed  |
| Board members to send any specific changes to Michelle and/or Katrina.  | All                | Completed  |
| When the Community Partnership Policy is next reviewed, ensure we include within it the relationship the Maori community, both mana whenua and tangata whenua; the Bi-cultural partnership and the Pacifica community | Michelle           | In Progress  |

#### 1.4. Correspondence

Shane Delaney – Application for a Teach NZ Study award 2021

*The Board unanimously agreed that they would support this application*

**Moved: Michelle Rush | CARRIED**

Thank you from Staff

*The Board acknowledged the appreciation from the Staff*

Business Studies Class

*An email from Nicolas Fisher regarding an Internal assessment on Market research. The project is to choose a business and choose a product and investigate all the people surrounding the OC café. They are looking for feedback around more open-ended answers that they can quote and include in their Internal. We have a Schools healthy food guideline on what is best practices in that they use in Canteens. The guidelines are healthy options and healthy choices.*

- *Local Business*
- *Healthy*
- *Eco Friendly*
- *Inclusive*
- *Diversity in food type*

**Action** – Sam to write up notes from the meeting and send back to Nicolas Fisher

## 2. **Reports and reviews**

### 2.1. Principal's report

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

There was a discussion around the risk assessment register and who decides it is a risk? Sheena advised that in our health and safety manual there are assessment options which the Health and Safety committee review at their meetings.

A question was raised around what happens if students have accidents at a sports game. It was advised that there is no policy to put it on the risk register but if a Child has to go to hospital there is a standard of it being reported.

Nag 2 – We have done a comparison on our Policies that are overdue from what the Standard policies that NZSTA have and reset.

There was a discussion around the Consultation process on the last Monday of Term 2 with staff. Hilary raised that staff at their teether and unsure if there will be a good response. Sheena to work with Hilary to come up with away to divide staff into two groups.

Nag 1 – Themes that emerged with online learning and returning back to School. There was a question on what the School does with them. Sheena advised that one of the best things that came out of this was the strengthening of staff support with Ako. We have also started to talking about is how we continue some sort of online presence. LLT have been discussing should we be looking at closing down the timetable for a certain amount of term each month so students can do online learning. Wellington East have started flexi Friday where they do online

learning every Friday. One thing that was really clear is that there are a number of students that liked directing their own learning.

There was a discussion about how we support the students for the end of the year.

Pathway/Gateway – The students are back, and their programs are running again but they are still doing a lot of flexible learning. The Students are been allowed to do their credits at home, but the vast majority are approaching it really well.

The class we set up Te Ara a Maui, the teachers have built amazing relationships and we have now about 15-20 students now in this class. Before lockdown it was 5-10.

There was a discussion around the connectivity modems that MOE have sent out. There is a lot of frustration about how this is rolled out, we are storing the modems and they will be returned to the Ministry.

### **Motion**

*That the Principal's report is accepted*

**Moved: Api Williams | Seconded: Bridget Rhodes | CARRIED**

- 2.3. Health & Safety  
Covered in Principal's Report

**Moved: Api Williams | Seconded: Bridget Rhodes | CARRIED**

- 2.4. Trustees Report

- 2.4.1. Student

Tia & Sam tabled their verbal report

2-minute silence went well, and everyone engaged. Student Council, we have had a lot of feedback from Teachers and Students on how it is going. The Board Reps have a few issues that they raised with the Board for guidance:

We are having issues with participation; the Reps have given great ideas, but it is hard to get them to follow through.

- *It was raised by the Board if it would be good for Sheena to attend. Sheena is happy to attend via invitation. We could also look to invite another staff member attend.*
- *We could look to see if there was a staff member that could watch and act as a mentor to help you to get the meeting to allow for more conversation.*
- *Active participation – if you do not actively participate it will not go on your certificate.*
- *Look to invite one of the Student Council to attend the meeting that Tia and Sam have with Sheena, so they see there is an outcome and how the decisions are made.*
- *Look to publish the minutes and actions on a web page within the college website. Student Council Page.*

Sheena acknowledged what Tia and Sam have achieved a lot over this year and you should be applauded. You have led and changed the Student Council on how it works, it is a functioning student voice. You implemented the two-minute silence and put a proposal together to the Senior Leadership Team. You have put a proposal to the Senior Leadership Team around what you would like a different athletics day would look like. What you have put in place is impressive, do not undersell what you have achieved. It was suggested that the Student Reps report back to the Student Council on what they have accomplished this year.

Tabloid Sports Proposal – We have put together an alternative more fun to look at instead of Athletics. We want to make it more Peer Support and year 9 focused and to look to have all year 13's to give back to the school.

Mental Health – Were working on a project as student reps and Tia got in touch with someone, she was working with from Youth Line and reached out to Ms Hope. There is a TPL meeting scheduled to talk to Staff to talk about a tool kit on Mental Health for students.

#### 2.4.2. Staff

Hilary tabled her verbal report

Staff wellbeing – felt like a very long term. 5-day mid term break was great and really appreciated. Everyone is focus on getting themselves and the students to the end of term. We have seen a lot of students stressed and anxiety at the moment. There is a lot of scope around anything else but wellbeing at the moment.

Vision – everyone will be very interesting, but it would be more useful if it was after the holidays.

The Board agreed that they would like to put on a shared morning tea for the staff last week of Term 2.

#### 2.4.3. Whanau

Api tabled his verbal report

We have not had a meeting this year yet. A survey has gone out to confirm what time works for the Hui. We now have 19 members from the email that went out to all whānau Consultation on Onslow College Strategic Plan

There was a discussion around when we go wider to the community and how we include Mana Whenua (Ngati Toa and Te Atiawa) would we want to do them together (both iwi) or together (both iwi and Onslow whānau).

It was agreed we would have the whānau meeting and then do separate.

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

### 2.3. Subcommittees

#### 2.3.1. Resourcing

Finance report – We are still working with MOE around the impact of COVID-19 and the expenditure on what we can claim back from MOE.

Exterior Painting – Budget for the maintenance. It looks like a big expense, but it sits in the provisions in the balance sheet.

Deloites attachment letter

They are happy that we put in place the budget for assets and liabilities.

Accounting matters arising – School Policies need to be updating.

Principal approved own expenditure – Three items of \$80 that was coded to the Principal's expenditure. This was for flowers for three staff members. It was discussed that normally anything like this would go on Sheena's credit card but these were flowers that were arranged by the office that should not have gone onto the Principals expenditure. We will advise that flowers cannot be purchased unless via Sheena.

**Action** – Sheena to ask Craig to draft a letter and send it to Michelle for sign off.

**Moved: Sudesh Lourdes | Seconded: Mark Patchett | CARRIED**

#### 2.3.1. Property Report

We have two new building which is 4 new classrooms. We are not using them until the Ministry of Education sign off on the deck. We have sent through 4 proposals.

Roofing of the Hall is being re-roofed. They haven't done the spray booth as they are having some issues. They have started on the roof of the Gym but when they have finished, we will need to close the gym and do the inside. Friday the link foyer toilets will start to be upgraded. The toilets will be gender naturel and there will be 9 new toilets.

Education brief – Sheena advised that she has put an education brief together as a draft until we have the consultation finalized and this document will be a working document. I took information from the workshop the Board did in February, Survey that was sent out to the community and our wish list. This was done to ensure that we were not held up with the master planning.

The Board would like to commend the work that Sheena put into the Education Brief.

- There was a discussion around Toilets – Is there an option to have toilets that do not have doors like in malls that you walk through a corridor into the cubical
- Did like the document but there will be a strong response from staff on what spaces should look like.
- A lot of children cannot cope with large crowds. We need to underline small quiet breakout spaces.
- Sustainability, environmental piece could be strengthened. Pulling in the local ecology of the place which could be connection to Tahi kaka. Could we look to light up the stream, can we daylight it and use it as a focal point.
- Water sensitive design on the building and carbon footprint.

- Pod/Telephone booth for break out spaces

The idea for the master planning is lots of flexibility and to ensure it goes in small and large spaces.

How we can create a sense of belonging for students within groups of 200 people.

It is how you create a school environment that deescalate. How do you ensure that students transitioning around the school around sensory?

- Use of spaces and curriculum and what we are doing in those spaces that will help improve the Maori and Pacifica disparity
- Leadership Section – Student centre, Principal’s etc. There is no Board Room
- Fly part of the vision – ability to take a great idea and turn it into an enterprise. Strengthen the theme through this
- Environment needs to support the achievement, ability to connect with community but create a self-starting environment for students.

#### **Motion**

*That the Resourcing and Property report is accepted.*

**Moved: Mark Patchett | Seconded: Api Williams | CARRIED**

#### 2.3.2. Community

No meeting

#### 2.3.3. Policy

With the result in the Audit that our Policies are out of date. A lot of our policies are very close to what is in NZSTA.

- Personnel
- Principal Performance
- Complaints
- Discretionary Staff Leave
- Attendance
- Travel Policy
- Child Protection
- Physical Restraint
- Māori Student Achievement

*It was agreed that the above policies be approved and agreed that we would prioritize the review of the below at the next Policy Meeting*

- Reserves Policy
- Health & Safety
- Māori Student Achievement

**Moved: Mark Patchett | Seconded: Hilary Smith | CARRIED**

It was discussed that we include Miriama Pere or Josh Hema to the next Policy meeting to help the committee to review the Māori Student Achievement Policy. Also, we need to add that there is not a Pacifica Policy.

**3. General Business**

**Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED**

**4. In-Committee**

The meeting moved In-committee at 8:50 pm

The Board moved out of Committee at 8:55pm

**3. Communication with Community**

- Property Report – Develop an approach
- Financial Report
- Schools financial position around COVID 19. Still looking to understand the impact regarding the reduction in income from the international students
- Consultation process is starting regarding the Strategic Plan and confirm with the community
- 2-minute silence that was student led.
- Student leavers data
- Policies that we have reviewed – link to where loaded.

There being no other business, the meeting closed at 8:58 pm

## Action Log

| Action   | Person Responsible  |
|--|---|
| <i>To write up notes that were discussed around the Business Studies Internal and send back to Nicolas Fisher</i>  | Sam Grantham  |
| Deliores Audit - Craig to draft a letter and send it to Michelle for sign off.   | Sheena to work with Craig to get a Letter drafted.  |
| <b>Actions from Previous Meetings</b>  |   |
| Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting  | Sheena and BOT<br>It is booked in for the last Monday of this term and first Monday of next term                                      |
| Consult with students re strategic plan - carried forward from 17 Feb 2020 meeting   | Tia and Sam<br>Is starting on Thursday 18 June 2020   |
| It would be useful if the vision and mission could go out to Students, so they understand the purpose of AKO   | Sheena has had a meeting with Tessa and Penny. They are working on the best way to get this out. This will progress in the next month |
| 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 - TBA  |
| Sheena to work with Kylie around a Strategy for Sport  | Sheena<br>In progress   |
| Kylie to attend a Board meeting and present Strategy for Sport to the Board  | Katrina<br>Booked in for a later meeting  |
| 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<br>In Progress   |
| That the Policy committee reviews the Health and Safety Policy.  | Michelle<br>In Progress   |
| 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 and Sam<br>In progress  |

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 and Sam  
In Progress

Approved as a true and correct record:

Signed: 

03 August 2020

Date: .....