

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

Online (Teams), 25 July 2022 AT 5:30PM

Present: Sheena Millar, Michelle Rush, Mark Patchett, Sally Robinson (co-chair), Lily Harward Jones, Donna Cormack (co-chair), Hilary Smith, Finn McKenzie, Alex MacCreadie, Bridget Rhodes,

Apologies: Sudesh Lourdes

Guests: Craig McWilliam

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No new conflicts of interest

1.2. Additions to the Agenda

Finance, IT and Health and Safety additions to be raised under Committee Reports

1.3. Minutes and Matters arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Notify the Board if further resources are required to support attendance.	Principal	25 July 2022	August 2022	Complete
Follow up with the local MP to ascertain what response he had received about the property repairs in H Block.	Principal	25 July 2022	August 2022	Complete
Draft a letter from the Board, to be sent to the Minister of Education regarding co-ordination of all the property projects at the school	Deputy Chair	25 July 2022	August 2022	In progress
In the correspondence back to the Rowing Committee, include a reminder of the need to provide applications for the Board to consider well in advance of the due date	Board Secretary	25 July 2022	August 2022	
Remind staff about expectations for supporting justified absences	Principal	25 July 2022	August 2022	Complete
Check the status of the Cybersecurity and EEO personnel policies	Policy Committee	25 July 2022	August 2022	
Set up an online drop-in session for 7pm on Thursday 4 th August, and send a link to the Principal to distribute as part of communication to whanau	Co-Chair	25 July 2022	August 2022	Complete

Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
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
Provide a deeper breakdown of absence data	Principal	27 June 2022	July 2022	Complete
Report on further information regarding the resourcing of the guidance/social worker.	Principal	27 June 2022	July 2022	Have hired two new counsellors

Motion

The minutes of the meeting held on 27th were confirmed as being a true and accurate record of the meeting, following minor amendments as detailed below.

Amendment – some minor style and grammar amendments, and clarification of three sentences.

Moved: Bridget Rhodes | **Seconded:** Hilary Smith | CARRIED

Finance and Property sub-committee reports brought forward on the agenda

Craig McWilliam joined the meeting.

Finance report

A written report was provided. The Board accepted the Finance report, noting that:

- There has been no meeting of the Finance sub-committee since the last Board meeting.
- Property costs have increased further, so the estimated property overspend for the year is now \$100,000.
- Some budget was used to compensate for unsatisfactory repairs in H Block. Craig noted that there are further negotiations with the Ministry of Education (MoE) about what costs they will cover. An updated cost to the school will be provided in a few weeks for the next Board meeting.
- International students have returned, bringing in about \$100,000 in additional revenue, although costs for marketing and investment into recruitment for 2023 means that this translates into a lower profit margin of between \$20,000 - \$40,000.
- Learning resources are tracking below budget. A question was raised about whether teachers are satisfied with the level of spend on learning resources available, given the underspend to date. It was noted that the substantial savings in this area relate to teacher salaries (not learning materials), and that further curriculum resources will be purchased in Terms 3 and 4 once the curriculum changes for 2023 have been finalised.
- Funds available from salary efficiencies can be put towards other areas in the school, e.g. supporting student attendance or health and safety for staff. The Principal noted that there is currently capacity in

the PLD budget for training (e.g. de-escalation training), and there is also potential to look at how staff time is used in terms of supporting student attendance, although that may require an investment in staff time.

- In relation to PLD, the Board commented that areas to focus on would be activities that make a substantial difference, such as PD for the whole of staff, which can be less expensive and worthwhile, or supporting people to undertake training then coming back and sharing their learning. It was confirmed that PLD will be covered within existing budget.
- There has been some erosion of working capital due (i) to the Covid pandemic related reduction in international student income, and (ii) to the planned deficit for the current year, with staff efficiency planned to reduce the deficit level. The Board noted that a surplus is required in 2023 to rebuild working capital.
- There may be additional spend required to support targeting attendance. The Principal noted that Management will consider what can be done within current resourcing levels, and notify the Board if further resources are required.
- It was noted that teacher attendance has an impact on student attendance, i.e. when teachers are away, student attendance can also drop.

Action: Sheena will notify the Board if further resources are required to support attendance.

The Board accepted the Finance report.

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

Property report

A written report was provided. The Board accepted the Property report, noting that:

- There has been no Property meeting since the last Board meeting.
- The remediation of Block H is primarily complete, scaffolding has been removed, and roof replacement complete, with some further drainage and other small tasks to complete. The intention is to move into Block H in Week 2.
- There were significant issues with the remediation work. The Ministry of Education (MoE) spent a significant amount of money on remediation, and although there were some positives (e.g. asbestos removal, removal of carpet because coming to end of life), the building does not meet the MoE's own 2030 requirements. Window frames have not been replaced, or painted, with significant gaps in the window frames. Carpet around the walls is not in good condition, and has sections cut out, but there would be a significant cost to replace it. While the water tightness has been addressed with the roof, the building is not a healthy classroom space and does not align with the Ministry goal set for classroom standards for 2030. The 5-year maintenance money was used to do the remediation work.
- Specifications were not provided in a consistent written form from the contractors, and were only given to the school in meetings. The full specifications were provided to the Ministry of Education, but not to the school.

- Craig noted that the roofing project was initiated in 2015, and given the nature of the remediation required for Block H, there were risks for the school for large fixed budget projects, so the project was directly led by the Ministry of Education. However, this meant that there was less control by the school over the project, with plans not available until building consent issued.
- The lost opportunities with teachers and students out of those classrooms for a long time have not paid off with the standard of the remediated classrooms, which have draughty single glazed timber windows.
- The local MP (Greg O'Connor) has visited the block to see the issues with the repair.
- There is a need to address the unsatisfactory remediation results as there are further rooms where work is planned. The potential range of actions for the Board and the School were discussed, with a decision made to communicate disappointment with the quality of the work to the school community and to write a letter to the Minister of Education to outline the issues. There is significant correspondence between the school and the Ministry of Education over a period of time raising issues.
- There is a wider property context, with three components upcoming:
 1. 5-year agreement process – 10-year property plan split into two parts; formula funding via Ministry of Education but seems disconnected to works happening on site and issues with communication between the different parts of the MoE;
 2. Phased capital works, including remediation scoped for purely weather tightness components, and roofing for almost the entire campus apart from the buildings planned for demolition;
 3. Demolition and building as part of the new capital works components.
- There was agreement that the school should reasonably expect that all work meet the standard for the 2030 goals, and that Board expectations should be clearly communicated to the Ministry. The additional funding that the School put into the classrooms (painting and furniture) was noted.
- A question was asked about whether the 10-year plan has been finalised yet. Craig confirmed that it was still being completed, but the benefits in having commitments to the quality of the work and appropriate funding for the 2030 standard before the plan is finalised is worth the delay.
- The Ministry have been advised about the issues with the coordination and communication between the different parts of the Ministry during meetings with them.
- Meeting dates from the master planning architect are outstanding, and the steering committee will be ready when these are confirmed.

Finn McKenzie left the meeting at 6:30pm

- In response to a question about what the Board could do for H Block, the Principal noted that a lot of money had already been spent, but it was important for the Ministry of Education to understand the issues, so that remediation work on the rest of the school is of sufficient quality.

Action: Principal to follow up with the local MP to ascertain what response he had received.

- The Board discussed community consultation for the master planning process. It was noted that significant feedback had been received during strategic planning (e.g. did not want large open plan space, wanted flexible open learning spaces). It is likely that preliminary designs will be done, and then taken to the community but it is likely to still be some time off. The design process has started, and should speed up this term. The issue is complex because of the phasing of the work, with enablement and demolition, then new construction. Building of new structures are probably still some time away.
- The need for remediation/repairs to be at least the standard of the prefabs on Table Mountain was noted.

Action: Mark to draft a letter from the Board, to be sent to the Minister of Education.

Craig McWilliam left the meeting.

Moved: Bridget Rhodes | **Seconded:** Michelle Rush | CARRIED

1.4 Correspondence

Resignation

Maxwell Apse

The Board acknowledges their resignation and wishes them all the best.

Elizabeth Warren – Planning a trip to New Caledonia for senior students of French in 2023

The Board considered a request to begin planning for a senior student trip to New Caledonia in September/October 2023. The Board agreed that the planning needs to include: a) clarity about what insurance will cover; b) clarity about the liability of the school; and, c) clarity about funding if students/staff cannot get home.

The Board discussed how school values around equity could be built into future planning/funding of trips, so that there is the opportunity for students who may not be able to afford to go to take part. It was noted that there are varied approaches to fundraising, but usually the fundraising by students does not cover the full costs. Often fundraising focuses on other students (e.g. sausage sizzles, bake sales), so there is the opportunity moving forward to think about different equity approaches to funding school trips (e.g. a hardship funding, with criteria for applications and selection as with other scholarships).

The full cost of trips (e.g. covering of relief for staff) is not always transparent, so this is something that could be clearer in the future so that actual costs of trips, and the proportion subsidised by the school, is transparent. There was also discussion about encouraging staff to consider the school's values in terms of planning the trip programme/curriculum (e.g. where they go, the activities they take part in).

Actions:

It was agreed that the Board supports Elizabeth Warren to begin the planning of the trip, but that a detailed proposal will be provided before final acceptance, and that any communication that goes out about risks is seen before it is sent out.

Management to consider and include an equity approach/policy to EOTC for future activities.

Rowing committee – Applications for funding to The Trusts Community Foundation and the Johnsonville Charitable Trust

The Board discussed the funding applications from the Rowing Committee to two Trusts. There was a discussion about the need for funding applications to be provided to the Board well in advance, as it is important to confirm that there are not competing applications from the School for the same funding.

It was confirmed that the Board supported the funding applications (with Donna Cormack abstaining).

Action: In the correspondence back to the Rowing Committee, include a reminder of the need to provide applications for the Board to consider well in advance of the due date.

The Board noted all correspondence.

Moved: Michelle Rush | **Seconded:** Sally Robinson | CARRIED

Reports and reviews

1.4. Principal's report

The Principal tabled her report. A question was asked about the online KAMAR session. Sheena noted that there was one drop in at school during the Senior Parent Teacher evening and six people attended the online session. There has been no other correspondence about KAMAR, although not being able to pay straight from the app is seen as a negative. Sessions can be run again if needed, and it was suggested that it might be good to run a session on KAMAR at the start of the year, for the new Year 9s and their families.

In response to a question about sports at the School, it was noted that Kylie is attending the August Board meeting to present on this.

There was some discussion of the absences data, and clarification over what each category stood for, and what was in scope for each type of absence (e.g. justified, unjustified). It was noted that it is quite specific from the Ministry of Education what can be included as a justified absence, although data on "F" absences (working from home) is not visible to the Ministry of Education, so they do not have a clear indication of these data. It was asked if there was a correlation between staff and student absences, and it was confirmed that when teacher absences go up, student absences also go up, which may be in part because students feel that they can work online on teams if their teacher will not be present.

In response to a question about what else can be done to support attendance, the Principal noted that consistently having teachers from the school in front of students as much as possible, rather than relievers, was important. Although it is preferable to have students at school, with high numbers of staff absences it may be better at times for students to do the work from home.

In a discussion of justified and unjustified absences, and whether or not 10% was a high number for justified absences, it was noted that these absences can be frustrating for the teacher, but are often for a good reason. It was suggested that the percentage of unjustified absences may be a better measure of attendance, and that the Principal would confirm what "intermittent unjustified" represented as a category. Absences can shift the workload onto staff, when there is an expectation from students/families that the staff will work to support them. It was noted that it would be important to have clear messages to staff around the school's expectation of what staff should do to support students with a justified absence. If the absence is justified, the school is expected to do its best to support students to complete work/make

up missed work. If it is an unjustified absence, there is no onus on the school to reoffer assessments/missed activities.

Action: The Principal to remind staff about expectations for supporting justified absences.

There was a brief discussion about gender and unjustified absences in junior years. This could be about subject choices and/or students supporting each other. It was anticipated that this may be addressed in the curriculum changes, with a lot more opportunity to try subjects in Year 9, and moving more decisions into Year 10, so students have the ability to try more subjects in early years. There was a suggestion from the student representative to have a student-led expo, which would allow students to talk to senior students about subjects, and help with subject selection for the next year. It was also requested that the ethnicity data on absences be provided as numbers as well as percentages, although these may need to be aggregated to maintain non-identifiability.

Action: Sheena to have a discussion with the careers advisor about a student-led event to support subject selection.

It was noted that there has been no further communication from ERO, and they have not come through the school. The Principal noted that they would follow up with an email.

Action: Sheena to email ERO to check progress on the school's review.

There was discussion of the data provided on staff retention by the Principal. It was noted that much of the staff turnover recently was among staff on fixed term contracts, so this impacts the numbers. There is a general increase in teachers wanting to leave the profession. In many cases, staff are leaving to pursue other possibilities, or opportunities to further their own career goals, which the school is happy to support.

It was noted that data on staff turnover were not routinely collected/collated prior to Sheena starting at the school, and the data for 2018 only represents data collected since the change in principal. Information on the exit interviews is included in the annual report, and there appears to be some different reasons for leaving 12-24 months ago compared with now. There is an increase in people leaving during the year, compared with previous time periods.

Moved: Donna Cormack | CARRIED

2.2 Health & Safety

The Board reviewed the Health & Safety register.

Wellbeing Committee

It was noted that there is no Board member on the Wellbeing committee currently. The Committee is focused mostly on wellbeing for staff and students. The Health and Safety Committee meets every couple of weeks, and reports back to the Board. The Board agreed that the current approach was working. There was a suggestion that the school carry out an external/independent health and safety audit in 2023, where an independent audit is undertaken to identify any health and safety issues.

Support for staff

There was a discussion about the support for staff for de-escalating a situation, or where restraint has been used. The school is following up about providing all staff with de-escalation training, and looking at various options including online training. The school will approach the Ministry of Education to check their capacity to provide all-of-staff training, as the MoE is the preferred option. There was some discussion about other types of non-violent intervention training that might be helpful, and what is currently available in the school. It was noted that improving staff proficiency with restorative practice approaches will also help with the low-end of de-escalation, and that there may be some specific training options for deans/school leaders.

COVID 19 Mask Review & Correspondence

The Board confirmed the decision made by email about the COVID plan for keeping the school open with 4-spell days.

Moved: Sally Robinson | **Seconded:** Michelle Rush | **CARRIED**

The Board reviewed the COVID review document, and unanimously voted to continue with compulsory mask wearing, and noted the supportive feedback from staff.

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

2.3. Trustees Report

2.3.1. Student

Lily gave a verbal report, noting that they have started work on a PowerPoint presentation for Ako classes about what is involved in being a student representative. It was noted that Lily was not sure how far things have progressed with getting a student representative for each learning area.

2.3.2. Staff

Hilary gave a verbal report.

It was noted that staff were tired at the end of last term, and it was good to see that staff had had a break. There had been positive feedback about the mask approach and the support of staff health. The staff were also supportive that there was a plan in place for weeks when there were not enough staff, and having the decision made in advance (e.g. the Thursday of each week for the following week) was good. It was noted that even with high numbers of staff absences, having four-spell days made it more manageable.

There had been a powhiri for new staff, and a staff meeting after school, and a generally positive staff mood.

2.3.3. Whānau

Nothing to report.

2.3 Board Committees

Wellbeing

The wellbeing committee has split into two sections, with the Principal picking up staff wellbeing, and Misbah leading student wellbeing. There is a good range of staff and students on the committees.

2.3.1 Policy

There was some discussion about the transgender policy, which is up for review shortly. It was noted that it would be important to make sure that there is input from the students directly impacted, perhaps via the

Rainbow group at school. The previous iteration of the policy had input from Rainbow Youth. The need for procedures to support the policy was also discussed, although this would be at the operational level.

The status of the cybersecurity and EEO personnel policies was raised, and these will be checked.

Action: Policy Committee to check the status of the Cybersecurity and EEO personnel policies.

2.3.2 IT

In response to a question about progress on the revamped website, it was noted that the website is close to launch, and that Connor is looking forward to showing it to the Board, potentially at the next IT committee meeting.

The RFP for IT suppliers will likely go out in August, and Sudesh Lourdes will be on the panel.

The next IT meeting is on 1st August.

2.3.3 Elections

The call for nominations has gone out. It was decided to organise an informal online session where people interested in standing for the Board could talk with current Board members. This would need to be before nominations close on the 3rd August.

Action: Donna to set up an online drop-in session for 7pm on Thursday 4th August, and send a link to Sheena to distribute as part of communication to whanau

Communication with community

1. Update on the mask policy
2. Note about the drop-in session for potential new Board
3. Note about co-governance and policy on the website
4. Note about property report and where things are at with the MoE

Approved as a true and correct record:

Sally Robinson

Sally Robinson (Sep 22, 2022 21:37 GMT+12)

Signed: Date: **Sep 22, 2022**