

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

HELD AT ONSLOW COLLEGE 03 AUGUST 2020 AT 5:30PM

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

**Apologies:**

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

**Guest:** Penny Kinsella, Kerry Finnigan, Seamus Maher (PPTA Chair), David Spaziani (Parent)

### **Kerry Finnigan, Director, International Programme**

Kerry introduced the international programme. It started at the beginning of the year with 52 Students and we have now gone down to 20 students due to COVID. We have been in contact with the students via skype. Some students are doing a couple of Te Kura subjects. Kerry showed the Board the International marketing materials. A video is being developed for International along with a generic video portraying Onslow College. The enrolment system has shifted to online.

The International Team consists of Kerry Finnigan (Director/Teacher/International Dean/Student Support), May Wong (International Office Manager), Shiromi Seneviratne (Homestay Manager). There are normally three trips each year: China, Thailand, Japan. This year will be interesting doing the marketing virtually. We have 8 Students doing online teaching through Te Kura. We have approximately 14 Students that may stay over the Christmas break and we will need to look to run a programme in January for them. We are in the process of speaking to host parents to see if they would host them over this time. We have been developing several policies in respect of the school's hosting of international students. These in-depth policies detail aspects related to caregivers' responsibilities and they are audited every year by NZQA. There are distinct policies around homestay and refunds.

### **Welcome**

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

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

No Conflicts of Interest

##### 1.2. Additions to the Agenda

##### 1.3. Minutes and Matters arising

### **Motion**

*The minutes of the meeting held on 15 June 2020 were confirmed as being a true and accurate record of the meeting*

**Moved: Alex MacCreadie | Seconded: Mark Patchett | CARRIED**

## Matters arising

Actions	Person Responsible
Sheena to liaise with Michelle on a date that the Board can get together and review the outcome of the consultation	Sheena/Michelle Complete
Sheena to have a conversation with Ave (Arotukui co-ordination)/Deans/ Te ara Maui/Kaitaki to get an understanding of the students we have identified that need help.	Sheena
Sheena to look at the appointment of a Returning Officer for the upcoming Board elections.	Sheena

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 Complete
Deloittes Audit - Craig to draft a letter and send it to Michelle for sign off.	Sheena to work with Craig to get a Letter drafted. Craig would like to work with someone for the Board. Mark to reach out to Craig to send it from the Board.
Actions from Previous Meetings	
Consult with staff re strategic plan - carried forward from 17 Feb 2020 meeting	Sheena and BOT 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 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 In progress
Kylie to attend a Board meeting and present Strategy for Sport to the Board	Katrina 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 is attending the H&S meeting to discuss. Closed
That the Policy committee reviews the Health and Safety Policy.	Michelle In Progress and the procedures that sit aside this
The Board to go along and talk at the election process to explain to Students what the Board's role is within the School.	Tia and Sam In progress Complete
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 Complete

#### 1.4. Correspondence

Linda Eastman – Resignation

*The Board of Trustees accepts her resignation and wishes her all the best.*

Diane Calvert – Gymnastics Club

*This was responded via return letter.*

Gudrun Wilson – Pedestrian Crossing

*This was responded via return letter.*

Kent Hogan – Resignation

*The Board of Trustees accepts his resignation and wishes him all the best.*

Kylie Summers – Cricket Grant

*The Board of Trustees have approved the Grant*

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

Penny Hogg – Gymnastics Club

*It was agreed that the Board needs to respond to the new letter in response to this letter.*

### **Motion**

*The Board accepts all inwards correspondence*

**Moved: Alex MacCreadie | Seconded: Sudesh Lourdes | CARRIED**

## **2. Reports and reviews**

### **2.1. Principal's report**

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

Parent Teacher Conferences: The school has had great feedback on how the day ran. Mark advised he had feedback from parents that they enjoyed the day more than previous years.

Hilary advised that the feedback from Staff was that it was an exceedingly long day, but that overall, the staff felt the conversations were a lot better.

