

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 27 March 2023 AT 5:30PM

- Present:** Sheena Millar, Andrew Inder, Sally Robinson (co-chair), Donna Cormack (co-chair), Chris Albertson, Nishka Parekh, Carol Murray- Brown, Mark Patchett, Misbah Sadat, Lizzie Evans (7:30pm)
- Apologies:** Josh Harford, Huia Puketapu
- Guests:** Connor Baird (Deputy Principal) with speaking rights, Rangimārie McKay-Maxwell with speaking rights
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Welcome

1. Meeting Administration

1.1. Disclosure of Conflict of Interest

Mark Patchett & Chris Albertson disclosed their conflicts of interest regarding the approvals for overseas trips, as their students are intending to participate in the trips.

1.2. Additions to the Agenda

Discussion of Te Ātiawa enrolment
Overnight camps, consultation, and timing
Ratify strike action response.

1.3. Minutes and Matters arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Make a standard Board paper template for the subcommittees to use for Board papers	Carol	27/03/2023	15/05/23	
Bring the National Education and Learning Priorities (NELPS) to the next meeting as a training session.	Principal	27/03/2023	29/05/23	Complete
Provide NCEA results by ethnicity and gender by the end of term two, with trend data from previous years and against other Wellington schools.	Principal	27/03/2023	29/05/23	Complete
Ask staff what they see as administration tasks, so support can be given to reduce these.	SLT	27/03/2023	29/5/23	Complete
Plan strategies for staff workload flexibility and bring to the next wellbeing committee.	Principal	27/03/2023	29/05/23	Complete
Write message to send out with the student reps to thank the student body for taking	Board Chairs/student reps	27/03/2023	15/05/23	

the time regarding the phone survey and to confirm what the current procedure is.				
Work with the student representatives on a reply re the Valentine's Day activity.	Donna	27/03/2023	15/05/23	
Finance Committee Chair to write to the Ministry regarding costs increasing with no corresponding increase in the ops grant.	Sally	27/03/2023	29/05/23	
Circulate a paper re School Docs adoption for offline approval	Carol	27/03/2023	30/04/23	Complete
Donna to work with Katrina to draft a further letter of response from the Board to the Ministry of Education regarding TIMSS	Donna	27/03/2023	29/05/23	
Policy SubCommittee to include a Research Policy on their work plan.	Carol	27/03/2023	31/03/23	
Submit EOTC proposal to Board at the next Board meeting, to include: <ul style="list-style-type: none"> • Student Code of Conduct • Proposal for teachers to go to overnight trips. • Estimate of EOTC overnight trips • Cost of teachers on camps 	Principal	27/03/2023	29/05/23	Complete
Actions from Previous Meetings				
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		Raised idea with Principals have yet to hear back.
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	30/6/23	Delayed to Term 2
Ask the Minister of Education what the policy should be for International Trips.	Board/Principal	13/02/2023		
Review international travel policy	Policy Committee	25/10/22	2023	In progress
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

Motion

There was a discussion around the charter and annual goals, with feedback provided at the last meeting. The Co-Chairs are working on the document and will circulate the final version to the wider Board.

The minutes of the meeting held on 13 February 2023 were confirmed as being a true and accurate record of the meeting.

Moved: Donna Cormack | CARRIED

1.4 Correspondence

Resignations

Shannon Johnson

The Board acknowledges her resignation and wishes them all the best

Warren Henderson

The Board acknowledges his resignation and wishes them all the best

Sports Participation Census School Dashboard

The Board noted the correspondence. The Principal explained how the data was collated by school. The Board discussed the decline in participation, and what management is doing to offer and promote sport within the school to try and increase participation rates back to previous levels. It was noted that some schools are looking to remove streaming from sport. The student reps advised that there has been a shift in students participating, which is a result of COVID and also a culture shift.

Notice: Affidavit of Conditional Acceptance

The Board noted the correspondence with no further action required. The Board Secretary noted this was forwarded to Jay Barr, the school's adviser at the Ministry of Education.

Valentines Swap

The Board noted the correspondence.

It was agreed that the co-chair/whānau rep work with the student representatives on a reply.

The Board noted all correspondence.

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

Board Governance vs Management

There was a discussion around how the Board should work to ensure that they are focused on governance rather than operations.

The Board agreed to:

- provide questions about the principal's report to the Principal for their response, ahead of the meeting.
- Ask the Policy Committee to review the governance policies for completeness.
- Review Terms of Reference for each Subcommittee. This would mean that the Subcommittees make recommendations on behalf of the Board and then report the findings and recommendation to each Board meeting for confirmation by the Board.
- Use a standard template for Board papers
- Dedicate 15 – 20 minutes before each Board meeting to training.

Action – Carol to recommend a standard template for Board papers.

2. Reports and reviews.

2.1. Principal's report

The Principal tabled her report.

The Principal shared the information regarding the NELPS, and advised that if there were anything specific the Board would like her to report on to give that feedback. It was confirmed that the NELPS reporting is included in the strategic goals, annual plan and the meetings with the Learning Area Leaders presenting to the Board.

Action – Sheena to bring the NELPS to the next meeting as a training session.

The Board questioned whether it was possible to obtain NCEA results comparative data from other schools. It was advised by the Principal that after April we should have access to this data.

It was conveyed that the Board will see a change with the data when the Learning areas present to the Board and report on the data against strategic goals, seeing the differences by gender for different subjects.

Action – Provide NCEA results by ethnicity and gender by the end of term two, with trend data from previous years and against other Wellington schools.

The Board asked what work is happening to improve Māori achievement. There has been a huge amount of work done on helping students feel good about being in school and wanting to attend. The ongoing issue is improvements in achievement as reflected in the achievement data. The focus is on attendance to support better results.

The Board acknowledged the work done by teachers to improve results, including September through to December call backs to support students to increase their NCEA results.

The Principal had feedback from a meeting held with the Wellington City Council and Ministry of Education regarding the new turf. Wellington City Council are reviewing whether they are willing to put money into the turf to support the community. Onslow advised that they would be happy to see it as a community facility, using the types of agreements currently in place between the council and Wellington College, Newlands and Tawa. The Council would like to see it as a fully covered turf and raised issues around the access to the turf. They showed interest in the new gym build. The meeting went very well, and they were open to talking about high covers with lighting. It was conveyed that the College would want it to be a multi surface turf to support PE. The Ministry would like it to be built in a year's time. The Council will respond back to the College within 3 weeks.

Effective Teacher Profile

The Board noted the profile and gave some suggestions, and noted that Teachers are documenting their objectives for the year. The profiles are with the Learning Area Leaders and staff for feedback.

Wellbeing Survey results

The Board noted the survey results and discussed that the biggest concern raised was about Administration Tasks and workload, and what actions could be taken to reduce this.

The Board noted that staff have found the workload difficult coming out of COVID.

The Board noted:

- The option to put 5 non-contact spells together on the timetable where staff could work from home to do the planning. There would need to be good protocols in place with attending meetings online.
- PPTA have advised the working day is 8.30am – 4.30pm.
- A new program for training staff to help each other via goodyarn.

Action – Sheena to ask staff what they see as administration tasks that could be removed.

Action – Sheena to consider flexibility of workload and bring recommendations to the wellbeing committee.

Moved: Sally Robinson | **CARRIED**

2.2 Health & Safety

The Board noted the Health and Safety report, and that subsequent to that report there was an incident where a young person was helicoptered out of a school activity. They activated the PLB and they flew the young person out with a teacher in charge. They were assessed at hospital and released back home. The learnings from the incident were that, while an email was sent to whānau it took the school too long to get all the information to other parents. It was confirmed that the whānau were happy with the response from the school.

2.3 **COVID 19 Mask Review**

The Board heard that cases are trending up again, getting back up to 10,000 cases. It will keep going up heading into winter.

Ventilation has been fine with the warm weather. It was conveyed that flu vaccinations will be available for staff, and the College will ask if there is a COVID booster that can be done in conjunction.

Lizzie Evans joined the meeting at 7:32pm

The Board agreed to continue with no mandatory mask wearing.

2.4 Trustees Report

2.4.1 Student

The Students gave a verbal report.

There were a couple of students that reported they could not hear the bell at the lockdown practice. The Principal conveyed there are a number of rooms being looked at as it was also raised by staff.

The students advised that merging two classes in the hall is very unproductive, and there are concerns around bathrooms not being cleaned.

There was a discussion around the cleaning of the facilities, Management is reviewing what actions are required.

The Student reps are working to create a student leadership structure, working with the Deans, SLT and Māori representatives. It will have representatives for staff meetings, from year 9 – 13.

The students advised that there is a joint Polynesian club being set up with Newlands College.

Phone usage survey

Student representatives reported the survey data to the Board. Students would like a more consistent approach towards phone usage in the classroom.

The current rule is Year 9 – 11 cellphones are in bags unless instructed by the teacher. Year 12 – 13 it is allowed on their desk, and they should not be using it.

It was agreed to share the school phone policy with Student reps to send back out to the student community.

Action – The Board Chairs to put a message together to send out with the student email back to the student body.

2.4.2 Staff

Misbah gave a verbal report.

She advised she has passed on a presentation to the Policy Committee for review from Lily Jessep.

2.4.3 Whānau

Donna gave a verbal report.

The whānau hui had 45 people attend. There was pleasing growth in numbers attending, with a lot of new faces and a focused core group. They are planning to do a brief newsletter and send it out to the whānau.

3. Subcommittees

3.1. Finance

The Board reviewed and confirmed the minutes of the Finance meeting.

