

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

At Onslow College Staffroom 23 May 2022 AT 5:30PM

**Present:** Sheena Millar, Michelle Rush, Mark Patchett, Sudesh Lourdes, Sally Robinson - Online (co-chair), Alex MacCreadie, Donna Cormack (co-chair), Hilary Smith

**Apologies:** Bridget Rhodes, Finn McKenzie, Lily Harward Jones

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

**Guests:** Mitch Neilson (Learning Support), Peter Chapman (Careers), Janet Glenn (Deputy Principal)

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### Presentations

#### Learning Support

A written report was provided, and taken as read. The Board discussed the following issues in detail:

*The learning support intensive program.* The school wants to move away from this program as it does not support the right actions and outcomes in the classroom, so the school is looking at UDL (universal design for learning). It is a long journey, but the school is working on it as a whole.

The Board acknowledged the good results and successes that Learning Support is achieving. The Board asked whether there is anything else the Board could do to support successful outcomes. The Learning Area Leader (LAL) advised they could not answer straight away, as it is a whole systems approach with the calibration of the Ministry of Health, Regional Health Board etc. The LAL recognised that the Board continues to put funds into place for the Learning Support team e.g. additional funding for the SAC (special assessment conditions) team to support our students.

*UDL.* The Board asked whether Learning Support work would reduce as UDL is used more across the school. The Learning Area Leader agreed that if UDL is rolled out across the school then this will really support the team.

The LAL advised that their current areas of focus are:

*Screening of students for support.* The LAL advised that a key area of concern is that there are 78 students on the wait list. It would be great if the learning area had more funding to support the team as the assessment process is very time consuming.

*Low Engagement.* The LAL noted they have had good success with the students that are coming to school, but a large area of difficulty is the students that are not returning to school because of issues such as high anxiety, which is also leading to low engagement with the school.

*Neurodiverse learners.* The team is very focused on supporting these students, wrapping services around them, and adapting teaching to suit the students.

*Sensory issues.* The LAL advised that students with sensory issues have barriers to learning so they are looking for spaces that are more suitable for these students.

*Support for medium needs students.* The LAL advised the Board that high needs learners are well funded but there are medium need students who also require support with very little funding for this. The Board acknowledged this issue.

The Board also asked about the strategy for upskilling new teachers about dyslexia. The LAL advised that the school has a good program in place to support students, provides workshops to teachers, and allocates Teaching Assistants to support the model.

The Board acknowledged the Learning Area Leader for making the time to present to the Board and thanked him for the work he is leading in the learning area.

### **Careers**

A written report was provided, and taken as read. The Board discussed the following issues in detail:

*Enrolments in the Trades Academy.* The trend analysis was discussed. It was confirmed by the Learning Area Lead (LAL) that it is Year 12 and students can apply in October for the following year. This year there are 21 students, but the school had 34 applications. 60% of applicants are successful in their application. The program is run by Trades Academy and Whitireia.

*The increase in students going to University in recent years.* There was some discussion regarding the fee for the first year being free, which possibly has supported more enrolments. There are also not as many students going on gap years with the current environment with Covid, which has also increased enrolments.

*The new Website.* The Board asked if there is an opportunity with the new development of our website, for it to be a good platform to reach more of our community with careers information.

*Māori students.* The LAL advised that they are aiming to do an expo for Māori students this year in conjunction with a whānau hui to try and share information with the Māori school community about what is available.

*UDL.* The LAL is planning to design a timetable for Year 9 students to provide information about careers, as it is important to start to figure out their type of study at year 9 to broaden their horizons.

The Board acknowledged the Learning Area Leader for making the time to present to the Board and thanked him for the work he is leading in the learning area.

### **Welcome**

#### **1. Meeting Administration**

##### **1.1. Disclosure of Conflict of Interest**

No new conflicts of interest

##### **1.2. Additions to the Agenda**

Annual Report

##### **1.3. Minutes and Matters arising**

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
To draft a letter from the Board to Ministry and also contact Greg O'Connor in regards to the progress on the property	Sheena	23 May 2022	June 2022	

Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
To check whether Onslow has a constitution and contact NZSTA for a standard constitution document if one is needed	Policy Committee	6 May 2022	23 May 2022	23/5 – Donna looked at NZSTA information and confirmed the standard constitution is what is in the Act, which is how the Board is operating.
Provide a breakdown of where grants are coming from, what other funding agencies there are in the sector	Refer back to Sport to give information		May 2022	In progress

### Motion

*The minutes of the meeting held on 2 May were confirmed and as being a true and accurate record of the meeting.*

**Moved: Sudesh Lourdes | Seconded: Mark Patchett**

### Correspondence

#### Grant Applications

*The Board agreed with the changes to the Grant applications.*

#### Parent – Bathroom Facilities

*This correspondence was passed onto Sheena as a management issue. Sheena confirmed the school has put a portaloos on the top field. Management are meeting with Martyn Dudley, who is submitting a grant application for moveable buildings to provide changing rooms for the top field.*

#### Onslow College Compliance

*The Board noted that they were comfortable with the amount of days that the school is open and it has been discussed with the Principal. The Board Co-chairs offered to meet to talk with the parent. It was agreed that Donna and Sally (co-chairs) send a response email back to the parent.*

#### TeachNZ Study Award – Cassie Swinerd

*It was agreed that the Board would support this grant for the TeachNZ Study award, and provide a letter of support.*

*The Board noted all correspondence.*

**Moved: Donna Cormack**

## 2. Reports and reviews

### 2.1. Principal's report

Sheena tabled her report.

The Board acknowledged the report showed the Student Achievement goal has progressed well. The Board would like to understand the traffic light system for tracking achievement. The Principal conveyed that the new Deputy Principal is working on a traffic light system to support tracking for our students. It is a system that will use data to predict outcomes rather than react to historical results, which will support early intervention.

The School is planning a session with parents about KAMAR, as it is important to ensure the School explain why the change was made. The Principal advised that there has been really good uptake on using the KAMAR app, which is positive, and the school has also had good feedback on the system.

There was a discussion regarding the Wellbeing goal and the implementation of a wellbeing hub for Term 2. It was confirmed that the hub is planned as information on the intranet for staff to access different platforms e.g. EAP, taking leave. The Wellness Committee is to provide feedback about what they would like to see on the intranet.

There was some discussion about language pathways for the students who have proficiency in Te Reo and/or have completed NCEA pathways, and the possibility of the advanced students teaching some of the teachers Te Reo. University pathways need to be identified. The School is working on rolling out Te Reo as compulsory in Year 9 as part of the curriculum change. It is hoped that this will be next year but maybe in 2024. There is a great opportunity to teach in Te Reo going forward.

There was a discussion around the increase of incidents regarding graffiti, fire, and vandalism. The Principal noted that Term One has unsettled students and it has felt calmer this term. The graffiti and vandalism has reduced due to having identified some of the students involved, which has made students aware that there are systems in place. In discussions with other School Principals it seems that the bathroom destruction is consistent with other schools. It was discussed that having a note from teachers for students going to the bathrooms during spell times has helped with reducing the amount of students wandering during these times.

In regard to the Property report, the School has had a meeting with the Ministry of Education and hasn't had any more progress from the Ministry. Callum McKenzie has been emailed to follow up with the virtual viewings of the school.

**Action** - Sheena to draft a letter from the Board to send to the Ministry and contact Greg O'Connor.

**Moved: Donna Cormack,**

## 2.2 Health & Safety

The Board reviewed the Health & Safety register.

**Moved: Donna Cormack**

## **COVID 19 Mask Review & Correspondence**

### **Motion**

*The minutes of the meeting held on 6 May were confirmed as being a true and accurate record of the meeting.*

**Moved: Hilary Smith | Seconded: Sudesh Lourdes**

The Principal advised that there has been good compliance by students with mask wearing being compulsory. The feeling in the school is that it has been received well.

There was discussion around the further public health advice that is coming out strongly that mask wearing is recommended.

The Board noted that the paper included any changes from the Board's previous review. The School is starting to see the 2<sup>nd</sup> wave within staff, which has been difficult. Lots of people that have flu symptoms have been staying home. The Board also noted that we are coming into the wave of many other winter colds and flu. Poor weather makes the ventilation difficult with winter coming in. The Board also noted their employment responsibilities.

The Board discussed any changes since the last meeting and after taking into account the above factors, agreed to continue with compulsory mask wearing

The Board unanimously voted to continue with compulsory mask wearing.

#### **Inwards Correspondence**

##### Music and Drama Exemption

*It was agreed that for performances, those involved can have their masks off, and where possible practising outside when not mask wearing, or with other public health measures in place. This aligns with the exemption for the gym/rec centre. The Board co-chairs will respond to the correspondence from the Music & Drama team.*

#### 2.3. Trustees Report

##### 2.3.1. Student

Lily and Finn sent their apologies and no written report.

The principal conveyed that they have been working on the surveys and the pink shirt day was successful.

##### 2.3.2. Staff

Hilary gave a verbal report.

Staff are finding it hard with students being absent. The Principal has advised that the School has been working with students that are marked F for attendance and looking at trying to get them back in school. The Ako teachers are looking at contacting home to support students coming back.

##### 2.3.3. Whānau

Donna gave a verbal report. She has had a catchup with Tina and Connor, and planning to have one whānau hui per term and have the dates in advance. Working together to organize them will work well. The plan is that they are going to try and tie it in with Matariki this term.

## 2.3 Board Committees

### 2.3.1 Resourcing

The Board accepted the Finance report.

The Board questioned the overspends that will be compensated with Teacher Salaries underspend. The Principal advised that Management is on target to reduce the deficit from that budgeted and is tracking under budget.

There was a discussion around the School decile, and the new approach to funding that will replace the school decile system from next year. There was discussion around how the new system works, which instead of looking at the socioeconomic status of the whole area, tries to look much more closely at the students at each school. It is based on the IDI linkage of data and there are more variables that are only to do with the individual rather than community view or processes. It assigns a risk score to an individual based on what information the government has, to assess funding to schools. It may have some impact on funding for Onslow College, which is currently Decile 10 under the decile system.

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

### 2.3.2 Property Report

Roofing project is going well. The School has worked hard to get the carpet replaced in that block and the removal of asbestos has been a major job. The priority is to get the major works underway. The Board accepted the report.

**Moved: Alex MacCreadie | Seconded: Sudesh Lourdes | CARRIED**

### 2.3.3 Community (PTA)

### 2.3.4 Policy

The Board noted that the Committee has revised the Finance Management Policy.

*It was agreed that the 4.1 Financial Management Policy be accepted.*

The Board discussed other policies and noted that they will be brought to the next Board meeting.

*It was agreed that the Policy Committee will meet again in the next month to review the governance-related policies and submit these to the Board as an offline approval prior to the next Board meeting.*

**Moved: Hilary Smith | Seconded: Sudesh Lourdes | CARRIED**

### 2.3.5 IT Committee

The Board accepts the report.

**Moved: Alex MacCreadie | Seconded: Donna Cormack | CARRIED**

### Elections Committee

Meeting scheduled for 9 June 2022

### Health & Safety / EOTC

The Board noted the regular and up to date training for the EOTC Outdoor Education Teacher.

*The Board accepts and approved the Health & Safety, EOTC Report supplied by Warren Henderson*

**Moved: Sudesh Lourdes | Seconded: Hilary Smith | CARRIED**

**3 General Business**

Draft Annual report

The draft report has been shared with the Co-Chairs and Principal. Board approval was requested to include sport recognitions in the Annual Report. The Deloittes Audit is still pending signoff, Craig has followed them up to receive this in time for the 31 May submission date.

*It was agreed that the Annual Report is to be shared with the whole Board.*

Workplan

There was a discussion regarding the Mid-Year performance review for the Principal. There was confirmation that the Co-Chairs are working with Mary Chamberlain to complete this with the Principal. .

NZSTA Conference

The school is supportive of any Board member that would like to attend. There might also be some new Board members after the elections that would like to attend.

**4 In-Committee**

*The Board moved into committee at 8:38pm*

*The Board moved out of committee at 8:43pm*

• **Communication with Community**

- Decision for no change with masks
- KAMAR Evening
- Publish the Summary for the Annual Report
- Careers & Learning Support Reports
- Sign off on EOTC, significant review and acknowledge Warren Henderson for his efforts.

Approved as a true and correct record:

Sally Robinson  
Sally Robinson (Jul 19, 2022 15:19 GMT+12)

Jul 19, 2022

Signed: ..... Date: .....