Sheena spoke about the Antipodeans trip. She advised that we have received a letter from one of the families stating the insurer has upheld their cover. These parents followed the complaint process which is good news.

NAG 2 – Torque IP – It was asked why this has taken so long. Sheena advised that the school had received the review, but were not happy with the first draft, so it was sent back. Torque IP then prepared a new report which we are happy with. This is now sitting with our IT Manager for his response. Hilary has asked what will happen with the report. Sheena advised once we have got a plan we will share the report and plan with staff.

There was a discussion around how the Board will look at the summary of the consultation review. It was agreed that the Board should get together and conduct the review as a group .

**Action** – Sheena to liaise with Michelle on a date that the Board can get together and review the outcome of the consultation.

Discussion around Te ara a Maui – The document was reviewed, and the Board acknowledged that it looks great. The question of “How would you know you have achieved the goal?” was asked.

Sheena answered that there are two things:

- Whilst we have stopped using Capital Training for as many students, we still get the NCEA level 1 and 2 class rate in numeracy and literacy without having students go offsite. We still use Capital Training if students want to transition out of School.
- We have fewer students needing to access this route, as over time we have upskilled staff to support them.

The question was raised in respect of what we are seeing as a school around COVID-19? Sheena discussed that having Term 2 being compressed into Term 3 has resulted in a heightened stress

level for staff and students, despite the school removing prerequisites for any student going into year 11,12 and 13. She clarified that the school has always enabled students to come back to school at the beginning of the year if they have missed standards to help them get where they want to go. The school was also needing to take into count parental expectations. There are parents that are stressed that their student is saying they aren't going to meet a certain standard. We need to reassure them that there is a definite reduction in standards, and it is going to be OK. The learning should not be about the assessment at level 1 and level 2. Alex asked if there were any groups of students the school was worried about? Sheena advised that there are students that stopped engaging. When asked what could the Board do to further help the students? Sheena observed that Te ara a Maui has been a huge investment in supporting these students. It is very important that we contact a student's home. We have offered relief for teachers if they get overwhelmed and to give them the time, they need to contact home. Sheena advised that what would help would be focusing on support for the Deans, so they are able to work with the students that are at risk and to follow up with students we may have missed.

**Action** – Sheena to have a conversation with Ave (Arotukui co-ordination)/Deans/ Te ara Maui/Kaitaki to get an understanding of the students we have identified that need help.

It was suggested to investigate a mentoring program, using people outside of Teaching. Look at ex students, Alumni. Sheena advised that there are processes that would need to happen i.e. police vetting etc. which can make running such a scheme difficult.

Michelle raised that next year we need to discuss at the Board meeting, the format for the Year 9 Open Evening. She was concerned that there was no opportunity to share a consistent message to everyone, e.g. around school values. Sheena commented that she felt this was a management issue.

Health and Safety register was reviewed and a discussion around it.

### **Motion**

*That the Principal's report is accepted*

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

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

**Moved: Bridget Rhodes | Seconded: Tia Bhana | CARRIED**

- 2.4. Trustees Report

- 2.4.1. Student

Tia & Sam tabled their verbal report

We are currently working on the Mental Health Project. We have spoken to the Student council on what they would like to do this year. It was discussed to get some guest speakers in. Year 10 students want a speaker on how to support friends with mental health. Tia is working with Youthline and have given information to them on what the students would like to talk about and they are putting a programme together.

Today we had 5 students who engaged in the white ribbon leadership program. White Ribbon is a charity which helps to reduce violence and promotes knowledge around domestic abuse.

Sam has had an overwhelming feedback from students on their credits this year and worried they don't have enough credits and they will not pass. This is due to fewer or delayed assessments. It would be good if we could reassure students that the school is committed to support students. Sheena advised that Sam and Tia guide them to their Ako Teachers. Their Ako teacher is their first step so we can ensure we can support them.

Mark suggested that Ako Teachers touch base with their class to reassure them that we are here for support. Sam said that if Ako Teachers could pass on a message to their class that would be greatly appreciated by students.

#### 2.4.2. Staff

Hilary tabled her verbal report

It is quite hard to get a clear sense on where staff are at. It is very unsettled and there are some that are anxious. You can see that it reflected in the response to the Parent Teacher Conference. On a positive note the Staff that have moved into the new rooms are very excited. There has been positive feedback on the consultation process.

Tia and Sam mentioned that going to the Staff Consultation was really interesting as a lot of the things that students pointed out i.e. student wellbeing etc. were the same as the staff and it would be good for students to know that staff are thinking the same as the students. Sheena advised when we do the summary, we look to present it to the student council.

#### 2.4.3. Whanau

Api tabled his verbal report

The whānau have not met yet but we are looking to meet this term. We still are using Facebook with key messaging. Sometime end of this year/early next year we will look to the appointment of new secretary and Board Rep.

Whānau consultation meeting went well last week, and we had some new families attend. Further consultation will need to happen from the whānau group when we go to the next step with the master planning.

## 2.3. Subcommittees

### 2.3.1. Resourcing

Bridget advised that we are still working on the International income but we will not be looking to reforecast so we will look to use the same budget. General expenses are high because of the ICT and Administration reviews that have been paid. The School completed a large painting project earlier in the year. This has reduced the provision the school held for current cyclical maintenance. In the prior period this was expensed (disclosed under property expenditure reducing the net profit). Note that the school will likely need to increase its cyclical maintenance provision at year end.

**Moved: Alex MacCreadie | Seconded: Mark Patchett | CARRIED**

### 2.3.1. Property Report

That the gym would need to close for 4 weeks while we finish the roof repairs off was discussed. We are suggesting that we do it in the holidays, to cut down the time out of action to two weeks in term 4.

Master Planning meetings are happening fortnightly and we are just reviewing concepts at the moment. Once we have finished this we need to look at the sports strategy. One thing we are pushing hard is a second Gym to support the top fields.

Bridget advised that we have to go through 4 design approval steps. Bridget advised that some of the matters raised by the community might not be in the Master Plan as it is very high level. Bridget advised that Callum McKenzie would like to come to the next Board meeting to present the concepts.

It was discussed that we need to have Board Representatives take part in the School Visits. It was agreed that Mark Patchett, Bridget Rhodes, Georgia Rhodes and Michelle Rush would attend the Auckland/Hamilton trip. Tia Bhana, Sam Grantham, Mark Patchett, Hilary Rose would attend the Wellington Schools. Sudesh Lourdes and Bridget Rhodes will take part in the Christchurch Visit.

#### **Motion**

*That the Resourcing and Property report is accepted.*

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

### 2.3.2. Community

Alex MacCreadie attended the PTA meeting. The meeting was about preparing for the Open Evening.

### 2.3.3. Policy

- Curriculum Design and Delivery

#### **Motion**

*It was agreed by the Board to move the Policies*

**Moved: Mark Patchett | Seconded: Alex MacCreadie | CARRIED**

- Community Partnership

**Motion**

*It was agreed by the Board to move the Policies*

**Moved: Bridget Rhodes | Seconded: Sudesh Lourdes | CARRIED**

**3. General Business**

**Action** – Sheena to look at bringing the appointment of the Returning Officer.

On the condition that the current returning officer would like to carry on with this role the Board would like to appoint the current returning officer.

**Moved: Alex MacCreadie | Seconded: Mark Patchett | CARRIED**

**4. In-Committee**

The meeting moved In-committee at 8:17 pm

The Board moved out of Committee at 8:37 pm

**3. Communication with Community**

- Property Update
- Policies
- Consultations
- School Visit
- Remind whānau to reach out to Ako Teacher if you are feeling stressed

There being no other business, the meeting closed at 8:39 pm

Approved as a true and correct record:



03/11/2020

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