The Board discussed the draft 2022 annual results. The Budget was set at \$200k deficit, with a plan to achieve a small deficit. Draft results show a small surplus of \$20k, before the cyclical maintenance provision was finalized. This was finalised at a deficit of 150k which will reduce reserves.

Draft accounts are ready and Auditors are currently working on them.

The Board discussed the recommendation to the Board to approve the operating and capital budget, with a direction to Management to achieve a small surplus.

The Board discussed that the College is currently outside its reserves policy, and that the cost of inflation has affected expenditure without an increase in the operations grant. The budget includes travel for two international marketing trips to attract more International students to come to the school, to increase income.

The Board agreed to approve the capital and operations budgets on the provision that it is referred back to the Finance Committee to come back to the next meeting with options for cost savings for the school and to write to the Ministry regarding costs increasing and our ops grant not increasing.

Action: Finance Committee Chair to write to the Ministry regarding costs increasing with no corresponding increase in the ops grant.

The Board unanimously voted to approve the budgets, subject to the Committee coming back to the Board with proposed changes.

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

3.2. Property

The Board noted the report.

It was conveyed that progress on the design is tracking well, and other small projects are progressing. The Committee recommended to approve the 5YPP, while still awaiting a response from the Ministry regarding the 10YPP. There may be some relief in the budget when this is resolved. Consultation with the Community is expected to be 3 – 4 months away once more information is available.

3.3. Wellbeing

There has been no meeting this year.

3.4. Policy

The Policy Committee met on 28 February. The Committee did a policy audit against the NZSTA framework, with the result that 18 of the College policies are due to review this year.

At the meeting the Committee considered the benefits of moving to School Docs. It was advised that School Docs has over 1700 schools in the system, can be tailored to the school, with policies monitored and updated as legislation changes. School Docs will also support SLT with procedures.

Nishka left the meeting at 8:36pm

The Policy Subcommittee Chair will provide a Board paper for an offline approval prior to the holidays so we can move on as it is a shift for the school.

3.5. IT

There has been no meeting this year

4. General Business

International Trips

The Board considered the updated proposals. The Principal advised that she supports the trips happening with the ability to send a senior leadership team member as one of the teachers attending. The other staff member attending will be able to either speak the language, a different gender, and/or anyone in the Department.

Spain Trip

The Board agreed to approve the trip, (with 3 staff members including a member of SLT) with the condition that the Principal approves the selection criteria for the students, and approves the communication with caregivers about risks. The Board noted that this trip proposal did not follow the timeframes of the College policy, so in future it will not be approved if it is outside policy.

Motion – The Board unanimously agreed to the vote.

New Caledonia

The Board agreed to approve the trip, (with 3 staff members including a member of SLT) with the condition that the Principal approves the selection criteria for the students, and approves the communication with caregivers about risks. The Board noted that this trip proposal did not follow the timeframes of the College policy, so in future it will not be approved if it is outside policy.

Motion – The Board unanimously agreed to the vote.

The Board requested that Departments be reminded that any overseas trips proposals need to follow the process of coming for initial approval 18 months prior to the trip happening. It was agreed to share the policy and procedures with staff.

TIMMS Survey

The Board wrote back to them with a number of questions and answers in the paper supplied by the co-chair.

The main issue relates to ethics i.e. that they do not ask for student consent, couldn't answer where the data is held, and what happens with the data.

The Board agreed to reply to the TIMMS team requesting explicit answers to the above questions.

It was recommended that the Policy Committee look at a research policy for future requests.

Mana Whenua enrolment

The Board Chair advised that the first enrolment has come through for 2024 with the intention to include them as in zone as per the College website.

PPTA Strike

The Board ratified their previous decision as voted offline, to keep the school open for students who need supervision but the school is closed for instruction.

Overnight Camps

It was raised by the Principal that the Board should consider making it compulsory that EOTC sporting overnight camps include a teacher to ensure standards are consistent and follow safety requirements.

The Board noted that all clubs need to comply with policies and relevant legislation, e.g. Vulnerable Children Act, Health and Safety Act. There was a discussion around camps and sleeping arrangements that are not acceptable.

The Board agreed to review a template of code of conduct for students at the next Board meeting.

Actions for next meeting:

- Proposal for teachers to go to overnight trips.
- Estimate of EOTC overnight trips
- Cost of teachers on camps

Consultation timing for strategic planning

There was a discussion around consultation with community for the strategic planning with Staff, students and whānau. It was agreed that the process would begin in Term 2.

Subcommittee for this was agreed.

- Carol Murray-Brown
- Mark Patchett
- Donna Cormack

The Board moved in-committee at 9.40 pm

The Board moved out of committee at 9.50 pm

Approved as a true and correct record:

Signed: Sally Robinson Date: **Jun 21, 2023**
Signed: [Sally Robinson \(Jun 21, 2023 16:59 GMT+12\)](#) Date: