

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD at Onslow College Staffroom 21 June 2021 AT 5:15PM

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

Apologies:

In attendance: Katrina Brell (Board Secretary)

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

Callum McKenzie (McKenzie Higham Architects)

Callum presented to the Board the next stages of the Master planning and confirmed the process going forward for next steps.

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.

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

Warren conveyed to the Board that we are currently preparing an email to whānau with the subject line “How is my child doing at School”? Warren asked the Board if they thought as parents that this is a good subject line? The Board agreed that it was good.

Michelle asked about what R&D meant in the email which Warren confirmed that it means research and development. Warren conveyed that PCSchool are currently doing some testing in the system with a couple of staff that have students attending Onslow College.

Warren confirmed that his intention is to send it out from his email rather than through the bulletin. It was discussed as a Board that we should also make a communication referring to Warren’s email in the bulletin.

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.

Alex asked how we are progressing going forward with the data that we have already started collating. Sheena conveyed that data is forming some of the conversations with Poutama Pounamu.

Api asked around progress to date and how are we measuring it? Janet conveyed that we can measure it when we see what comes back from the ngātai tours on how they are making their content more bicultural. Sheena conveyed that we have started the resistance leadership training with SLT, Deans and LLT.

Penny Kinsella

Strategic Goal: Wellbeing – To ensure that all aspects of our ākongā (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.

Penny conveyed that she has the expressions out to Staff around focus groups and we have had 8 replies. Sophie and Tony have said that they can follow up with the students to help Ms Kinsella.

Michelle asked if we have had any feedback on the VUW survey. Penny advised we have not received any feedback to date on this as it is sent from Abigail Buchhalter in Guidance. Janet conveyed that the questions are the same as previous years.

Janet conveyed to Michelle if you can get any information from the parent that she has heard about as this is great feedback.

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.

Michelle asked if Misbah is under the promotion of wellbeing – Sheena and Mark conveyed that her work enables across several the Goals.

One learning area that has not shown any evidence – Michelle has asked what area that is and Sheena conveyed that we are looking at this area and following up.

Sheena Millar

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

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

Approval of sports grants

1.3. Minutes and Matters arising

Actions from Meeting		
Action	Person Responsible	Status
Sheena to draft a letter to send through to the Ministry regarding the days Onslow is open for instruction.	Sheena	
The Board has requested if people communicate in the Board capacity via Facebook/Instagram that it is included in the correspondence for the board meetings	All	
Sheena to speak to Craig to work with the finance committee for predictions on where we are going. Revenue, expenses and is there any cross over and if there graphs that show us trends for people that are not finance background.	Sheena	Meeting was held on Monday 12 July with Mark, Sally, Craig and Sheena to discuss what the Board would like to see.
Actions from Previous Meetings		
Sheena and Katrina to work with Darrin to see if we can do a recognition box for Staff	Sheena & Katrina	In Progress Beginning of next term
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. Mark has followed this up and discussed an email that was received. 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.		
Tony and Sophie to write some guidelines for management of the Instagram account and bring it back to the Board to review.	Michelle & Sheena	Sheena has met with Melanie McIntosh and she was fine with the outcome. Completed
EOTC – Random Checking for procedures (add to next months Meeting)?	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. Completed
Schedule Interrogation from Board of Health and Safety Manual	Tony and Sophie	We have included the draft guidance in the student representative report. Completed
Sheena and Katrina to work with PTA to arrange a time to have a parent evening around Vision and Values	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. Completed
Guidance will provide data through the new program that we are using called Noted to the Board at the end of the year.	Warren Henderson	Alex MacCreadie is working with Warren Henderson and will report back to the Policy meeting.
Tony and Sophie to review the notes from meeting held in January around the communication plan.	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. Completed
	Guidance Team	Report back at the end of the year. In Progress
	Sophie & Tony	Michelle to send the email back to the Student Reps. Completed

Motion

The minutes of the meeting held on 17 May 2021 were confirmed and as being true and accurate record of the meeting.

Moved: Hilary Smith | Seconded: Tony Huang | CARRIED

Matters arising

Action – Delegation of responsibilities for the Deputy Chair, to be added to the start of year processes for delegations.

1.4. Correspondence

Resignations

Bunna Ny

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

Moved: Bridget Rhodes | Seconded: Sally Robinson | CARRIED

Email from Chris and Claire Hubshker

There was a discussion around the number of days the school is open for instruction this current year. Sheena shared the response received from the Ministry, which did not seem to work with the Parent Teacher interview days, and so it was agreed that Sheena would seek further clarification from the Ministry. The Board questioned whether this issue should be taken up by the principal's federation with the Ministry.

The Board noted that the school year has been extended by an extra day to finish on Thursday 16 December to increase the number of days open for instruction, and agreed that they would wait for the Ministry's clarification before reconsidering the issue. The Board agreed that Kahui Ako days are very important so any further action would not compromise those days. The Board suggested that a letter be written to send to the ministry and NZSTA regarding our concerns.

Action – Sheena to draft a letter to send through to the Ministry.

Sheena conveyed that it is the time to meet with Chris and Claire rather than emailing a response. It was agreed that Sheena will meet with a member of the Board. Michelle is happy to meet with the parents.

Kylie Summers – Grant

The Board have agreed the grants for the Winter Tournament be approved.

The Board have agreed the grants for the Four Winds Foundation for Cricket be approved.

The Board have agreed the grants for the Lotteries Community for the Rowing be approved.

Moved: Alex MacCreadie | Seconded: Mark Patchett | CARRIED

2. Reports and reviews

2.1. Principal's report

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

Sheena conveyed if we are going to look to go to market for the new SMS system that the only option for the school is to use KAMAR. We have had someone come and speak to the Senior Leadership Team around what KAMAR can offer, and we are looking for this person to come and speak to the Learning Area Leaders to get their feedback.

