

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

Via Onslow Teams 08 February 2022 AT 5:30PM

**Present:** Sheena Millar, Michelle Rush (Chair), Mark Patchett, Hilary Smith, Sudesh Lourdes, Sally Robinson, Lily Harward Jones, Finn McKenzie, Bridget Rhodes, Alex MacCreadie, Donna Cormack

**Apologies:**

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

**Guests:** Connor Baird, Janet Glenn, Penny Kinsella, Misbah Sadat

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### Board comment and feedback to SLT on the 2022 draft annual plan.

#### Connor Baird

**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.

#### 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.

Mark asked that as part of creating the new website we can look to ensure it has a Te Reo component. He also asked that teachers work on pronunciation of students names correctly: a commitment to correct pronunciation and pepeha would be good.

Sheena conveyed that Apanui Williams provided training on pronunciation last year and pepeha were worked on at the first Staff only day in January 2021. Connor is leading the website design and this does include using Te Reo.

Donna observed that correct pronunciation of names is important within the broader focus of the NZ Curriculum to have learning spaces that are safe for the Māori students: she offered to share details of recent research projects, e.g. through a webinar, that explore why correct name pronunciation is so important to give teachers further context.

Hilary advised that it is embarrassing if we are pronouncing names wrong, maybe we need to own that. My understanding is that KAMAR has a sound file so we can record how someone's name is pronounced, and that advising staff how to use this could help

It was agreed that Penny and Janet look at the mana enhancement goal and that the name pronunciation is there with the KAMAR app.

### **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.

Mark conveyed a general overall comment is that the biggest issue facing our students is wellbeing and this is also the case for staff. It feels like it is tracking too slow.

Sheena conveyed that SLT had met and revised the timelines.

Sally asked that the plan include some actions that can be done quickly: if we just plan on having plans we are not moving fast enough.

It was noted that as a board we are liable if we are not looking after the health and safety of our staff. A timeline for the planned progress would be good.

Donna commented that the goal is quite general and could we look to have it more specific and achieve a clear outcome.

Alex conveyed that we need to put something in place in the first couple of weeks in school to make this visible, otherwise it looks too slow.

Hilary added if people see that stuff is happening, it is good for staff.

Bridget conveyed that in defining the 3 positive behaviours there needed to be a description of how you measure the success of them.

Michelle conveyed that in summary the Board is asking for specific, measurable and achievable goals: The NZCER report identified real issues in wellbeing in the school and these goals should be based on that and specify the targets from that data, e.g. the Plan for staff wellbeing is to seek improvement in the following areas x, y, z . It would be better to have a shorter sharper plan that is implemented rather than having nothing implemented.

Donna suggested that changing using the language from being around behaviour to being around the environment that we want to nurture.

Bridget suggested that the goals need to be about embedding the values.

Mark reiterated that the major thing for him was to demonstrate that we are going to make meaningful progress quickly.

Alex commented that people need specifics, e.g three actions that staff can take if someone is putting down another person.

Michelle conveyed creating a safe environment is one of the reasons the school has Ako, and isn't building relationships between students and staff a key focus for ako classes at the beginning of the year? The wellbeing survey gave some good suggestions on where we should be focusing, e.g. what about making sure people have a mentor or buddy to support each other effectively.

**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.

**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

Finn McKenzie disclosed that his uncle is the architect for the property work at Onslow College.

1.2. Additions to the Agenda

1.3. Minutes and Matters arising

Invite Stephen Cross to the next Board meeting.

Actions from Meeting		
Action	Person Responsible	Status
Invite Stephen Cross to next board meeting	Katrina	Complete
For the Board who missed the resistance training to look to book another session	Katrina/Sheena	In progress
Actions from Previous Meetings		
Action	Person Responsible	Status
ULearn for matariki to be sent to the Board	Katrina	Complete and looking to include in the May 2 meeting.

To reach out to staff to see if they want to be in a support group that students can come to discuss concerns they have with professional boundaries	Hilary	We are still trying to identify staff who are interested in joining the group
To work with a group of students that want to support the staff who are going to be key contacts.	Student Reps	Lily advised we need to set up the meetings again to address In progress
To see if the Ministry have any resources or training available for the support group.	Sheena	<i>Sheena conveyed that she has spoken to them and they do not have any information through the Traumatic Incident Team. Complete</i>
Follow up with human kind to see if they have any training	Sheena	<i>In progress</i>

### **Motion**

*The minutes of the meeting held on 15 November 2021 and 14 December 2021*

*Missing actions:*

*November 15 Meeting add to minutes of rising action lists*

- *ULearn for matariki to be sent to the Board*
  - *Katrina to follow up on the ULearn*
- *15 November – whānau navigators (where we got with it)*
  - *Janet is working on this it depends on MOE funding*
- *15 november – staff that want to be included in the harrasment. Hillary advised that we are trying to approach the people (add to matters arising)*
- *Harrasment action for students*
  - *Lily conveyed that we need to set up the meetings again to address this (work in progress)*
  - *Sheena to call the ministry – Sheena conveyed that she has spoken to them and they do not have any information through the Traumatic Incident Team.*
  - *Follow up with human kind to see if they have any training*

*4 December – Remove the actions and add these three.*

*Subject to changes the board approve the mintues*

**Moved: Michelle Rush**

**Seconded: Sudesh Lourdes**

#### 1.4. Correspondence

##### Resignations

Veronica Aitken

*The Board notes the resignation and wishes her all the best.*

Keala Senek

*The Board notes the resignation and wishes her all the best.*

Josh Hema

*The Board notes the resignation and wishes his all the best.*

Debs Fairbrother

*The Board notes the resignation and wishes her all the best.*

Sally Wills

*The Board notes the resignation and wishes her all the best.*

Shane Delaney

*The Board notes the resignation and wishes his all the best.*

*The Board notes all correspondence.*

## **2. Reports and reviews**

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

Sheena tabled her report.

Sheena conveyed that she received a phone call today from a parent regarding an incident that happened at the rowing camp in January that the school was not made aware of. There was a coach there at the time but no teacher in the water. There is a major issue around what is being reported to the school and she will follow this up.

Sheena conveyed that we have signed the contract with the website designer to re-do the school website. Connor is going to reach out to May in the international department for support. We are looking at 3 – 5 months for this project.

There was question around having a social worker come onboard, Sheena conveyed that we are funded 2.7 FTE for a teacher guidance counsellor. We are advertising through the gazette but we have not had any applications

Michelle was concerned that the year on year numeracy results do not look good for the school or nationally and asked what is going on with our Pacifica students. Sheena conveyed that it isn't a problem with the numeracy, it is the pathway for numeracy. Being able to make choices when they leave school to use numeracy with science and technology. Regarding Pacifica there are low student numbers, and it feels hard to be connected within Onslow. We need to focus and work on it. Pacifica is such a broad term and students identify in different ways within that. Both Rachelle and Tina see that as something that works alongside our efforts with Māori.

There was an incident on Friday with a member of public who came in to the office with a cease and desist order, unfortunately the person who came to our office was dressed in camo gear and was aggressive. There are reports of similar actions in Kapiti. We reported the matter to the police. The big concern is if the person uploads the film they took. The staff member affected is away this week. Sheena advised that she and Craig are looking at holding de-escalation training for the office staff. We can't stop these things from happening, but this will support the office. The police advice is to get a name so they can track the person.

We had another incident today: a young person (not an Onslow student) came into the office trying to find a student and became aggressive. When asked not to go through the school they threw a punch and a staff member contained them and the police were called. The police came and they took the person away. This was about the return of a vape. Donna asked if the office staff might want an opportunity to debrief. Sheena conveyed there was a meeting today with the office staff and the offer of EAP was reiterated. Sally asked how SLT are working from home around isolation. Sheena conveyed that we need to take public health advice, it depends on what the contact is. We are trying to run all our meetings online and we would have to have the trace of what close contact looks like. The ministry has been very clear that they do not want to close the schools.

