

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD via online Microsoft Teams 20 September 2021 AT 5:30PM

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

Apologies:

In attendance: Katrina Brell (Board Secretary)

Guests: Warren Henderson, Janet Glenn, Misbah Sadat, Penny Kinsella, Donna Cormack, Ian Cormack

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.

Notification system is ready to go after testing that we have put in place. Communication is ready to go out to the community.

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

Warren has met with the focus group and they are working on a number of proposals that will be reviewed in a couple of weeks. They will then be shared with LLT and SLT.

A question asked was “What is the problem statement – what is it believe we will fix with an equitable curriculum? Warren conveyed that there are some areas that the 8 learning areas of our current curriculum don’t address. There are areas we need to better link. Sheena conveyed that our data shows we don’t serve some areas of student achievement as well as others. Warren conveyed that the proposals being developed are focused on how we can include equity and innovation. Hilary conveyed that the curriculum areas haven’t been looked at for some time: the review is also an opportunity to provide a different cultural lens on learning.

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.

Planned staff Resistance Training has had to be rescheduled due to COVID. Some areas are still to use the Learning Conversation Tool. Hilary conveyed that yes we need to do it and observed

that the changes that staff have no control over e.g. NCEA changes, could help drive other changes if they can be seen as related.

Alex conveyed that the changes do need to be pulled together and we need to make more progress on this. It is time that we say that some students are getting not the best outcome.

Michelle conveyed that SLT have been asking the Board what Learning Area Leaders we want to hear from, and suggested we meet first with the ones who have made the least progress so far on this journey.

A question was asked about the support that could be offered staff through Kahui Ako: as we are the only high school this doesn't always serve our needs: however there are the communities of practice we are involved with where teachers can get together and share as part of their professional development.

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.

We had two great successes on the 17 August with high levels of response to the wellbeing survey and confirmation from NZCER that they will help us with the data. Penny conveyed that she has provided the Board with the year level data: if the Board would like the data presented differently, this can be arranged.

A theme that stood out was “My teachers are interested in my culture or family background”, there was a discussion regarding if the Board could assist.

Hilary conveyed that Year 10 and 11 results showed a more negative view of things and that we could dig more into that data to find out what the dissatisfaction and unhappiness is about.

Mark asked if we have any comparative data that we can look at? There is a sense that school and home is disconnected and how people feel about their culture. How the school values are viewed which is interesting. Reinforced the conversation around the values and what are the behaviours that flow on from those values.

Sudesh asked about how the data was gathered: Penny conveyed that this NZCER survey is standard across schools, and it was provided by a link to students so they could do it on any device, with students completing it on a set date during Ako time.

Donna asked if it was possible to break responses to the questions on discrimination and cultural value down by ethnicity to get clarity. Penny conveyed that for our Māori students in three-year levels there was a good uptake and Hei Puāwai are taking a closer look at the data.

The Board asked what next steps are. Penny conveyed we are going to meet again with the student group and we are looking to meet with the staff in term 4 but this may have to wait until after the exams.

Sheena conveyed that this data can be used as a measurable benchmark for some of our goals for next year.

Michelle asked that after meeting with students and staff that a proposal be brought back to the board on how the school intends to respond to the issues raised, and track progress into the next year. And to include any recommendations that could make a difference for our goals so that the Board can ensure these are built into the plan for next year.

Hilary asked that some thought be put into how the survey findings are delivered and presented to staff, to ensure it is positive and staff get engaged in a manner that builds on strengths the survey has highlighted.

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.

Really pleased that Humankind are helping us with creating the survey to look at moving to Kamar. The more we look at PCSchool, the more it is apparent it is not student focused.

There was a discussion around the data being useful and that we need to be able to compare it with something to get best use from it.

Every department is considering how they are entering students and how we can do predictive work, despite the constraints with the current system. Misbah's help to departments has made a big difference.

Api asked around the Māori student data and how we are approaching this as a collective, and if we are able to compare nationwide with other schools. Misbah conveyed that she needs time to sit down and look at all the data: on a personal level she was of the view that our Māori students don't feel comfortable at our school.

Michelle reiterated that the Board want to support her and others to explore a change process with the staff in transitioning to a better system.

Alex conveyed that PCSchool isn't going to cut it and support us through the journey of better tracking and forecasting student achievement: We are up to the point where we need to make a change plan. Sheena conveyed that is why we have brought in Humankind: to support development of a change plan. We should know more by early term 4 on what this will entail..

Sally conveyed that is why we have a strategic goal on bicultural responsiveness, are we seeing any change? Sheena conveyed we are seeing changes in defined areas but not in relation to the curriculum. Staff are using the Poutama Pounamu tool. Janet conveyed that the learning conversation tool assists in supporting teachers to make the pedagogical shift required.

Misbah conveyed that when you do any sort of change it does take a bit of time to go through the different steps to see what we need to change and to make it better. We need to go through this change process before we take next steps.

Sheena Millar

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

Roofing project has started, we are looking to get it done in the holidays . We are now waiting on the Ministry of Education to get the master plan proposals to Cabinet who must approve them.

