

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 28 November 2022 AT 5:30PM

Present: Sheena Millar, Andrew Inder (Online), Sally Robinson (co-chair), Donna Cormack (co-chair), Chris Albertson, Josh Harford, Nishka Parekh

Apologies: Carol Murray-Brown, Mark Patchett, Misbah Sadat

Guests: Jono Wyeth (Deputy Principal), Craig McWilliam (Business Manager)
Callum McKenzie (McKenzie Higham Architects), Stephen Keatley (Ministry of Education)

Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

Sheena – Disclosed a conflict relating to the Board approving Teacher registration costs

1.2. Additions to the Agenda

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	Complete
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	Complete
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	In 2023 Annual Plan – included in papers
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		Complete

Include Covid numbers in the Principal report going forward	Sheena	25/10/22	28/11/2022	Complete
Send a letter to the Ministry accepting the 10 year property plan but stating the Board's concerns.	Property Committee	27/11/22	31/12/22	
Send feedback on the HIBS zoning proposal	SLT	27/11/22	16/12/22	
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

Motion

The minutes of the meeting held on 25 October 2022 were confirmed as being a true and accurate record of the meeting.

Moved: Donna Cormack | **CARRIED**

2023 Meeting Dates – Confirmed dates for next year.

1.4 Correspondence

Resignations

Carol Piper

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

Ashley Renaud

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

Jean Ann Colquhoun

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

Diane Letcher

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

Ben Powell

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

Shannon Longstaff

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

Simon Park – New Build

The Board agreed to advise Simon that any tender opportunities will be advertised on GETS. Donna will write a reply to Simon to inform him of this.

Hamish McWilliam – Part time leave request
The Board agreed to support this request.

The Board noted all correspondence.

Moved: Sally Robinson: **SECONDED:** Chris Albertson | **CARRIED**

2. Reports and reviews

2.1. Principal's report

The Principal tabled her report.

The Board discussed the new Math numeracy exam and concluded that there is an issue about equity. It was conveyed that the new timetable includes a lesson each week that is specifically literacy and numeracy related to support student achievement in this area.

There was a question regarding the parent teacher conferences and how the school is looking to model this next year due to the PPTA advising that teachers cannot be asked to work past 4:30pm. It was conveyed that the Ministry won't give a definitive answer as to whether parent teacher interviews are classed as open for instruction days. There are a couple of different things being considered including leveraging technology, shorter sharper conference periods, and a focus on reporting.

There was a discussion around roll forecasts, as entitlement for staffing is directly related to how many students are enrolled. The board was advised that every primary school has had a decrease in roll over the last two years. This will have a large impact on the school roll going forward.

A Student rep asked around how long the library will be closed for the re-roofing. It was advised that currently it is 3 months, with SLT considering a classroom for books and a classroom for reading as it is a high use zone. SLT are reviewing the options. .

Moved: Andy Inder | **Seconded:** Chris Albertson | **CARRIED**

2.2 Health & Safety

2.3 COVID 19 Mask Review

The Board discussed the current situation. Since the last meeting case numbers have doubled, cases in Capital Coast DHB area have increased to 2000 current active cases.

There is no indication that the government will be reinstating any other protection rules. The Government is still waiting for information on when the booster shots will be rolled out.

The Board discussed preparations for 2023 and ongoing issues i.e., lack of relievers, keeping the school open etc.

The Board agreed to continue with the current setting and continue with the same messaging i.e., stay home if you are unwell, ventilation etc.

Māori Student Representation Proposal

The Board discussed the paper and agreed to write to the students to acknowledge the work they did and advise that the Board is supportive and is working through the options. They will be invited to the first meeting in 2023.

It was suggested that one Māori Student rep is co-opted and then the Board will consider how to increase the numbers. The second Representative could attend the meeting with speaking rights but not voting rights until the right structure is in place.

It was raised that co-opting another student would mean that another parent cannot be co-opted the Board wanted to increase the parent representation on the board.

Moved: Sally Robinson | **Seconded:** Chris Albertson | **CARRIED**

2.4 Trustees Report

2.4.1 Student

The students gave a verbal report

The student survey received 100 more responses, 244 in total. Students are happy now that exams are over.

2.4.2 Staff

Misbah gave a written report.

There was a question regarding the Māori Student Rep proposal. It has been answered separately.

Moved: Nishka Parekh | **Seconded:** Donna Cormack | **CARRIED**

2.4.3 Whānau

Donna gave a verbal report advising that she is looking at a different model next year, with two people leading it with one as the Board rep. One will be more responsible for leading the whānau rūpū

3. **Subcommittees**

3.1. Finance

A surplus is expected for 2022, which is good as it builds up the school reserves. There are some recommendations for next year. If enrolments continue on the current track, then there will need to be some contingency planning. It was discussed that a new budget, will need to ensure all the additional international student income is not spent, allowing a small surplus to remain.

Moved: Donna Cormack | **CARRIED**

Registration fees

There was a discussion that the Ministry does not approve registrations being paid for by the school. The Board agreed that it can be included in the 2023 budget, and agreed that the Board will pay the total cost of teacher registration.

Moved: Sally Robinson | **Seconded:** Chris Albertson | **CARRIED**

3.2. Property

The Board noted the report.

There is approval for funding to cover modifications for two Learning Support students with special requirements. Demolition started last Friday but it won't be finalized for the beginning of the year, as there is a 3-week delay. The Principal advised that they are working with the families to manage the delay but are concerned that if the students wish to attend school on the first day, it will be difficult to manage. This is a school led project.

10 Year property plan

The Board discussed the proposed plan at the property meeting. The Board agreed that the \$870K currently proposed would not be adequate to bring the school up to the required standards.

The Board discussed their options:

1. Not support the plan. This would delay the funding that is released and this is a fixed funding plan. This option also would require a reply to the Ministry stating that they haven't engaged with the school on what the school believes are the priorities, i.e., care of the buildings, alarms etc.
2. Accept the plan but note that it would require more projects to be included in the master planning and capital works. In this option it is unlikely the school will meet the required property standards in 2030.

It was moved that the plan be accepted, with a letter sent to the Ministry stating its' concerns i.e. that the plan does not allow the school to meet the required healthy classrooms standards and the Board are unhappy with that outcome.

Moved: Donna Cormack | **CARRIED**

3.3. Wellbeing

There has not been a meeting.

3.4. Policy

The Committee discussed the transgender policy, and the process to work through with students and staff. The EEO policy is due for review along with the Mental Health and Health and Safety policy. Over the Christmas break the Committee is doing an Audit of all the policies to align them with NZSTA policies.

The Committee agreed that they would review all the groupings of the policies at the same time and then consult on the group of related policies, with more engagement with the school community. In the interim the Committee recommended to roll over the expiring policies until 2023.

It was agreed that the Mental Health, EEO, Health & Safety, Transgender policies be rolled over with a May 2023 review date.

Moved: Sally Robinson | **Seconded:** Chris Albertson | **CARRIED**

3.5. IT

There has not been a meeting.

4. **General Business**

Hutt International Zoning

The Board was advised that HHBS was a private school and has now changed to a state integrated school. They have applied for a zone that covers all of Wellington. They have asked for feedback on the scheme by the 16 December.

Action : SLT to draft an email and send through to the Board for consultation and signoff.

International Travel Update

A meeting was held with Orbit Travel, but SLT have not had the breakdown yet as they are still working on it. The meeting was with Voula (Orbit), Mark Patchett, Patricia Torres and the Principal.

The Board agreed not to encourage any communication further with the students and whānau regarding the proposed trip.

Alumni

The co-chairs caught up with Richard Bentley who provided updates from meetings in 2019. He is interested in the history and archive side of things, and whether Alumni could have a role in providing careers advice or educational advice to students. The Alumni were not interested in fundraising for the school.

The student rep raised that the link into having more students that are aware of the history of Onslow would be very interesting for students. The Co-Chairs will meet again with Alumni in 2023.

The Board moved in-committee at 9:16 pm

The Board moved out of committee at 9:47 pm

Communication with community

- No change to covid status, standard messaging
- Wishing a safe, happy and restful time over the holidays
- Roofing is progressing well
- Excited for modifications to LS for our new year 9 students
- Presentation from the Ministry that was shared
- Staff and leadership for the year

Approved as a true and correct record:

Signed: Sally Robinson Date: **Mar 8, 2023**
Signed: [Sally Robinson \(Mar 8, 2023 21:52 GMT+13\)](#) Date: