

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD at Onslow College Staffroom 17 May 2021 AT 5:30PM

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

Apologies: Sophie Crozier

In attendance: Katrina Brell (Board Secretary)

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

Sudesh commented that over the past three meetings the DP's have been coming to give updates but we have not seen updates from the departments.

Michelle conveyed that we had a discussion as a Board that we would like the DP's to come in and meet with the Board as we felt that it was good that the DP's have a chance to raise issues or concerns with the Board.

Mark conveyed the other benefit with having the DP's here is around the issue we have is around the communication around to the rest of the School.

Sheena conveyed that she is very happy for the Board to recommend what Learning Area Leaders they would like to see after reading the reports that have been shared.

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 PCSchool has delayed the date by which it expects to have implemented the automatic email notification when a change is made in a student's learning record to end of June. Staff are preparing formal Learning Programme (school report) comments to be uploaded.

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

A draft document is being readied to share with the LLT on 18 May 2021.

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 conveyed she is working on analysis of the STEM data with Misbah and Debs Fairbrother. This data should be ready for the next Board meeting.

The May Teacher Only Accord Day was intended to focus on bringing staff up to speed on NCEA changes in respect of the following two areas:

Mana Ōrite mō te Mātauranga Māori, and Strengthening Literacy & Numeracy and Te Reo Matatini me te Pāngarau. The event essentially became very similar to the work done with staff in Poutama Pounamu blended learning program. Staff had concerns with the material sent by the Ministry as there was far too much of it, and it had not been packaged in a manner that made it easy to digest.

There was a discussion around streaming and the form that this takes at Onslow, e.g. in math's and science and why change is needed. Implementing a different approach will take some working through.

Sally asked Hilary what are your thoughts around staff around the removing streaming? Hilary conveyed that it is an issue staff have been divided on for a long time. There are parts of the school where it hasn't been a practice. There are different views.

Bridget asked if there was any feedback given to the Ministry on what they provided? Sheena conveyed that the Ministry did not have much of a choice around the material due to the Accord days being an initiative requested by the PPTA.

Janet conveyed that dates for the Bus Tours for staff to learn about Ngāti Toa and its history in the area were still to be confirmed.

The social sciences learning area are holding a meeting on the 14 June, to which whānau are invited to korero about what they would like to see included in Onslow's Aotearoa history curriculum. Board members are also invited.

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:

Staff wellbeing – not much progress so far but are in discussions with other teachers to set up a plan.

Student Wellbeing – Preparations for the wellbeing study school surveys are underway and dates are scheduled for these to be completed. We have 8 students who are keen to work with

us for student wellbeing. The first one is this week and then the next will be held the following week.

The Ako conferences were very successful, and Penny shared the attendance data from this with the Board, including a comparison between the Ako and Subject Conferences. It was a very positive day, we will get some feedback from the community to see how they felt the day went.

Misbah conveyed that the data does not take into account appointments that were made with staff other than Ako or subject teachers i.e. DP's or Deans etc.

Hilary mentioned that there were a lot of teachers that contacted parents that did not make appointments, including those who held Teams meetings with whanau, and that these also were not reflected in this data.

Sudesh asked if there were guidelines around how the conference was run. Sheena conveyed that we did put a structure together to guide teachers and provide a common basis on how to plan for and approach the conferences.

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

Student Management System – Misbah conveyed that she has done research around what student management systems are being used around the country. 90% of secondary schools use KAMAR and the others use PCSchool. Hero is not available for Secondary Schools.

Misbah advised there is a public website for the NCEA enrolment data, and that she is doing a comparison between decile 8 – 10 Schools around the Wellington region. She reported that Kapiti College has really progressed the achievement of their students across the board. Jake Wills (Kapiti College) is coming to meet with the SLT to explain what their tracking system looks like.

Misbah has concerns that the school is not tracking student progress sufficiently. She has asked PCSchool and they can't do what we want. Misbah has asked Deb Fairbrother to make a prototype to help get us the data we require so that we can share the prototype with PCSchool to see if they can produce the same data. Misbah shared a copy of the prototype to the Board and explained what the data is reflecting. PCSchool has not confirmed when it will report back on this: the prototype had been sent to PCSchool last week.

Mark conveyed that this is a very important project that the Board would like to have done. Michelle conveyed that at the last meeting the Board asked the Senior Leadership Team to go away and investigate the best options then report back to the Board with recommendations that are either:

- Stay with PCSchool seeking add-ons, and how much these add-ons would cost or,
- Change to another system, and if so which, and how much it would cost, both for the software, and for professional development to implement it. Then we would need a process to work out how we manage the transition.

There was a discussion around Math's and PISA and how we teach Maths: this is an issue that is present in the parent community as it has been in the media.

Misbah conveyed that PISA is a snapshot and it does not take into account the New Zealand curriculum. The problem from her perspective is because our curriculum does not include a specific syllabus for maths and science, being able to take a flexible learning approach has seen some teaching decisions offer certain standards simply because they are easier, rather than using the flexibility to provide depth: used well, there is no better system than the NZ curriculum in the world.

Mark conveyed that one of the opportunities for us in the Kahui Ako is to lead on this with the Primary Schools. There is a role for us as the specialist: this could be where we could offer support in these areas.

There was a question if we are talking to the universities to see what they are after? Misbah conveyed that yes, we are currently working with the universities.

Sheena Millar

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

Master planning has kicked off again which is great. There are a few issues with the stairs on Table Mountain which will see completion delayed a month. The gym is progressing but completion of the roof replacement has been pushed out until June. There was a discussion around equity regarding the use of Te Ara a Maui space, and ensuring that it is more open for Māori students.

Api would like to share an invitation to SLT to attend the Whānau hui on Thursday 27 May. This hui is a meet and greet. Then on the 1st July, the Whanau group will be inviting SLT to give an update on progress with the strategic goals.

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

Actions from Meeting		
Action	Person Responsible	Status
Sheena and Katrina to work with Darrin to see if we can do a recognition box for Staff	Sheena & Katrina	In Progress
Actions from Previous Meetings		
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	In progress
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	In progress
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	In progress Mark Patchett to call NZSTA to get guidance
Michelle and Sheena to work on a response back to Melanie McIntosh regarding the correspondence around the changes to NCEA subject offerings	Michelle & Sheena	Sheena has met with Melanie McIntosh and she was fine with the outcome. Completed
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 Sheena and Craig met with the Ministry

EOTC – Random Checking for procedures (add to next months Meeting)?	Alex MacCreadie	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
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
Tony and Sophie to review the notes from meeting held in January around the communication plan.	Sophie & Tony	Michelle to send the email back to the Student Reps. In Progress

Motion

The minutes of the meeting held on 19 April 2021 were confirmed and as being true and accurate record of the meeting.

Moved: Mark Patchett | Seconded: Hilary Smith | CARRIED

Matters arising

1.4. Correspondence

Letter with concerns at the numbers of non-teaching days

The school reported that it did have confirmation from the Ministry. The reason for this to have gone over is due to the extra three Staff Only Days from the ministry. It was suggested that we

include this information in the Panui tomorrow to advise we do have more teacher-only days this year.

Resignations

Sarah Dyson

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

Moved: Mark Patchett | Seconded: Hilary Smith | CARRIED

Kylie Summers – Basketball Grant

The Board have agreed that the grant to the Lion Foundation be approved.

Moved: Mark Patchett | Seconded: Hilary Smith | CARRIED

2. Reports and reviews

2.1. Principal's report

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

the Board indicated it wished to hear from the Sports Director, and Guidance and Careers. Sheena conveyed that it would be useful if the Board would give feedback on streamlining the reports. Api conveyed that when Peter Chapman came to present to us last year, we invited him to the whānau hui: Api asked that an invitation be extended to him. There was a discussion around schools having information to show progress on pathways when students leave: this data is available and important.

Api asked if the school would require whānau assistance for the Master planning meetings. Sheena advised that the 1st July hui would be a good time for the whānau to provide input.

There was a discussion around the issue with the scaffolding on the rugby field Rodger is looking at possible solutions, including whether to move the goal post to accommodate this.

There was a discussion around International Capna. There was a question on how we are going with International, Sheena conveyed that she has reached out to the Ministry and they have advised that we will not qualify for the capna process. We can offer redeployment within teaching positions that we have. We can look to reduce hours for a year and then review. There will be a risk with support staff.

There was a question on how does it fit in with integrating subjects within Year 9 and 10 for redeployment? Sheena conveyed that this is possible.

