

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

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

**Present:** Sheena Millar, Michelle Rush (Chair), Bridget Rhodes, Hilary Smith, Alex MacCreadie, Api Williams, Mark Patchett, Tony Huang, Sally Robinson

**Apologies:** Sudesh Lourdes, Penny Kinsella, Sophie Crozier

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

**Guest:** Miriama Pere, Minga Kana, Kay Messerli, Warren Henderson, Janet Glenn, Misbah Sadat

### **Miriama, Minga and Kay presented a report to the Board on Te ara Maui.**

Te ara Maui has been a space that reinforces our strategic goals and our kura. It has allowed us to be able to work on building understanding on what wānanga can look like for our staff. A big break through that has happened is that our Learning Area Leaders understood the learning that could happen in Te ara Maui and that it is not the traditional form of learning. This has also given us good feedback as a department to see what works and does not work. This year has been very difficult year getting it off the ground, but we have managed it. It has worked as a space for different students in different ways. This year has been an opportunity for us to get a hold of the students that may fall through the gaps and this has allowed us to have the space to have the in-depth conversations with them. This is a very powerful space that has been set up and we are very grateful that the Board has created this space. Students can relax and have a safe place. As students start to trust and relax then the conversations start happening and the student agency starts to show. This is a place where that is possible, in a way we interpret Ako for them and we try to lower the barriers for them. It is a very accepting place, and we look at systemic issues and barriers. We have had lots of success, where students are not attending school, we can look to adjust their learnings to bring them back into the classroom. Time is a challenge, and we have to get creative on how we work around supporting each student.

One of the things we are going to focus on in the future is literacy and numeracy in the junior school and support what is happening there and build the program up so that when they hit the senior school they are in a stronger position and no one will be left behind in that process.

One of the issues that has come up is the Pacifica students. We have several students who feel quite isolated, they are not feeling understood in a cultural sense. This is where I see sadness but also potential.

As staff that are working in this space there is a lot of collaboration: it is nice for the students to see that staff are collaborating and to have a way that enables students to build relationships with staff other than in the classroom.

We had around 70 students that have been referred, 30 students coming through as emergency. At the beginning of next year, they will be all back in classrooms. Also conduct one on one tutorials for the students where they need help.

Sally asked how do you see the learnings from this going across the wider school in the future? The important thing here is that we are trying to incorporate Matauranga Māori into the curriculum and the way it is delivered in the classroom. This is a space where we hope to see teachers engaging with specialists, e.g. to understand learning differences with a student. The idea is that it is 'just in time' to get students back into classes by providing a boost in confidence to go back into class.

'Less is more' program, we tried this year for student to prepare them for the next unit within their subjects. Trying to help accelerate their learning by having them prepared for what is coming up. All Where we find learning differences, to facilitate the students to talk to the teachers about it, then we can learn more.

What is it that the Board can do to help support the work that you do? Kay conveyed that the Board's patience is lovely, knowing that we may fail at times and succeed. Good to be held to account and important that you come and say that this is fitting in to where you are taking us. Is this something that is easy to measure? Kay conveyed that one thing that she has been looking at is a model called seed scale, it is a model set up by some world charities where they try to be pragmatic with the data they are collecting. What they were finding that the data they were collecting was good but only after the fact. What I have been testing in Te Ara is Self-efficacy, this is whether you believe yourself that you can succeed in a particular context. There is a way you can shape the question quite easily and what I have found is that the students I have worked with, their self-efficacy in the subject was 20 out of 100 and would shift to 80. This helped us steer the student in the right direction.

There is tracking that we need to do year by year regarding attendance etc. Te ara Maui has been based in the room off the side of the library and what the Board has helped us to do is upgrade the Student Centre to have a safer nicer space for students. It will now be placed in the center of the school and it will be set up as a modernized environment with new furniture and a more welcoming space.

What would be helpful for the Board is to see how you are going and if there are any blocks that require assistance at a governance level, to bring it to the Board. The Board would like to acknowledge the work that Miriama, Minga, Kay and the team in Te ara have done to support our kura in this space.

**Warren Henderson presented on the results on the Learning Program.**

The Board requested Warren to give three things that are key points around - Keep doing, Start doing, stop doing.

Keep doing – We are heading in the right direction by having online reporting.

Stop doing – stop the variability and disparity in how reporting on student progress is being done. Some people are doing it very well and parents are happy, some people are doing it not very well and parents are not happy. It is very variable.

It is really clear both staff and parents don't know when comments have been put on. We have addressed it with PCSchool, but it is not a quick fix and we need to go back to them.

Warren has surveyed staff, parents. We had 150 responses from parents and 22 from Students. Warren gave a copy to the Board to take away to have a read. Warren has put a team together to work through the next steps.

The Board would like to acknowledge the effort that Warren has put in for this report and his work on the Learning Program.

## 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 2 November 2020 were confirmed and as being true and accurate record of the meeting.*

**Moved: Sheena Millar | Seconded: Api Williams | CARRIED**

### Matters arising

Actions	Person Responsible
To share the more detailed report from the survey they did with the students via the Instagram account, to the Board members.	Tony Huang

#### 1.4. Correspondence

Rowing Grants:

*The Board of Trustees have approved the application for Grants for Rowing:*

Pub Charity Grant for a single sculling boat be approved.

Trusts Community Foundation Grant for 8 sweeper oars be approved.

The Sports Department would like to apply to the Lion Foundation to help cover the cost of accommodation and transport for our Premier Volleyball Boys and Girls team travelling to Palmerston North, along with our Premier Ultimate team travelling to Taupo for Summer Tournament week in March of 2021.

*The Board of Trustees have approved the application for the Sports department to apply for the grant to the Lion Foundation.*

Emma Coleman – Request to publish papers regarding Onslow College.

*It was agreed as a Board that we would not support this request.*

### **Resignations**

Tom Cummings

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

Karen Brightwell

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

Lynne Kennedy

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

### **Motion**

*The Board accepts all inwards correspondence.*

**Moved: Sally Robinson | Seconded: Hilary Smith | CARRIED**

## **2. Reports and reviews**

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

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

#### **Strategic Plan**

Welcome the SLT members to making the meeting at late notice and thank you for attending. There are a couple of matters to do with strategic planning that are important. There are several things that have been occurring that are useful around the context of the Strategic Plan. The Board understands that as a team you are meeting with Mary Chamberlain in December to talk about roles and responsibilities and strategic planning as a senior leadership team. The Board thought it would be good to meet tonight to give thoughts ideas to help you frame your meeting with Mary.

There was a comment around the issue of communication, and communication is not seen in the strategic plan.

Janet conveyed that the Strategic Plan has gone to one staff meeting. We are going into term 1 still in consultation. Peer support training was framed around the values and the Onslow Way and the bicultural approach. The training was led by teachers Ryan Frost, Duncan Moore and Rosanna

Williams. Apparent at the peer support training was that there is a real generalized view around snitching, and no one wants to snitch. We are working a programme into peer support which helps students identify ways to have positive bystander behaviour which translates into identifying and reducing bullying and inappropriate behaviour.

Michelle conveyed that as a Board, we are looking to have a clear line of sight from the with the vision and the values that make up the Onslow Way through to each goal to what is happening in the school so we can measure and track progress. This requires some clear measures and targets for these measures, as well as benchmarks (where things are currently at). The idea is so we can see, year by year, where we are at, where we need to maintain, and where we need to improve.

In regards doing this, for example for the wellbeing goal, Janet advised that it could be tracked through reports from kids with guidance, teachers and tracking the number of them if they go up or down. If it is coming through mates and dates, ako and peer support and our bicultural journey through mana enhancing.

There was a discussion around the values and what they mean. A lot of people do not know what the values mean.

The learning area leader's role to ensure their learning areas are using the values in the correct context. Its everyone's responsibility to demonstrate the values in their area. We need to really focus on staff, students, and whanau to articulate what the values mean in practice, and for them to embrace the values.

The emblem is there to be used, from which examples can be framed and explored in relation to what they mean for each team. The aim is that the values be reflected within the learning program, and as a guide to the 'how' of achieving the annual goals. Build the language around the values and have them up around the School and in classrooms.

The Board and SLT discussed the draft strategic plan and made some suggestion for follow up.

It was agreed that the Board would support funding of up to \$20,000 for Sheena to source someone to come in and help the school on communications out to community and to help develop the website.

### **Motion**

*That the Principal's report is accepted*

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

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

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

- 2.4. Trustees Report

#### 2.4.1. Student

Tony tabled the students report.

The students have created an Instagram account so that we can survey students. We currently have 200 followers and hope to have close for 500 next year.

It was acknowledged that the report that the student representatives tabled was excellent.

**Action** – Tony to share the more detailed report they have to the Board members.

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

#### 2.4.2. Staff

Hilary tabled her verbal report.

My observation around the communication is often administrative decisions. Therefore, when those decisions are made, and they are not communicated well or that it has changed. That is where people get very aggravated. It is SLT in particular that passes those messages down. An example was the change of the timings for the students' last day. LAL have become increasingly important to the sharing of information; some areas are excellent in communicating the information but there are some Learning Areas that do not share the information.

**Moved: Mark Patchett | Seconded: Sheena Millar | CARRIED**

#### Whanau

Api tabled his report.

**Moved: Alex MacCreadie | Seconded: Sally Robinson | CARRIED**

### 2.3. Subcommittees

#### 2.3.1. Resourcing

Bridget took the Board through the financials and resourcing report.

The International Programme has lost \$500,000 which is why we are reflecting a loss. Support staff pay equity is reflected in the budget. Teacher salaries are expected to be lower next year than this year.

#### **Motion**

*That the Draft Budget is accepted.*

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

#### **Motion**

*That the Resourcing report is accepted.*

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

**2.3.1. Property Report**

All classrooms Table Mountain have been completed. Maycroft have started on the steps and decks. We are hoping this will be finished February/March. Ventilation in the design technology block will be fixed early next year. Repairs and upgrades to the fencing in the front of the school is expected to be under way at the beginning of next year. The Student Centre is being converted to Te Ara Maui and kitchenettes are being installed around the school. Gym roofing issues mean additional work has been required on the re-roofing project.

the Board is invited to a meeting on Friday 18 December to hear an update on the masterplan, including staging of re-roofing, main block refurbishment, and what is happening with the administration building.

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

**2.3.2. Policy**

The Board agreed that Tony Huang will join the Policy Subcommittee.

**2.3.3. Community**

**3. General Business**

**4. In-Committee**

The meeting moved In-committee at 8:00 pm

The Board moved out of Committee at 9:52pm

**3. Communication with Community**

There being no other business, the meeting closed at 10:00pm

Approved as a true and correct record:

Signed: .....  ..... Date: 15/02/2021 .....