Sally conveyed that the feedback for the open evening has been positive, and it was a good night.

It was raised if there has been a replacement for Tina Manker for the Rowing Team, Sheena confirmed that we have not had a replacement for that role as yet.

We are having a difficult time advertising for Digital Technology, and we are working on a plan now, and we are looking to readvertise.

The Health and Safety review that Alex MacCreadie has done is now back with the Health & Safety committee and they will meet this term and then come back to the Board. The intention is that there will be an update from the Health & Safety committee when they next meet.

PTA Meeting – Tony & Sophie will be attending the Monday 28 June.

Motion

That the Principal's report is accepted

Moved: Api Williams | Seconded: Hilary Smith | CARRIED

2.3. Health & Safety

Covered in Principal's Report

2.4. Trustees Report

2.4.1. Student

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

There was a discussion around gender pronouns at the School, which we have been advised that we can't change it to in the Ministry. Sophie and Tony are looking to work with other students from different schools around Wellington to put a letter together to send through to the Ministry of Education.

Mark conveyed and wanted noted regarding the great right up from the Board reps for their participation in the debating and congratulated them on behalf of the Board of Trustees.

2.4.2. Staff

Hilary gave her verbal report.

Staff are reasonably good and are happy on the whole. There has been unsettled feeling around extra internal relief that has been happening and staff have put some good ideas forward to help compensate when this happens. There have been very positive responses about the ngāti toa tours.

Sheena conveyed that the school has done a lot of extra PD and when you have a big group out, we never have enough relievers. Our new adviser from the PPTA is great and we are working with him around the preferred way staff would like to be compensated for relief.

2.4.3. Whanau

Api tabled the whānau report.

The Whānau hui was set up with Ana and it was clear we want to establish a relationship with the school and the whānau group which was great. It was a positive evening and a lot of whānau turned up. Sheena conveyed that next Thursday's meeting for whānau hui Janet, Warren, Misbah and Callum will be coming.

A discussion one of the whanau members raised with Api around activity costs, they have set up a group amongst the whānau to discuss the activity cost. Sheena conveyed that we have updated the website with the donation costs verses activity costs. Sheena asked Api to check in with the group to see if we have made it clear.

Action – The Board has requested if people communicate in the Board capacity via Facebook/Instagram that it is included in the correspondence for the board meetings.

Moved: Sally Robinson | Seconded: Sudesh Lourdes | CARRIED

2.3. Subcommittees

2.3.1. Resourcing

Bridget conveyed that we need to think about we are going to be close to our budgeted amount when we are looking at building etc. Mark had a question around the revenue and expenses are on budgeted, Sally and Bridget conveyed that it is due to timing.

Working capital surplus is slightly lower but we will need to look at staffing in September, Mark conveyed that do we need to look at out year projections and a the longer-term view. Could the finance committee be able to provide the prediction data. We need to have some sort of ballpark on where we are heading. Sheena conveyed that we could ask Craig based on current roll and international students and using what we have done for staffing this year to do a prediction. Mark conveyed we may need to look at options such as taking on more out of zones etc.

Action – Sheena to speak to Craig to work with the finance committee for predictions on where we are going. Revenue, expenses and is there any cross over and if there graphs that show us trends for people that are not finance background.

Additional expenses for this year will be staffing redundancies and our ICT stack is old and needs to be replaced which costs \$31k. It was suggested that we have an ICT committee to support this. The Board has agreed to set up an ICT committee who consists of Sudesh Lourdes, Hilary Smith, Tony Huang and Sally Robinson, for updating our core infrastructure for project-based advice.

It was conveyed that we are going to have to be more conscious on what we are spending money on going forward.

Motion

That the Resources report be accepted

The Board agreed to approve the Full Annual Financial Report.

Moved: Hilary Smith | Seconded: Tony Huang | CARRIED

2.3.1. Property Report

Sheena conveyed that there is a 6-week period for the handrails to arrive for the stairs on Table Mountain. There is a new path going up on Table Mountain where students are accessing. Leaks have been fixed well. The front of the school is progressing well. The Ministry are looking to wrap up the master planning phase 1 and remediation project as one to manage them together.

Moved: Hilary Smith | Seconded: Tony Huang | CARRIED

2.3.2. Policy

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

2.3.3. Community

3. General Business

- (i) Calendar
- (ii) Approvals for Sport Grants – There was a discussion on how the grants are applied to the Board for approval. It was explained that when grant applications are submitted from the various sporting committees that they are sent through to Kylie Summers (Sports Director) who collates and send through to the Board for approval. Once the Board has approved the committees can then apply to the various vendors for the grant. Sally conveyed the risk to the board is minimal. The Board has asked if Kylie can include the strategy update that shows the process for grant applications.
- (iii) Website - we are working with Calum McGonigle with a group of staff and students the website and design. It has been a slow process, but it is underway.
- (iv) Agenda of Board Meetings – The Board discussed that we should plan to finish meetings at 8:30pm and if the items are not completed by that time, then they get carried over to

the next scheduled board meeting. It was conveyed that the detail of the minutes should be reduced going forward, they should be a snapshot of the meeting/discussions.

4. In-Committee

The Board moved into committee at 6:38 pm

The Board moved out of committee at 7:07 pm

3. Communication with Community

- Communication about Learning Program
- PTA Meeting reminder for Values via Text
- Masterplan – Property report to go on the website.
- Open evening, number of attendees, thank student and staff for their time.

There being no other business, the meeting closed at 8:54pm

Approved as a true and correct record:

Signed:  Date: 15/07/2021