Motion

That the Principal's report is accepted

Moved: Sudesh Lourdes | Seconded: Bridget Rhodes | CARRIED

2.3. Health & Safety
Covered in Principal's Report

2.4. Trustees Report

2.4.1. Student

Tony gave a verbal report, and the following matters discussed:

Anxiety around what students are doing next year, the universities are having their liaisons. To get a feel if they have a plan for next year and look to see if there is some support that they may need. Sally asked if any Year 12's attend these university visits. Sheena conveyed a lot of our Year 12 students do go to their open days with their whānau. It would be very helpful for the Year 12's to be involved in the careers process and being exposed to it early to see what options are available after Year 13.

2.4.2. Staff

Hilary gave her verbal report.

Staff seem relatively settled. The big concern was around the internet last term and that seems to be a lot better this term. Ako conferences went well and closer you are to year 9 the more positive the response from the Teachers than the years above. There was a bit of concern around the lack of usefulness of materials from the Ministry on the Accord Day, which had led to a sense of frustration from staff.

Sally raised whether there were concerns about staff wellbeing since there has been a focus on student wellbeing. Hilary indicated that there isn't any strong negativity, but that they are just waiting to see if anything changes as wellbeing is always there. Sally asked if there is anything we can do as quick wins for staff wellbeing as part of recognizing the strategic goal that includes staff wellbeing?

Action – Sheena and Katrina to work with Darrin to see if we can do a recognition box for Staff.

2.4.3. Whanau

Api gave a verbal whānau report.

There are three whānau meetings coming up.

2.3. Subcommittees

2.3.1. Resourcing

Bridget advised we are more in the red around the income and predictions are slightly off. We are on track in terms of budget expenditure however.

Motion

That the Resources report be accepted

Moved: Sally Robinson | Seconded: Sudesh Lourdes | CARRIED

2.3.1. Property Report

Bridget went through the property report. Master Planning session went well. The SIP Hub project \$400,000 has been spent, we have completed the work for Te Ara a Māui and we are looking to use the rest of the available funds on improving the school frontage.

A gas leak was detected and repairs are under way with some of the pipes now fixed. The remainder should be fixed by the end of the week.

Bridget took the Board through the Master Plan proposal that was shared on Friday 13 May 2021 with Lucy Ross and Stephen Cross. There is a design review panel at the end of June where we would get a decision on the final design. Once this has been done, they would go to Tender by the end of the year.

It was asked that when the rebuild is getting underway that we seek that the school also install insulation into the roof to make the school more sustainable from an energy viewpoint.

Mark conveyed with the Gym space if we will look to partner with Wellington City Council. The Ministry is open to asking the question. Sheena advised we should continue to push about being under code for gym space. Bridget conveyed that Lucy suggested we put a sail over our quad. This plan guarantees that we will get the water tightening. Sheena advised it is not a full fix but at least it will help keep us dry and no leaks.

Sally asked whether we should provide some ideas on fundraising to PTA: Michelle advised that the PTA doesn't see fundraising as its purpose, and that this is more a role that should be the focus on the Foundation, which currently needs effort to get rekindled. Sheena advised that the best way we can proceed would be to get the sports committees/teams in to help with the fundraising.

Moved: Tony Huang | Seconded: Alex MacCreadie | CARRIED

2.3.2. Policy

There has not been a meeting since the last Board Meeting.

2.3.3. Community

2.3.4. PTA Meeting

Sheena attended the meeting and reported that the PTA asked that the Board provide dates for the Parent Evening to share information on the strategic plan and school values.

3. General Business

- (i) Calendar
- (ii) Open Evening – Michelle conveyed that it is important that there is a speech from her, Sheena, and a student. It was suggested that we have two sessions so that everyone can attend the talk. Sheena to work with Janet to confirm details.
- (iii) Communications – There was a discussion on how we can communicate widely to try and promote girls attending Onslow College in the future. The major issue is that we share the zone with Wellington Girls. Sheena to go back to Sarah and ask what she thinks would be a good idea. Potentially putting something in the Herald and look to do to it monthly.

4. In-Committee

The Board moved into committee at 8:48 pm

The Board moved out of committee at 9:02 pm

3. Communication with Community

- Property Report on the website
- Continuing master planning
- Ako attendance and thank the community.
- Loop day and staff only day

There being no other business, the meeting closed at 9:10pm

Approved as a true and correct record:

Signed:  Date: 21/06/2021