

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 25 October 2022 AT 5:30PM

Present: Sheena Millar, Mark Patchett (Online), Sally Robinson (co-chair), Donna Cormack (co-chair) (Online), Misbah Sadat, Carol Murray-Brown, Chris Albertson, Andrew Inder, Josh Harford.

Apologies: Nishka Parekh

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

No new conflicts of interest, except that:

- Carol Murray-Brown declared that she works for the Tertiary Education Commission, an organisation that provides gateway funding.
- Chris Albertson declared that they work for Naylor Love and would need to be removed from property conversations if the company was selected to be onsite for any property works.

Election of Presiding Members and Deputy Chair

Due to the election and changeover of Board members, the Board Secretary called for nomination for Co-Chair roles and Deputy Chair role.

Mark Patchett nominated Sally Robinson. Chris Albertson seconded this motion.

It was resolved unanimously that Sally Robinson was elected as Co-Chair.

Sally Robinson nominated Mark Patchett as Deputy Chair. Andy Inder seconded this motion.

It was resolved unanimously that Mark Patchett was elected as Deputy Chair

Donna Cormack was nominated as the co-opted Whānau Representative.

Donna accepted and Carol Murray-Brown seconded this motion.

It was unanimously agreed that the Co-Chairs Sally Robinson and Donna Cormack both receive \$75 per Board meeting.

Code of Conduct

The Board reviewed the Code of Conduct and agreed with a minor change to one sentence due to a bullet point be fixed. The Board members who signed the Code of Conduct at this meeting were: Sally Robinson, Carol Murray-Brown, Andrew Inder, Chris Albertson, Josh Harford, Misbah Sadat, Sheena Millar, Katrina Brell.

Action – Katrina to forward to Nishka Parekh, Mark Patchett & Donna Cormack for signing.

1.2. Additions to the Agenda

Sports Grant approval process

1.3. Minutes and Matters arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Signing of Code of Conduct	Katrina	25/10/22	25/11/2022	In progress
Review international travel policy	Policy Committee	25/10/22	2023	
Scenario planning from Orbit – organise meeting to discuss the risks Communicate with to greater principals' group about overseas trips Get advice on vaccinations for a trip	Katrina/Sheena	25/10/22	28/11/2022	Complete
Propose dates for January/February for strategic goals	Sheena/Katrina	25/10/22	28/11/2022	Katrina to send out a Microsoft form
Draft a work plan for meetings next year and bring to the next Board meeting.	Katrina	25/10/22	28/11/2022	Complete
Add trend/ numbers into the attendance data	Sheena/SLT	25/10/22	28/11/2022	Complete
Consider 2023 goals about long term attendance	All	25/10/22	2023	
Request for board to pay for teacher registration cost of \$464.37 from \$220.80 Referred to the finance committee.	Finance Committee	25/10/22		
Include Covid numbers in the Principal report going forward	Sheena	25/10/22	28/11/2022	
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
To review and write up a framework for the Māori student rep proposal	Bridget Rhodes	29 August	26 September	Completed will be emailed
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. Katrina to send to Mark for review
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		Complete

Motion

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

Moved: Sally Robinson | CARRIED

1.4 Correspondence

Resignations

Paul Leitch

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

Harriet Hone

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

Moved: Sally Robinson | CARRIED

Patricia Marti – OC Study Trip Proposal

There was a discussion around what liability there is for the school around expectations if students are stuck overseas due to illness/COVID etc. It was suggested that we would need to make it clear what we would expect from whānau if this happens, i.e. teacher stays and parent pays the additional cost or parent will need to travel over to look after student. There was a conversation regarding a previous trip that was cancelled due to covid where the travel company went into liquidation and the students and their whānau couldn't receive a refund.

The proposed insurance policy includes pandemic cover, but there is no plan in place if they have to stay longer. The Board commented that if there was a lockdown while they are away, it is not covered in the travel insurance cover.

The Board discussed that allowing international travel again would require confirming the plan for a lockdown if the Board supports international trips. The Board agreed that there would need to be clear communications that the Board has the power to cancel the trip if the risks are too high /not covered by the insurance. When students sign up for the trip, the risks of attending the trip need to be very clear.

The Board considered the implications for school staffing if teachers are required to stay overseas with a sick student. The Board considered that the risk of sickness is quite high, and that as a Board we need to have full consideration of the risks.

The Board conveyed that it would be useful to understand what other schools are doing about overseas trips and how they are managing these.

There was a discussion around the timing of the trip, and that if students got stuck overseas they could miss their NCEA exams, and would not necessarily be able to use derived grades. The Board agreed that if a student attends the trip then it would need to be outlined that this is a risk. It was confirmed that any communications need to come from the Board around the risks on going on the trips overseas.

Actions

Scenario planning with Orbit about the risks

Sheena to send out to greater Principals around their trip planning

Get advice on vaccinations for a trip

Policy committee to look at what process is for the overseas travel.

The Board is still requesting more information from other schools, and Orbit. More detailed contingency planning is required before conversations around the proposed trip can go ahead, as it hasn't been approved by the Board.

It was raised by a member of the Board that a meeting with whānau has already been sent out to be held on Thursday 27 October. The Board wants to ensure that a SLT member is at the parent evening as we have advised at previous communications that whānau is not to be communicated with until the Board approves the travel.

The Board noted all correspondence.

Moved: Sally Robinson | CARRIED

Board Meeting Dates for 2023

There was a discussion around what days/dates to have the Board Meetings. It was agreed to keep them on a Monday night. Josh Harford to confirm he can move his working hours outside school as he currently works on a Monday. The Principal has offered to put a letter together to support this request.

There was a discussion around how to include the Learning Area Leaders presentations in Board meetings. Previously there have been two LAL's per meeting. It was suggested that two Board meetings per term are held, then one additional meeting to include Learning Area Leads and SLT. Other items to include are how NCEA is going to work next year, and opportunities for the Board to have Professional Development.

Action – Katrina to draft a work plan for meetings next year and bring to the next Board meeting.

Action – Sheena & Katrina to look at dates for January/February for strategic goals

2. Reports and reviews

2.1. Principal's report

The Principal tabled her report.

Teachers are tired and concerned about NCEA changes, and Covid. There has been a change of tone in communication that teachers are receiving. A couple of staff are leaving for career development opportunities. There have been 30+ additional roles come up in the Ministry. Currently ten Onslow teachers have had emails about these roles. There are a few teachers leaving the profession.

NAG 1 At the end of term 2, teachers were asked to go through their Year 11 – 12 students to see how they feel they are progressing. Based on the results, the SLT meetings were changed so that students can be tutored in spell 5 on Wednesdays to support them to catch up. The Principal highlighted the differences between a student with one at risk subject to a student with three at risk subjects. This data has been combined with attendance data to find the students that require more focused support. The mahi started in term two will be started in term one 2023, which is exciting as teachers can wrap around the students to help their achievement.

There was a discussion about students with anxiety about NCEA. It was conveyed that it is about having good conversations with students as they can still pass with enough credits during the year, which reduces the pressure for NCEA exams. There was a discussion that a lot of schools have a number of students with anxiety but there is no clear policy. The anxiety is related to a lot of factors.

There was a discussion around out-of-zone enrolments. It was advised that with more out of zone enrolments, funding pays for additional teachers but not additional property costs. If enrolments reduce, then the Ministry will look at funding and Onslow would not be able to hold all of the current spaces.

The Board asked about strategy for the attendance gaps. Connor and Tina are working with whānau to support students coming back into school, especially offering Taiwhirowhiro, which is the transition space that has supported students coming back into school, after they have been out of education for a while.

Action – Add trend/ numbers/into the attendance data

Action – Consider 2023 goals about long term attendance

Moved: Carol Murray-Brown | **Seconded:** Josh Harford **CARRIED**

Motion:

2.2 Health & Safety

2.3 COVID 19 Mask Review

There was discussion around advising the community that there are increased cases in the Wellington community and to follow the normal guidelines around staying away if you are sick. There has been a rise in cases within staff and students. There are a few students staying home due to the drop in wearing masks. The Board asked whether there is consistency across the learning areas on how they support the students that have been staying at home. It was advised that it is still a work in progress and is not a consistent approach. Ventilation is happening more now that it is warmer.

The Board talked about a reminder out to the community about ventilation, students staying home if they are sick, and ensuring hand sanitisers are still around the school. The school is going to make an effort around the ventilation

The Board agreed to continue with the existing mask wearing conditions.

Action – to include Covid numbers in the Principal's report going forward.

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

Māori Student Report

The paper outlining what can be put in place to bring the two Māori representatives on to the Board has not yet been received. The Board would like to give the student group feedback. There were delays due to student elections and Board elections. The Board agreed that they want to can progress this and really appreciate the work the student group have done on the presentation and proposal. It was suggested that the students be invited to come to the meeting when it is being discussed.

2.4 Trustees Report

2.4.1 Student

Student verbal report

There is a bit of anxiety amongst students with exams happening next week. Students will not do all the externals if they are not needed to do them. Working with the PTA and reached out to all students via survey on seating around the school. Students want more seating outdoors, benches, picnic tables. 150 students have completed the survey that was sent out. Have met with the previous student reps and attended the NZSTA training that was offered to them.

2.4.2 Staff

Misbah gave a verbal report.

The question around registration fees will be passed on to the Finance committee to review. The staff would like to pass on their appreciation to the Board for subsidising the staff Christmas lunch. A coffee cart has been arranged for the staff on Friday for staff to have one free coffee as a thanks to staff.

2.4.3 Whānau

No update, as no meetings have been held.

3. Subcommittees

3.1. Finance

The Board noted the papers and there were no comments.

There is an increase in income due to international students returning. The Committee would like to consider the budget for next year to be targeted and where that is used in line with the values and goals.

Moved: Josh Harford | Seconded: Andy Inder | CARRIED

3.2. Property

The Board noted the report.

There was a discussion at the property meeting on Friday that there is a plan for a turf up the top, which will be at the covered. The Board agreed that they should consider increasing the size of the turf when surveying and design is being done. It will be up to the school/Board to work out how to fundraise for the difference to have it increased and maintained.

It was suggested the property committee are invited to all of the property meetings that we are held on Friday. Invite Stephen from Ministry to the next meeting

Moved: Sally Robinson | CARRIED

3.3. Wellbeing

There has not been a meeting.

3.4. Policy

There has not been a meeting.

3.5. IT

There has not been a meeting.

3.6. Elections

The Board agreed that this Committee is not needed until the next Elections in 2023.

4. General Business

Board BIOS

Action- For new Board members to send to Sally so they can be included in the community communications.

Grant applications

It was agreed that Grant applications will be circulated out of cycle for offline approval to ensure there are no delays.

The Board moved in-committee at 9:30 pm

The Board moved out of committee at 9:40pm

Communication with community

- Mask wearing, ventilation
- Sports – Participation rates have been high and rising. Opportunity for welcoming volunteers and informal opportunities to get involved with sport within the school
- Acknowledging other Learning Areas that came last week
- The Board are considering overseas trips and what risks are associated with traveling with different rules within other countries rules.
- Property Update

Approved as a true and correct record:

Signed: *Sally Robinson* Date: **Mar 8, 2023**
Signed: [Sally Robinson \(Mar 8, 2023 21:53 GMT+13\)](#) Date: