

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 13 February 2023 AT 5:30PM

Present: Sheena Millar, Andrew Inder, Sally Robinson (co-chair), Donna Cormack (Online) (co-chair), Chris Albertson, Josh Harford, Nishka Parekh, Carol Murray- Brown, Mark Patchett, Misbah Sadat, Huia Puketapu, Rangimārie McKay-Maxwell, Lizzie Evans

Apologies:

Guests: Janet Glenn (Deputy Principal) with speaking rights

Welcome

1. Meeting Administration

1.1 Election of Presiding Member and Deputy Chair

Nominations were called for the Board Chair roles:

Donna Cormack (Co-Chair) took the position due to being the whānau rep as per the policy.

Mark Patchett nominated Sally Robinson as Co-Chair:

Carol Murray-Brown seconded the nomination.

Sally Robinson accepted the role of Co-Chair.

Deputy Chair

Mark Patchett stood down as Deputy Chair.

Andy Inder put his name forward for the role.

Chris Albertson seconded the nomination.

Andy Inder accepted the role of Deputy Chair.

Student Representatives

The Board co-opted Josh Harford as student representative.

The Board co-opted Lizzie Evans as the Māori student representative.

The Board unanimously agreed the co-opted roles.

It was agreed that Huia Puketapu & Rangimārie McKay-Maxwell have speaking rights for this meeting until the Board constitution is reviewed.

Moved: Mark Patchett | Seconded: Chris Albertson | CARRIED

Documents Review:

Delegations of Authority

The Board reviewed the Delegations of Authority document with two small changes to be made:

Introduction:

Bullet point 2. Update the name of the Education Act to *the Education and Training Act 2020*.

Responsibilities retained by the board:

Bullet point 4: Discipline and competence action against staff.

Update to "Final discipline and competence action against staff that may affect their employment."

Bullet point 3: Appointment of Principal, Deputy Principal, and Business Manager.

To update to include the Assistant Principal.

Moved: Sally Robinson

1.1. Disclosure of Conflict of Interest
No conflicts of interest disclosed.

1.2. Additions to the Agenda

1.3. Minutes and Matters arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
To reach out to the greater Wellington secondary school principals to see if it would be of interest for the Boards to get together regarding HIBS Zoning	Principal	13/02/2023		In progress
Discuss with the Minister of Education the issue regarding HIBS Zoning.	Principal/Board	13/02/2023		
Co-chairs and Principal to work together to meet with the other chairs within schools regarding HIBS Zoning	Principal/Co-Chairs	13/02/2023		Delayed to Term 2
Ask the Minister of Education what the policy should be for International Trips.	Board/Principal	13/02/2023		
Donna to work with Katrina to draft a letter of response from the Board to the Ministry of Education regarding TIMSS	Donna/Katrina	13/02/2023		Drafted and paper included in this meeting
Student Reps to get some feedback about how students feel about the change of cellphone policy for Years 9 – 11	Student Reps	13/02/2023		
Actions from Previous Meetings				
Action	Person	Meeting	Due Date	Status

	Responsible			
Review international travel policy	Policy Committee	25/10/22	2023	In progress
Consider 2023 goals about long term attendance	All	25/10/22	2023	In 2023 Annual Plan – included in papers
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	Complete
Send feedback on the HIBS zoning proposal	SLT	27/11/22	16/12/22	Sheena emailed the Ministry on what we could comment on. Have not had a response
Check the status of the Cybersecurity and EEO personnel policies	Policy Committee	25 July 2022	August 2022	In progress

Hutt International Boys School (HIBS) Zoning

The Board discussed the request to widen the HIBS zone to the wider Wellington region.

There was a discussion that over the next 5 years there will be a big impact on the school and there should be discussions with other school's Boards around schools taking out of zone students to build their numbers. The Master planning process assumed a long-term increase in roll.

Action – Sheena to reach out to the greater wellington secondary school principals to see if it would be of interest for the Boards to discuss together.

Action – Discuss with the Minister of Education next week (during her visit) regarding this issue.

Action – Co-chairs and Principal to work together to meet with the other School Chairs.

International Trips

The Board discussed the international trip proposal. It was conveyed that the person in charge of the New Caledonia trip sent through additional information for the Board on Friday 10 February after the papers were sent to the Board. The Board agreed to include it in the next papers for review.

Action – Ask the Minister when she visits what the policy should be for International Trips. The Board agreed that the policy should be driven by the Ministry rather than schools individually.

Motion

The minutes of the meeting held on 28 November 2022 were confirmed as being a true and accurate record of the meeting.

Moved: Andy Inder: | SECONDED: Chris Albertson | CARRIED

1.4 Correspondence

Info TIMSS

TIMSS is an international research study.

The Board discussed the proposal and agreed that they had concerns about the study. There was not enough information provided about the study and particularly:

- (i) whether participation was voluntary;
- (ii) their processes for consent and participation;
- (iii) where the data was stored;
- (iv) who has access to the data; and
- (v) it appears that students have to participate, and it is a 80 minute test.

There was a discussion whether a policy is needed about research requests such as this one.

It was agreed that the Board will ask for more information around the consent arrangement, how it will work for students and the privacy and data management of this study, and to confirm if the Children's commission has signed off or endorsed this research study.

Action – Donna to work with Katrina to draft a letter of response from the Board.

