

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD Via Online Teams Meeting 19 April 2021 AT 5:30PM

Present: Sheena Millar, Michelle Rush (Chair), Bridget Rhodes, Hilary Smith, Api Williams, Mark Patchett, Tony Huang, Sophie Crozier, Sudesh Lourdes

Apologies: Alex MacCreadie

In attendance: Katrina Brell (Board Secretary)

Guest: Warren Henderson, Janet Glenn, Misbah Sadat, Penny Kinsella

Warren Henderson

Strategic Goal – To collaboratively design an innovative curriculum that supports equitable learning pathways.

Annual goal: Develop a consistent equitable approach for reporting through the learning program.

Warren conveyed that he would like some feedback from the Board around the communication to parents regarding the learning program. Warren emailed parents directly with the schedule around the learning program, key dates for the year and how parents access it. Warren asked the Board what type of communication they would find useful as parents regarding dates, times etc. Suggestions included:

- the planned email notification from PCSchool will help once in place;
- consider the language used in the email subject line, as many parents don't understand what 'learning programme' means. Use of the word 'report' would be helpful as that is how many parents still think.

Warren has signed the contract for PCSchool to work on the notification system and they are looking to have this ready for use from June.

The first lot of formal comments for students will be due by the middle of the year. Warren is currently working with Learning Area Leaders on examples of what these would look like.

Annual Goal: Investigate the development of an equitable junior curriculum.

Have updated the curriculum document to include the school Vision and Values. This has now gone to LLT and we are looking for blue sky thinking. Sally to provide to Warren some information from Wainuiomata College on what they are doing with their curriculum.

Janet Glenn

Strategic Goal: To create positive opportunities for Māori and all ākonga to be biculturally confident citizens; honor Te Tiriti o Waitangi.

Annual Goal: Accelerate improvement for Māori Learners using the Learning Conversation Tool

Annual Goal: Further develop staff conscientisation through professional learning opportunities.

Janet invited any Board members who wished, to join one of the Ngāti Toa bus tours that are being held as part of staff professional development. Board members to let Janet know.

Action – Michelle to reach out to the PTA to set up the evening for parents around vision and values.

Penny Kinsella

Strategic Goal: Wellbeing – To ensure that all aspects of our ākonga (staff and students) wellbeing are supported so that they can grow and thrive.

Annual Goal: Student Wellbeing – We have been setting up the VUW Student Wellbeing Study. This will be for from Year 10 – 13 students. We are having to extend the time period for Ako to allow students to complete the survey.

Parent Teacher Conferences: Board members conveyed:

- communications from parents were that the longer ten minute interviews were great, and that the communication around the conferences was fantastic around setting up bookings etc
- there was concern from parents about missing out, as interview spots were quickly filled.

Penny advised that the school was looking at this, with a view to creating more time for the interviews, to allow for additional interviews to be booked.

Misbah Sadat

Strategic Goal: To collaboratively design an innovative curriculum that supports equitable learning pathways.

Annual Goal: To develop a tool to track the progression of student achievement.

Senior Tracking

Misbah conveyed that she can do historical tracking but cannot do tracking for the current year nor predict forward with the constraints of the PCSchool software. Furthermore, in PCSchool teachers are unable to enter students grades unless using their mark books, and are unable to remove standards, where a student changes what they intend to do. The set up requires that all standards are entered for a course at year start, and only the data team can remove standards – and to do this they have to select each individual student.

Michelle has asked if there are any work arounds. Misbah conveyed the only other way is that the standards are attached to the course and not to the student. Then the only time a standard shows up for the student is if they get a grade in it. Api conveyed that he agrees with what the we are saying but to make sure we are not losing track of the target around tracking students and what they will need as support and wrap around it.

Board members asked whether PCSchool is fit for purpose. It was acknowledged that does have fundamental limitations, but that any change to the system will be challenging for staff. There are also costs with changing to another system such as KAMAR: while the system itself would be cheaper there would be a need for professional development, the cost of which would need to be investigated. The school would also need to run two systems to have a cross over for a period to ensure the capture of all data.

Action: The Board asked the pros and cons of a change in system be investigated and reported back, including:

- To what extent additional changes could be sought to the current system to meet our needs
- Is there another way or work around to do alongside of the system to meet our requirements for better tracking and forecasting of student achievement? And if so, what would be the time, upfront cost, and ongoing cost of this?
- What the alternative system(s) could be
- What KAMAR (and/or other alternative system) would not do that PCSchool currently does, and the cost of that to the school.
- What would be the implications for staff of a change, including the need for training in the new system, and other changes in practice that staff might have to do?
- What other considerations would we need to plan to manage a change process should we decide on a different system.

Sheena Millar

Property Goal – To create a physical environment that enhances the Onslow Way and nurtures ākongā (students and staff)

Congratulations to Sophie and Tony with the great committees they have set up as part of the new look student association. A property committee is one of them.

We have had agreement from the Ministry that school property master planning will start again with a first session on May 5th. Engagement with the Ministry around the rooves that have caved in during heavy rain have led to a streamlined process being set up with Maycroft to fix these. The work on the new steps to Table Mountain is progressing well, and work on Te Ara Maui will be carried out during the term break. The gym will be unwrapped. The Ministry have indicated their funding meeting to look at the other funds needed to make progress on property upgrades will be in May and they will get back to us in the beginning of June. We will be looking to do school visits in Auckland and Christchurch when we are back up and running with the master planning.

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

Schedule Board Self Review

Deputy Chair

1.3. Minutes and Matters arising

Actions from Meeting		
Action	Person Responsible	Status
Michelle to call Warren Henderson to pick a EOTC to interrogate. It was agreed that it is included in the policy meeting as an agenda to choose a EOTC event for the next meeting.	Michelle	
Student reps to bring the Instagram policy to the policy committee, and to reach out to NZSTA for guidance as part of this.	Tony & Sophie	
Michelle to contact NZSTA to research co-chairs and to identify job/role description for a deputy chair. Deputy Chair to be part of the weekly catchups between the Board Chair and Principal.	Michelle	
Michelle and Sheena to work on a response back to Melanie McIntosh regarding the correspondence around the changes to NCEA subject offerings	Michelle & Sheena	
Actions from Previous Meetings		
The Board suggested that Sophie and Tony work with the students attending the first meeting to discuss the change from Student Council to Student Association to ensure that we do not change the name again next year as we do not want a new name every year.	Sophie and Tony	Sophie and Tony have alerted the various student association committees that at the end of the year Board student representatives would get feedback on how they felt the student association ran, with a view to seeking that students retain the name as 'association' rather than council in the future.
Tony and Sophie to write some guidelines for management of the Instagram account and bring it back to the Board to review.	Tony and Sophie	We have included the draft guidance in the student representative report.

Bridget to send an email on behalf of Property Group to Stephen Cross to follow up on when the next meeting will be scheduled.	Bridget Rhodes	Completed as Sheena and Craig met with the Ministry
EOTC – Random Checking for procedures (add to next months Meeting)?	TBC	It was asked that the Board look at the calendar on what EOTC event we would want to interrogate, and that we do this every Board meeting
Schedule Interrogation from Board of Health and Safety Manual	Warren Henderson	Alex MacCreadie is working with Warren Henderson and will report back to the Policy meeting.
Sheena to share Tony and Sophie’s details with the PTA.	Sheena Millar	Complete
To add all the policy meetings, BOT Meetings to the Calendar	Katrina Brell	Complete
Sheena and Katrina to work with PTA to arrange a time to have a parent evening around Vision and Values	Sheena / Katrina	Sent email to PTA to ask for dates still pending reply. Michelle to follow up with PTA and Katrina to send details to Michelle.
The Board would like Warren to check with PCSchool if they can report on how much of the Learning Program is being seen by parents in the portal.	Warren Henderson	See Correspondence section Completed
The Board would like you to clearly communicate with the community soon on when parents can expect the results to be loaded in the learning program and how to get to the portal.	Warren Henderson	Document outlining learning program and timeline is ready to go out to the community. Completed
Sally Robinson to send through information to Penny for examples of resources companies are using for wellbeing.	Sally Robinson	In Progress
Guidance will provide data through the new program that we are using called Noted to the Board at the end of the year.	Guidance Team	Report back at the end of the year. In Progress
The Board asked Student Reps to advise on what administrative support they needed to support the new set up of the council.	Sophie & Tony	At this stage we are operating fine and if we need support, we can reach out. It is all operating smoothly.
Tony and Sophie to review the notes from meeting held in January around the communication plan.	Sophie & Tony	Send the email back to the Student Reps. In Progress
Sheena to look to set up a meeting with Sarah Connor (Communications) with the Student Reps.	Sheena Millar	Complete

Identify how the health and safety manual can be shared to the Board of Trustees for this meeting.	Sheena Millar	Sent out to Board as an Attachment Complete.
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Action – Michelle to call Warren Henderson to pick a EOTC to interrogate. It was agreed that it is included in the policy meeting as an agenda to choose a EOTC event for the next meeting.

Motion

The minutes of the meeting held on 15 March 2021 were confirmed and as being true and accurate record of the meeting.

Moved: Sudesh Lourdes | Seconded: Hilary Smith | CARRIED

Matters arising

1.4. Correspondence

Resignations

Debs Gordon

The Board accepts the resignation and wishes her all the best.

Tina Manker

The Board accepts the resignation and wishes her all the best.

Action – To add NZSTA emails to be added to the correspondence.

Moved: Bridget Rhodes | Sophie Crozier | CARRIED

2. Reports and reviews

2.1. Principal’s report

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

Sudesh queried around the frustration around the internet. Sheena conveyed that the internet is dropping out in different ways in different parts of the school. Sudesh offered to be in contact with Cyclone to assist with finding a solution. Tony asked if there was a timeline around the internet. We are hoping that it will be fixed through the holidays. If it isn’t fixed it will be priority for it to be fixed as I know there is frustration from staff and students. If it isn’t working, please tell your teachers to email the helpdesk. Api questioned when the toilets damaged in the fire would be repaired and he asked if we could talk to the Ministry to resolve within the two weeks, and if the Ministry can’t do anything is there something that the Board can do and what the cost could be. Sheena will seek advice from Craig on this.

We were funded for 1291 enrolments last year and funded for 1299 this year. It is lower than we would have liked but, we have had success with students taking up trades and gateway, and we are not funded for these students.

ERO will be working with us at the beginning of next term. They want to work with us and with what we are trying to change, and they want to help us through these changes. They are talking with individual schools on what they are working on and where we are looking to measure. Board members are invited to attend the first meeting with ERO.

Mark conveyed the communication survey was really good and the responses were pretty good over the year levels. It was agreed that we would include the results in a news item for parents at the beginning of next term. There are still ways we can look at Instagram etc when we do our website. Mark conveyed that it would be good to communicate to the Ako teachers around the responses to Question 4. Parents know to contact through Ako but as a School we are not giving parents enough information through the Ako Teacher. People respond to things that they are getting. If we do change the website and using Instagram it will be interesting to see if people prefer using different systems. This is a parent survey, and the next step is to ask Sarah to work with us on a student survey.

Michelle was interested in the responses to the Onslow App, this has the potential tool that is useful for parents. Sheena conveyed that the App is directly connected PCSchool, and it will connect to whatever student management system the school may have.

The issue of seeking additional toilets due to the damaged ones being out of action was discussed; the school has asked if the Ministry would fund these: at this stage the answer is no, but we will ask the question again: whilst the school has an overall sufficient number of toilets for its population, the spread of the buildings makes access difficult.

Motion

That the Principal's report is accepted

Moved: Michelle Rush | Seconded: Sally Robinson | CARRIED

2.3. Health & Safety
Covered in Principal's Report

2.4. Trustees Report

2.4.1. Student

The Student report was tabled, and the following matters discussed:

Student Association – Committee Updates

Sports Committee - Looking at planning a Sports Expo and getting more student coaches and umpires for sport.

Events Committee – They are working on Pink Shirt Day – Week 3 Term 2. They are looking at arranging a Careers Expo.

Property Committee – Students want more space which is difficult as we have limited amount of space, but Ms. Millar is going to come to the next meeting and to talk about the management of room 51.

Cultural Committee – organising events around language week, to prop up the cultural aspect of Onslow and promote our religious community and different ethnic groups in our school. We are also looking at education around racial inclusivity and reducing homophobia at our school in response to student concerns. We would start with workshops for teachers and having conversations regarding this.

The youth service union have reached out to us, they work on mental health on students, they would like some students to be involved in their meetings to help on how they can support schools. Sophie asked if the Board was happy with the students to be involved? Michelle conveyed that this is a management decision rather than a Board decision. Sheena advised Sophie to work with Ms. Kinsella as she is the SLT member in charge of student wellbeing.

Mark has asked the students for their observations on current student wellbeing: Tony conveyed that it is hard to get a sense of this at the end of the term. Sophie conveyed that student mental health is an issue at Onslow and we do need to be looking at how we can help students.

Management of the Instagram Account

The draft guidelines for management of the student representative’s Instagram account were tabled and discussed. It was agreed that this should go to the policy committee to be worked on further, as it needs to operate in a way that is consistent with school policies, and the question of how content is OK’d was raised, given this account is for information shared by Board student representatives. Student reps agreed to contact NZSTA to see they have any guidance they can offer.

Action – Student reps to bring this to the policy committee, and to reach out to NZSTA for guidance as part of this.

Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED

2.4.2. Staff

Hilary tabled her verbal report. The internet outages were of concern to staff.

Michelle has asked if at the next meeting if we could get an update on how the connectivity has gone and if additional expenditure is required to fix the internet, then offline approval be sought as a matter of urgency from the Board.

There was positive feedback from staff on the Kahui Ako workshops, which were hosted at the school. Staff were getting a better understanding of where Onslow students had come from, and the pedagogy they have experienced.

Moved: Sophie Crozier | Seconded: Sally Robinson | CARRIED

2.4.3. Whanau

Api gave a verbal whānau report.

The feedback around the signage on the front of the school has been sent to Sheena today. We are still looking to have the whānau hui and we are looking to invite Year 9 parents to join the whānau group.

2.3. Subcommittees

2.3.1. Resourcing

Bridget has confirmed we have had an updated version of the draft accounts and we are not far off finalizing them.

There has been a lot of sickness with teachers, and we are seeing a rise in relief costs. The Ministry funds a low amount in the OPPS grant (4 days per year). We are certainly seeing staff that are taking a lot more sick leave. Sally has asked if it is something that Principals are raising with the Ministry, and it has been through the Principals' meeting. The PPTA representatives are also going to raise it with the Ministry to seek that the operations grant fund 10 days of sick leave a year.

Motion

That the Resources report be accepted

Moved: Sally Robinson | Seconded: Tony Huang | CARRIED

2.3.1. Property Report

Contractors on Table Mountain had hit a gas line, and there have been issues with getting it fixed as a asbestos had been found, delaying work until a report is done to decide whether it is safe to proceed. Having the gas shut off affects both heating and gas in the science department. Michelle asked whether insulation was installed for the classroom by the gym: however its roof and areas of rot have been repaired as is. There has been another leak in the Technology department, and bad leaks in the Deans and Guidance areas with recent heavy rain, seeing the Deans having to relocate.

Moved: Api Williams | Seconded: Mark Patchett | CARRIED

2.3.2. Policy

It was agreed that the 5.7 Cybersafety Policy goes back to the committee to review Sudesh's comments and that this policy be brought back to the Board at next meeting.

Policies tabled for approvals were:

2.3 Self Review

2.4 Reporting to Students and Whānau on Achievement

5.2 Pastoral Care and Counselling

5.3 Student Discipline

5.4 Response to Bullying

5.5 Sexual Harassment

It was agreed that the Policies all be accepted.

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

2.3.3. Community

3. General Business

(i) Calendar

Michelle to attend the PTA meeting on the 24 May.

(ii) Deputy Chair

Sudesh Lourdes nominated Mark Patchett the role of Deputy Chair.

There was a discussion around appointing a co-role that allows the whānau rep to be the Co-Deputy or Co-Chair dependent on what they selected.

It was agreed to appoint Mark Patchett as deputy chair in the interim. Api will go back to the whanau group on how they would like to see a transition to a system whereby the elected whanau group representative has a Board co-leadership role in the future.

Action - Michelle to contact NZSTA to research co-chairs and to identify job/role description for a deputy chair. Deputy Chair to be part of the weekly catchups between the Board Chair and Principal.

(iii) Board Self-Review

Michelle to find the notes from the Self-Review and send back out to the Board. Include the notes in the next Board meeting papers.

(iv) Email from Melanie McIntosh regarding changes to NCEA subject offerings. The email with concerns was discussed, and the following matters agreed:

- It is important to refer parents and / or students with concerns about subject offerings to where they can make comment, but subject areas should not report on the way they believe parents or students should think.
- That whenever there is an opportunity for parents to respond on matters like this, we send out information in the bulletin on how, when and where they can do this.
- The Board is comfortable to include a link to the statement from SITA, alongside a link to Ministry background information and the link as to where to respond as part of this.

In regards the matter of teachers commenting on the changes, the Board accepts that staff may do so as a member of, or on behalf of SITA. If a teacher wishes to make a comment as being the position of Onslow College, then we expect that this be discussed with the Board first.

In regards petitions, we also seek that the Board sees this before it is circulated, and that if reasonable, this can be included in the materials circulated with the Bulletin.

Action - Michelle and Sheena to work on a response back to Melanie McIntosh.

4. In-Committee

The Board moved into committee at 8:40pm

The Board moved out of committee at 8:48pm

3. Communication with Community

- Policies that we have approved.
- Communication Survey
- Property Report (also on the website)
- Reminder about the Onslow App

There being no other business, the meeting closed at 9.02pm

Approved as a true and correct record:

Signed:  Date: 17/05/2021