### **Motion**

*That the Principal's report is accepted*

**Moved: Mark Patchett | Seconded: Bridget Rhodes | CARRIED**

### 2.3. Health & Safety

### 2.4. Trustees Report

#### 2.4.1. Student

Lily conveyed they are planning on setting up the committees for the start of the year and reestablishing them. We want to reach out to different teachers about mates and dates with Ms Rix and Ms Smith.

Sudesh mentioned that in a previous meeting there was interest in what could be done to have more females in the tech subjects. Sudesh mentioned he is happy to set up a session with his staff to talk with female students about technology careers.

Donna mentioned that there is a Women in data science conference that is free. She will send the details through to Lily.

#### 2.4.2. Staff

Hilary gave her verbal report.

Hilary conveyed that it has been a hard start to the year. The shift to KAMAR while in the long run will be better, has been a difficult process, and staff are dealing with a lot of information. The training last year wasn't as effective as it could have been as the data was not the best and late in the year: it was hard to remember what it was. We need to do further training and more of a PR job around it for some people. It is also quite difficult as class sizes are high: some staff have more than the average of 26 in the class. On the other side we had the resistance training which on the whole went really well and people found it interesting and positive. It was one of the more successful PD sessions that we have done in that area. A lot of it is focused on why it is important but we need to focus now on how are we going to do it.

Sheena conveyed that we have 16 staff that are managing classes on average over 27. This is out of 93 staff. We are working with the staff involved.

Action – to do the resistance training with board that could not attend and also to include further training following the Board elections mid year.

#### 2.4.3. Whanau

Donna gave a verbal report and wanted to pass on her appreciation to the process that Sheena facilitated for student and whanau input into the recruitment of the new Te Reo Teacher. The school did a fantastic job upholding the tikanga in the two mihi whakatau processes we had. It went really well and it felt good. She is hoping to get the whānau group together for an online meeting at the end of February.

#### 2.3. Subcommittees

##### 2.3.1. Resourcing

It was conveyed that Craig is finalising the end of year financials and it will be enclosed in the next meeting.

##### 2.3.2. Property Report

Sheena conveyed that we have had a meeting with Trudie (project manager for the Ministry) and that the Ministry has set out a timeline which has 12 phases, which includes demolition of buildings and what goes inside the first build phase.

Sheena conveyed that we are struggling with the maintenance of the Farnborough cricket centre. We are going to have to answer more questions if we get more cracks in the foundations.

Michelle asked if there is any support that the Board can provide. Sheena conveyed that Craig is working on it at the moment and we may need support when we start the conversations.

There are expectations with Onslow cricket and Johnsonville cricket, and we will need to have some conversations with them, including about the matter of how repairs are paid for if the cracks reappear.

Signature: Sally Robinson  
Sally Robinson (Jun 14, 2022 15:38 GMT+12)

Email: sallyrobinsoncfo@gmail.com

Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED

2.3.3. Policy

There has not been a policy meeting

2.3.4. IT Committee

Sudesh to keep us posted on the website.

2.3.5. Community

There has not been a PTA meeting

3. **General Business**

Board Meeting Dates – Monday 20<sup>th</sup> – Monthly Meetings

Election of a new Board Chair

Michelle is officially stepping down from Board Chair and calls for nominations for the Board Chair.

Sudesh nominated Mark Patchett – Mark Accepts

Bridget nominated Sally Robinson – Sally Accepts

The Board secretary sent out an anonymous Microsoft Form for election. Sally Robinson was elected as the new Board Co-Chair

The Board also agreed that Mark Patchett remains as the deputy chair.

4. **In-Committee**

*The Board moved into committee at 8:57pm*

*The Board moved out of committee at 9:20pm*

• **Communication with Community**

- Meeting to finalise goals this weekend
- Property Report, include that Hawkins is the contractor.
- Website is going to be upgraded
- New SMS system KAMAR
- New Co-Chairs and Deputy Chair.

Approved as a true and correct record:

Signed: Sally Robinson Date: Jun 14, 2022