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No Conflicts of Interest

1.2. Additions to the Agenda

Board Session on Values

Farewell for Api

1.3. Minutes and Matters arising

Actions from Meeting

Action	Person Responsible	Status
Actions from Previous Meetings		
To circulate a couple of dates for the Board and SLT to do the resistance Leadership Training	Katrina	Completed
To send through the breakdown of data per year group to the Board.	Penny	Completed
Lets talk about porn – Powerpoint to be shared with Board	Katrina	In Progress
To write the letter and send through to Michelle check and sign. Craig to draft letter and send through ICT Committee then Michelle to sign off.	ICT Committee	In Progress, draft has been written and will send it through to the ICT Committee and then to Michelle to sign off.
Request to ask the student council to see what they think is a good idea on an approach about vaping at school.	Student Reps	<p>In progress</p> <p>Tony conveyed that reducing vaping a harm reduction process is the way to go about it. Cameras will not help. The main area is improving the information around vaping and maybe to include it in health class. Improving the education around vaping.</p> <p>Completed</p>
It was suggested if we should ask the PTA if there was a evening they could to support education on vaping for our students. Keeping up the conversation on the bulletin and in the panui.	Sheena/Katrina	We have talked to the PTA. Sheena met with a parent who is involved in a group around research, and he is keen to support an evening for Parents. He is going to come back with confirmed information.
Construct a formal letter to Roy at the Ministry and send through to Mark and Michelle for review	Sheena	Completed
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	Completed
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	<p>In progress</p> <p>To be put to the policy committee</p>
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	<p>In progress</p> <p>To be brought to the policy committee</p>
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	Tony/Sophie	At this stage we cant follow up and the end of the term we will include it on the

name again next year as we do not want a new name every year.		Instagram with recommendation and give to new reps. Completed
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Motion

The minutes of the meeting held on 16 August 2021 were confirmed and as being true and accurate record of the meeting.

Moved: Sudesh Lourdes | Seconded: Mark Patchett | CARRIED

Co-opt of Whānau representative

The Board would like to formally co-opt Donna Cormack to the Board as the Whānau Representative replacing Apanui Williams.

The vote was unanimous to co-opt Donna Cormack to the Board.

The offer is that for the whānau representative to take on the role of the Board co-chair. Api advised based on the notes from the hui that the whānau rep takes on the role of the co-chair role. Donna has said in principle it is a good idea and would like to talk to the whānau regarding what was discussed at the Hui. It was agreed that we move to adopt a co-chair model and also have a deputy chair. It was acknowledged that this will require changes to some policies and decision making processes, and that the Policy committee, in the first instance, should review these.

The Board is welcoming Donna to the board, and this is the beginning of the transition to becoming a co-chair.

Resolving that the policy committee will work out the policy to confirm the responsibilities. It was agreed that Donna be on the Policy Committee.

Moved: Mark Patchett | Seconded: Bridget Rhodes | CARRIED

1.4. Correspondence

Resignations

Seamus Maher

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

Kathryn Levy

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

Callum McKenzie

Proposed Signage from McKenzie Higham

In response to the questions and concerns raised by the Whanau group regarding signage at the front gate, Api offered to reach out to manawhenua to explore with them how we could get this addressed as soon as possible: it was acknowledged we might have to accept this taking time however, as it would be better to do this right. Api will look to arrange a meeting with them with Sheena and the Whānau group. The matter of the naming of the college does provide an opportunity for a starting point from which to build an ongoing relationship..

We will communicate with the community that we have begun the process with mana whenua

Grant Applications – Kylie Summers

Grassroots Trust Central to help cover the cost of sending our Junior Adventure Racing Team who have qualified for the Junior Get 2 Go Great Barrier Finals in December 2021

Cricket Committee would like to apply to the following agencies for funding:

- Four Winds Foundation to help cover the cost of Pre-season Cricket coaching for October to December 2021
- The Lion Foundation to help cover the cost of purchasing Cricket Specific Training Equipment for all five teams at Onslow College

It was agreed that the Board approves the grant applications.

Moved: Hilary Smith | Seconded: Sheena Millar | CARRIED

2. Reports and reviews

2.1. Principal's report

Sheena tabled her report.

The Board would like to give their thanks for the work the SLT and staff did to move into Level 4 lockdown so quickly. Sheena conveyed that the meeting with the parents was a great outcome, and we have some work to do with how teachers communicate with parents. Api asked around if we had the same requests for getting equipment and internet access. Sheena conveyed that we had 15 students for which computers were delivered to their home to support them through lockdown. The area that was tricky for us this time was students who had left work at school, and how to identify what was important to get out to students and what wasn't. Mark asked a question on the Year 8 enrolments: there were concerns around the lower numbers we are seeing. Sheena conveyed that with the enrolments that we had and what Raroa had predicted that would come through we would have been sitting at 250. We could look at taking some extras from the ballot. There has been a fair number of students that are doing dual enrolment. Sophie requested that in regards students and lockdown, that staff have discussions with students to remind them to take their work home in case we go back into a lockdown.

It was suggested that we acknowledge in our community communications the staff that are leaving and identify why they are moving and the great opportunities the staff have had offered in recognition of what they have contributed to the Onslow community.

Motion

That the Principal's report is accepted

Moved: Bridget Rhodes | Seconded: Hilary Smith | CARRIED

2.3. Health & Safety
Covered in Principal's Report

2.4. Trustees Report

2.4.1. Student

Sophie advised that there is student stress with the recent lockdown. The good thing is the timetable supplied in lockdown. The pushback of the exams is a stressor for students but we understand. Students were wondering if there is more information that can be given to them around learning recommendation credits. Sheena conveyed that she would send that information through to the students.

There was a discussion around where teachers are using dead or misgendered names with students, and whether there could be some training of staff. Sheena conveyed that it would be good to have a meeting with students to get a sense of how widespread this matter is and then we can determine what to do. Tony conveyed there are a lot of people uncomfortable with it. Sheena asked if the student representatives could provide a summary of examples: there could be a role for whole staff training but we may also need to have individual conversations.

2.4.2. Staff

Hilary gave her verbal report.

Lockdown certainly went better than last year and staff were more prepared for online learning. It was clearer what was expected. It is a very different thing trying to teach students in that format. Staff are trying to modify their program for what they didn't cover over the lockdown period. Staff are focused on trying to get to the end of the term as positively as possible.

Sheena conveyed that staff worked very positively and SLT appreciated how the staff worked with them as a lot of difficult decisions had to be made.

The Board of Trustees would like to thank the staff for going the extra mile to teach the students through lockdown whilst balancing their own family commitments.

2.4.3. Whanau

Api conveyed that there seems to be a core group of the whānau that understands what is happening at other schools and how we can make our school a better place. They had discussions on the signage, building proposal and the whare.

They did have a question if there is a Māori strategy for Onslow College. Sheena conveyed that it doesn't sit as a separate strategy, but we are open to work with the whānau group to create a separate strategy if they would like.

There was a discussion on meeting with the whānau group in the beginning of the year to work out a Māori strategy.

Api commented that we did do a presentation to the whānau group earlier but the group that met last held their meeting on the same night as our last Board meeting, which meant that no Board Representatives could attend. Api will go back with answers to their questions so that we can move forward.

2.3. Subcommittees

2.3.1. Resourcing

Bridget conveyed that the financial report isn't looking that great due to the loss in income from International. If there is any extra spending, we will need to look to cut somewhere as we are now using our reserves. Michelle asked why the finance committee was not recommending that we are look to increase our fees. Sheena conveyed that we are within the budget that we set but we are going into reserves but not from what we already knew due to this year and International: this is result was expected.

Bridget conveyed that before we put our fees up we need to do a comparison with other schools. There was a discussion that we are still well under what other schools seek parents pay for fees donations.

Covid has had less impact due to not having as many casual staff. It has been hard to do a comparison from last year as we did have covid then also.

Motion

That the finance report be accepted

Moved: Hilary Smith | Seconded: Sophie Crozier | CARRIED

2.3.1. Property Report

Covered in Sheena's report.

There was a discussion that we are working with the Ministry regarding a couple of students that are enrolled for next year. We have a student who is in a wheelchair and a visual impaired student so they are making some improvements that will help all students also.

2.3.2. Policy

6.6 Copyright Policy

The Board moves that we accept the copyright Policy

Moved: Michelle Rush | CARRIED

2.3.3. Community

PTA meeting was online, Sheena attended, and they advised where they are putting the funds for the school. They are working with Sophie on what is going to happen. They are looking at digital signage, one outside the sports office and outside the hall. They are also looking to support the construction of any new kitchenettes put in around the school.

3. General Business

- (i) Calendar
Sally to attend the PTA meeting on 27 September
- (ii) Board session on the Values
We talked about the staff/student survey and that the Board should meet to discuss what the values look like and how they manifest in how the Board operates. How does the Board role model the values as Board members?
- (iii) Opportunity for training for the Board to do their Pēpeha
It was agreed that this be a separate agenda item for the Resistance Training day.
- (iv) Farewell for Api
Sheena acknowledged the work Api has done with all staff, including our e pōwhiri, facilitating a whanau meeting with students and staff and many other contributions. Api has made a huge difference and contribution to Onslow, and Sheena asked that we thank him and recognise this in the staff room with the staff so that they have an opportunity to say thank you.

The Board would like to formally thank Apanui for being the whānau representative on the Board and the Kaumātua for the school, and for the generous way that he has supported the school and what he has given to the Board.

4. In-Committee

The Board moved into committee at 9:33pm

The Board moved out of committee at 9:53pm

• **Communication with Community**

- Front of the school process around developing of the naming of the front of the school
- Welcome the new co-chair and farewell Kaumātua Api
- Learning Program Notification system

- Update on Property, look to put out some positive messages also.
- Revised Copyright Policy
- Acknowledging the role, the staff played in moving rapidly into level 4
- The board was pleased to see the comprehensive results from the wellbeing survey

Approved as a true and correct record:



Signed: Date: 18/10/2021