Authorised Staff Restraint

The Board noted the letter and there was a discussion that all non-teaching staff need to be authorised if they are in a situation where they may need to restrain a child. It was confirmed that the school offered de-escalation training with all staff last year. The Deputy Principal advised that the main staff that require the (online) training are the Teacher Aides.

It was agreed to offer another training session on de-escalation.

Moved: Carol Murray-Brown: | SECONDED: Mark Patchett | CARRIED

Cricket Committee Grant Application

The Board supported the application to the Four Winds Foundation Grant for the cost of a Term 3 and 4 Development Programme.

The Board noted that Donna does not support this grant application to the Four Winds Foundation. Donna abstained from voting on this issue.

Moved: Mark Patchett: | SECONDED: Chris Albertson | CARRIED

Cellphones at School

The Principal advised that at Year 9 – 11 assemblies there was clear instructions that cellphones are kept in bags during class. The Deputy Principal is currently writing a policy for Teachers on how this is managed in the classroom. It was advised that all staff agree with this policy. It was advised that in some cases it is about educating parents that some students were leaving classes due to parents texting them.

The Board agreed with the messaging and agreed to include it in the Board comms to the community.

The Board agreed to respond to this email with the current process in place for cellphone use.

Action – Student Reps to get some feedback/voice on how students feel with the change of cellphone policy for Years 9 – 11.

The Board noted all correspondence.

Moved: Sally Robinson | CARRIED

2. Reports and reviews

2.1. Principal's report

The Principal tabled her report.

There was a discussion around the increase in roll, which has resulted in the recruitment of two additional staff for two new Ako classes. The Board asked how the community has taken the request to move their students into new classes. The Principal advised that a few have asked that their students stay where they are. The Principal advised that they have tried to keep the students in their friendship groups, and accommodate as many requests as they can. The change has decreased class sizes for Years 9 and 10.

The Learning Support building improvements are nearly completed. The first fire evacuation went really well.

There was a discussion about the Year 9 Camp which is 7th – 9th March 2023. Because of the PPTA ruling the College is rostering home other year levels to support the camp to go ahead. The Board agreed that it supported this strategy.

The Principal advised the Board about PPTA strike action planned for Thursday March 16th. The Board should receive a letter regarding this.

The Board discussed the attendance data.

Moved: Mark Patchett | Seconded: Chris Albertson | CARRIED

Charter – Annual Goals

The Board noted the 2023 Annual Goals document. There was discussion about the Annual Goals and the Principal was asked to make the changes and resend to the Board for review.

The Board discussed the Biculturalism goal to honour Te Tiriti o Waitangi, and agreed that they were comfortable with this, (rather than the goal of honouring the Treaty of Waitangi -English version).

Huia left the meeting at 9:11pm

2.2 Health & Safety

2.3 COVID 19 Mask Review

Donna advised that Covid case numbers have started to trend downwards again, although still higher than when protections were in place in 2022. Last week's numbers were around 500 in Capital and Coast District. The Board discussed that the summer season has helped with ventilation but in Autumn the Board will need to have the same messaging around staying home if unwell, ventilation of classrooms etc.

The Board agreed to continue with no mandatory mask wearing.

2.4 Trustees Report

2.4.1 Student

The Students gave a verbal report.

The students organized a Valentines day celebration, which included swapping valentine's cards with other schools in the wellington region. 170 students signed up for the swap. The students have had feedback on the change to no double spells. The Principal conveyed that double spells didn't work with the new year 9 program but spell times will be reviewed in 2024, so there is more flexibility around double spells.

The Student Reps are keen on putting together a student council or leadership within school. They raised they would like to make changes to the options in the canteen, have a space for the Year 13s when the library will be out of action with the re-roofing. It was conveyed that the Principal has asked the Ministry for two class size spaces to be made available for this project.

2.4.2 Staff

Misbah gave a verbal report.

Staff have conveyed that they are waiting for the Annual Goals to be published so they can give feedback on them.

2.4.3 Whānau

The whānau rep advised that the first whānau hui is Wednesday 15 February.

3. Subcommittees

3.1. Finance

The Board reviewed and confirmed the minutes.

Moved: Chris Albertson | Andy Inder: | CARRIED

3.2. Property

The Board noted the report.

Moved: Sally Robinson | CARRIED

3.3. Wellbeing

There has been no meeting this year.

3.4. Policy

There has been no policy meeting this year. The next meeting is online on Tuesday 28 February.

3.5. IT

4. General Business

Board Constitution

There was a discussion around increasing the number of Parent representatives on the Board, to allow for more co-opted Board members and to share the workload. Currently the Board is able to co-opt up to 4 people with a 5-parent co-structure.

It was agreed that the Board constitution would be reviewed by the Policy Committee, for the next Board meeting.

The Student Representatives suggested that they give up one of their votes so that the Māori representatives also have a vote at the Board meetings.

Sheena Millar left the meeting at 10:13pm

Rangimārie McKay-Maxwell left the meeting at 10:15pm

The Board moved in-committee at 10:19 pm

The Board moved out of committee at 10:30 pm

Communication with community

- Thank you for the flexibility and support with Year 9 & 10 students moving the classes. This enabled the College to employ two more teachers and reduce class sizes.
- Cellphones –communicate that the policy.
- The new reporting system
- Profiles of new Board members
- Annual Plan

Approved as a true and correct record:

Signed: *Sally Robinson* **Apr 23, 2023**
Signed: [Sally Robinson \(Apr 23, 2023 11:44 GMT+12\)](#)..... Date: