

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 29 August 2022 AT 5:30PM

Present: Sheena Millar (online), Mark Patchett, Sally Robinson (co-chair), Donna Cormack (co-chair), Hilary Smith, Finn McKenzie, Bridget Rhodes, Lily Harward Jones (arrived 5:48pm)

Apologies: Michelle Rush, Alex MacCreadie

Guests:

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No new conflicts of interest

1.2. Additions to the Agenda

Next steps for Māori Student Rep (Policy)

1.3. Minutes and Matters arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Email Patricia Marti regarding the proposal for the Spanish Trip	Board Secretary	29 August	26 September	Complete
To review and write up a framework for the Māori student rep proposal	Bridget Rhodes	29 August	26 September	
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
Check the status of the Cybersecurity and EEO personnel policies	Policy Committee	25 July 2022	August 2022	In progress
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	Draft has been done and sent to Craig, Katrina to follow up
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	Complete
Provide a breakdown of where grants are	Refer back	May		In Progress

coming from, what other funding agencies there are in the sector	to Sport to give information	2022		
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Motion

The minutes of the meeting held on 27th July were confirmed as being a true and accurate record of the meeting.

Moved: Sudesh Lourdes | Seconded: Mark Patchett | CARRIED

1.4 Correspondence

Resignations

Rachel Brant

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

Tessa Hope

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

Gerard Whaanga

The Board agreed to support the request for Gerard to take parental leave.

Micah Geiringer

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

Retention Email

The Board reviewed and discussed the email content. It was agreed to direct them to the minutes of the meeting, send a copy of the exit interview policy that is currently on our website and offer to have them come in for a conversation.

Patricia Marti – Planning a Spanish Trip

The Board discussed and considered the request to begin planning for the trip to Spain in 2023. It was raised by a Board member that 2023 may be too early as normally planning is started 18 months prior to the trip going ahead. The Board agreed that they would need to see a full proposal and a full costing of the trip that includes covering relief costs, equity considerations, and how the school values are built into this trip.

Actions:

It was agreed that the Board supports Patricia Marti 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.

The Board noted all correspondence.

Moved: Hilary Smith | Seconded: Lily Harward Jones | CARRIED

2. Reports and reviews

2.1. Principal's report

The Principal tabled her report.

There was a mention from the Staff Rep around getting more control over staff and student absentees and obtaining more reporting on it. The Board discussed levels of absenteeism and agreed to thank the community for the attendance of their students, note that lateness has increased, and note that the school is closely monitoring attendance.

SLT Goal Update

The Board requested an update on progress against the wellbeing goal.

Finn McKenzie left the meeting at 8:00pm

Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED

2.2 Health & Safety

The Board reviewed the Health & Safety register.

There was a discussion that the Board would like to have a Board member joining the Health and Safety Committee, especially relating to managing visitors coming on site. It was advised that the Health and Safety Committee could not address this as it would need to be managed by the Senior Leadership Team.

Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED

2.3 **COVID 19 Mask Review & Correspondence**

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

2.4 Trustees Report

2.4.1 Student

Lily gave a verbal report, noting that they are busy with the student elections.

Lily Harward Jones left the meeting at 8:30pm

2.4.2 Staff

Hilary gave a verbal report.

The Staff Representative raised that there have been a lot of aggressive emails to staff and SLT. The Board agreed that when staff receive aggressive emails, learning area leaders should pass them onto their Deputy Principal in charge of their department.

The option to reduce Spell 4 to manage staff absences through this term has been great.

The Board agreed to pass the feedback about aggressive emails onto the SLT to review and work with the Learning Areas.

2.4.3 Whānau

The whānau hui is planned for Wednesday 14 September.

3. Subcommittees

3.1. Finance

The Board noted the papers and there were no comments

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

3.2. Property

The Board noted the report. Sally, Donna and Mark are looking to meet with Mana Whenua on Wednesday 31st August to discuss the property plan.

Moved: Sudesh Lourdes | **Seconded:** Sally Robinson | **CARRIED**

3.3. Wellbeing

There hasn't been a wellbeing meeting scheduled before this meeting.

3.4. Policy

It was discussed that the Policy committee looks at our Health & Safety, bullying and wellbeing policy and whether to have a risk assessment done to ensure that the policy is up to date with all current statutory requirements.

3.5. IT

The Board acknowledges and accepts the paper provided.

3.6. Elections

The Board noted the reports. There was a discussion about whether there were wider privacy issues with other information going to parents i.e., shared care. The data error was related to parents loaded into the system with 2 different spellings so there was no privacy breach. There is going to be internal auditing within KAMAR to check the data. The Board agreed to send this issue back to the IT committee to review the data, and confirm if an external agency review was required. The process will be reviewed before the next elections in 2023.

Moved: Sally Robinson | **CARRIED**

4. General Business

Māori Student Representatives

Students presented a paper at the beginning of the Board meeting to support their proposal for two Māori student representatives on the Board and their key reasons to represent:

- Te Tiriti o waitangi
- Strategic goal of biculturalism
- Cultural and social obligations
- Legal obligations

Their suggestion is to co-opt the Māori students, the idea is to have two Māori students, who would sit alongside the other two student representatives on the Board (the elected and co-opted representatives under the current policy). It was discussed that the Board can only have a certain amount of co-opted members and the Board may need to contact NZSTA to check how it would work. The Board advised that they would look into this and obtain guidance. The students conveyed that they feel their voice is not heard currently on the Board.

The Board acknowledged the Māori rangatahi and the supporting students for coming to present their proposal and noted that the Board would need to seek some advice on how to support this proposal. There was a discussion following the student presentation of the proposal that no changes could be made during the election, as it was already underway. It was suggested that one Māori student could be co-opted under current arrangements, but not two because of the restrictions on the ratio of co-opted to elected members. It would need to be added to the policy for next year and brought to the first Board meeting for the year. It was suggested that the Board contact NZSTA to find out about what process to follow to co-opt 2 students, and obtain legal advice to see if the outcomes are possible.

It was suggested that while the process is being worked through, there is no reason why two Māori student representatives could not attend every meeting and request speaking rights. They would not be able to vote but could definitely be included.

Because of the timing of the election, and the change of policy required, there would need to be consultation. It was suggested that voting for the Māori students could be considered to be that any student who identifies as Māori would vote for their representative, although this would be decided with Māori students. The Board agreed that the proposal aligns with the strategic direction of the school, the bicultural goal, and the Education Act provisions around giving effect to Te Tiriti o Waitangi.

Action – Bridget Rhodes to write up a framework for the process and send it through to the Board to review.

The Board moved in-committee at 10:20pm

The Board moved out of committee at 10:27pm

Communication with community

- Attendance message out to community
- Website and curriculum development
- Presentations from Arts and PE acknowledging
- Mask wearing

Approved as a true and correct record:

Signed: *Sally Robinson* Date: **Nov 22, 2022**
Sally Robinson (Nov 22, 2022 16:21 GMT+13)