

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 1 June 2023 AT 5:30PM

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

- 1.1 The Board undertook training about National Education Learning Priorities
Note: The Board sees the NELPs as a key driver for the strategic vision.
The Board agreed to bring the Collaboration with Industry /Alumni discussion back to the next meeting.
- 1.2 Disclosure of Conflicts of Interest
Andy Inder – Advised the Board that he is the coach of the Adventure Racing Team who have requested a grant application.
- 1.3 Additions to the Agenda
Discussion on Risks
Whānau Hui Update
Ratify the school docs email that was voted on via email offline on 14 April 2023.
- 1.4 Information for board observers
Action – Katrina to investigate how we can share teams with observers.
Action – Policy committee to work on a confidentiality agreement for Board members to sign.
The Board agreed that observers receive the Board papers prior to the meeting, and limited access to the school Microsoft Teams account.
- 1.4 Minutes and Matters Arising

| Actions from Meeting | | | | |
|--|--------------------------|------------|----------|--------|
| Action | Person Responsible | Meeting | Due Date | Status |
| Policy committee to work on a confidentiality agreement for Board members to sign. | Policy Committee | 01/06/2023 | | |
| Process on how to apply for grant applications on the website and an updated list of applications, including their success and a | Principal/Sport Director | 01/06/2023 | 31/07/23 | |

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| breakdown of the trusts we have applied funding from. | | | | |
| Kylie to invite expressions of interest from coaches, allowing them to learn about available tournaments and how to participate. | Principal/Sport Director | 01/06/23 | 31/07/23 | |
| Board Chairs to provide feedback to go back to the Learning Area Leaders. | Co-Chairs | 01/06/23 | 30/06/23 | |
| Lizzie Evans to send an email to the Senior Leadership Team (SLT) to communicate these concerns in detail. | Māori Student rep | 01/06/23 | | |
| Actions from Previous Meetings | | | | |
| 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 | Pending |
| Write message to send out with the student reps to thank the student body for taking the time regarding the phone survey and to confirm what the current procedure is. | Board Chairs/student reps | 27/03/2023 | 15/05/23 | In progress |
| Work with the student representatives on a reply re the Valentine's Day activity. | Donna | 27/03/2023 | 15/05/23 | In Progress |
| 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 | In progress |
| 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 | Donna to send the letter back to TIMSS that the board confirmed that we have decided not to take part in this as a school. |
| Policy SubCommittee to include a Research Policy on their work plan. | Carol | 27/03/2023 | 31/03/23 | In progress |
| 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 | | Sheena to contact Ministry manager regarding any |

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|---|---------------------|--------------|-------------|--|
| | | | | information around zoning |
| 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 3 |
| Ask the Minister of Education what the policy should be for International Trips. | Board/Principal | 13/02/2023 | | Sheena to contact Ministry manager |
| 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

The minutes of the meeting held on 27 March 2023 were confirmed as being a true and accurate record of the meeting.

Moved: Carol Murray-Brown | Seconded Misbah Sadat | CARRIED

Special meeting update:

After an extensive discussion to understand, quantify and discuss options in managing the risks this situation exposed the school to, the Board resolved to continue with staff not being on site alone before 8:00am or after 5:00pm and limit gatherings to under 200 people.

The Principal met with the Ministry and discussed the issue of installing a pump, but this is a longer term fix. More information is expected to be provided this Friday. Meanwhile, a request has been made to upgrade the sprinklers and alarms to at least stage 4. Following the meeting on Tuesday, June 6 2023, the Principal will approach the Board to seek support for implementing a type 4 alarm system for the school. Currently, Table Mountain has a type 4 alarm system, while the rest of the school has a type 1 system. Furthermore, there is no connection between the alarm systems of Table Mountain and the rest of the school.

Motion

The minutes of the meeting held on 17 May 2023 were confirmed as being a true and accurate record of the meeting.

Moved: Andy Inder | Seconded: Mark Patchett | CARRIED

1.5 Correspondence

Principal's Sabbatical

The proposal is to conduct interviews with whānau (families) and students from various regions of Aotearoa (New Zealand) to gather their perspectives on what a senior leadership team should look like to fulfill their obligations within the Treaty of Waitangi.

The Board unanimously agreed to support the principal's request.

Thomas Johnson Sabbatical

The Board discussed the application, and unanimously agreed to support Thomas's request.

Amy Renata – Study Award

The Board discussed the application, and unanimously agreed to support Amy's request.

Grant Applications

Adventure Racing Grant Application

The Board discussed the grant application, and unanimously agreed to support this request.

Action – The Board would like the process on how to apply for grant applications to be posted on the school website.

Action – The Board has asked for an updated list of grants, including their success status, to stay informed about the outcomes of grant applications. They have also requested a breakdown of the trusts they have applied to and information about the funding sources for these trusts.

Winter Tournament

The Board discussed the selection process for winter tournament sports teams, taking into account the various competitions available. Some sports have second XI tournaments, leading to their automatic selection. To ensure fairness, it was suggested that other teams be given the opportunity to qualify. The Board would like more clarity on how selections are made.

Action - Kylie to invite expressions of interest from coaches, allowing them to learn about available tournaments and how to participate.

Donna abstained from voting on the grant applications.

The Board agreed to support the application.

Moved: Mark Patchett | Seconded: Sally Robinson | CARRIED

Elizabeth Warren – New Caledonia Trip

The Board discussed the proposal and noted this is for the next academic year and is committed to ensuring equity in student attendance. The Board has requested that fundraising efforts be conducted collectively, emphasizing a collaborative approach to raise funds for the French class.

The Board noted all correspondence.

Moved: Sally Robinson | CARRIED

2 Decision Papers and Reports

2.1 Budget Approval

The Board's Finance Committee Chair expressed appreciation to the Principal and Business Manager for their efforts in reducing the budget deficit. Concerns were raised about the impact of teacher

strikes on budget balancing in 2024. The possibility of combining classes and potential difficulties in securing relievers were discussed. The international program shows promise with increased enrollment and expectations of further growth under a new director.

Consideration was given to increasing donations, and a report on the previous year's impact will be provided to the next meeting. There was a discussion about the proposal to remove the bed down service, with the Board agreeing to retain the service. A mid –year review will be conducted at the next meeting, and the potential \$10k addition to the curriculum budget will be considered. The Board also discussed Board fees.

A resolution was passed to approve the budget, allocate additional funds for the bed down service, approve the April financial reports, and schedule further discussion for the next meeting.

Moved: Mark Patchett | Seconded: Andy Inder | CARRIED

2.2 Covid - Mask Wearing review

The discussion highlighted the importance of masks and ventilation as effective measures against COVID-19 transmission. Concerns were raised about long-term well-being issues for staff and students related to sickness. Efforts to communicate and reinforce the use of masks, staying home when sick, and ensuring proper ventilation were discussed. The challenges of maintaining open windows in classrooms were addressed, with the need for CO2 monitors being considered. While mandating masks was deemed impractical, the Board agreed to encourage mask-wearing due to the rising number of cases during the winter season. It was decided that a separate communication would be sent to the community emphasizing the importance of mask-wearing, with Donna assigned to draft the message.

2.3 EOTC Proposal

The Board discussed overnight trips, including curriculum trips such as Outdoor Education and Biology, as well as other trips that may not follow the EOTC (Education Outside the Classroom) process. The Ministry has requested schools to evaluate their EOTC practices, and most schools have Board approval for overnight trips. However, there are instances where events occur without going through the EOTC process.

It was mentioned that an application is required for outside-of-the-classroom activities, and if there is no staff member present, an induction process is followed for overnight trips. The Board requested a selection of EOTC forms to review and suggested involving the wellbeing committee to assess which overnight trips are being undertaken.

The Board discussed their responsibility to support Jono in managing the risks associated with EOTC by ensuring that all risks are adequately addressed on the EOTC form. They proposed sharing a list of trips and the draft EOTC forms for review, followed by conducting random audits. Andy expressed their willingness to collaborate on this matter with Jono.

2.4 School Docs

Resolution: The Board confirmed that the decision regarding implementing School Docs was conducted via email offline on 6 April 2023.

The Board unanimously agreed to implement School Docs.

7.30pm – 8.00pm

3 Discussion Papers

3.1 Principal's Report

The Board expressed congratulations to Walt Hamer, Benjamin Smith, Lizzy Evans, and Kahuti Hook for their achievements.

In terms of staff administrative tasks, there was a sense that the pace of progress might be too fast, and the Board acknowledged the need for better communication in advance. They aim to collaborate with middle leadership to ensure effective communication before any changes or decisions are made.

Attendance was addressed, and it was noted that there is disengagement among students, particularly in Year 12 where unjustified absences are highest. The school is working with attendance services.. It was also mentioned that there is a significant number of medical cases involving high anxiety, which impact attendance but may not be immediately apparent.

The Board noted the stand downs , many of them related to physical altercations and noted that SLT is engaging with the Ministry to explore new strategies around this.

The Board discussed their disappointment regarding the Council's refusal to fund the remaining portion of the turf project. It was decided to refer this matter back to the Property Committee for further consideration.

3.2 Health and Safety

No incidents to report

The board discussed stand downs, specifically addressing the need for external support to assist students and their families who are on the fringes of the education system. The Board acknowledged the importance of reviewing their practices and finding ways to better support these students. Despite involving multiple agencies, efforts to address the issue have not yielded satisfactory results thus far. The Board sought ideas and strategies to further support and engage these students and their families, recognizing the need for additional interventions and support from external sources.

SLT Reporting

The planning for the building project is progressing well, with the exception of the result regarding the Turf. Student involvement in the property meetings has been positive and exciting, including their input on the guidance area. The School is meeting all the deadlines set by the Ministry, with consultations scheduled for August and October. Once educational approval is obtained, the plans will be shared with the community for further input.

There are ongoing discussions about the changes in Year 10 and the availability of staff to support the planned initiatives. The Curriculum implementation, particularly Universal Design for Learning (UDL), is going well but still requires some refinement. The focus is on creating an inclusive and accommodating learning environment.

Concerns were raised about teacher fatigue and the possibility of industrial action. The Board expressed gratitude for Staff's goodwill but acknowledged that prolonged challenges could intensify the situation. It was highlighted that the Board covers staff registration fees, which is not common

practice among most schools. The Board also makes a contribution towards the Staff end of year function. The Board acknowledged and appreciated the input submitted by the Learning Area Leaders, and there is a plan for the Board to provide feedback to them from the last reports.

Action – Board Chairs to provide feedback to go back to the Learning Area Leaders.

Moved: Sally Robinson

Physical Restraint

The staff training module needs to be completed by all employees by February 7th, 2024. The training has already begun with the learning support staff and will eventually be extended to the Senior Leadership Team (SLT) who will oversee its implementation. A register is being maintained to track the progress of staff training, and the module will be incorporated into the induction process for new staff members. Additionally, efforts are underway to develop de-escalation training, which will be beneficial when combined with physical restraint training. The goal is to have this training completed by Term 3. The Board has also agreed to post the Policy on the school's website.

Moved: Carol Murray-Brown | **Seconded:** Andy Inder | **CARRIED**

3.2 Sport Behavioral guidelines

The Board agreed to provide feedback by emailing the Board Secretary before the upcoming Friday. They expressed the desire to stay informed about the progress and timelines of future school rollouts.

3.3 Risks

The Board discussed the importance of identifying and addressing risks within the School. They decided to have a session to review and assess key risks. Principal to compile a risk register. The input of the Health and Safety committee, including considerations of cyber risks, will be sought to ensure comprehensive risk mitigation measures are in place. Some areas of focus mentioned were overnight trips, property safety and security, cyber security, and overall student and staff well-being.

Action – Principal to compile a risk register for the Board to review.

Whānau Hui Update

A whānau hui was held recently, where the main topic of discussion was the upcoming Board election and the encouragement for whānau members to stand for the board. The management of whānau input into Board decisions was also addressed, and the idea of establishing a whānau rūpū (group) was proposed. This group, to be led by Donna, would contribute to policy development and other Committees to alleviate the workload. Fundraising initiatives were also discussed to support groups participating in cultural events such as Tanga Ā Nuku (Māori or Pacifica singing), with Lizzie Evans winning in the Wellington region and aiming to compete at the national level in Auckland.

Rangimārie McKay-Maxwell left 9:08pm

Student Representative Update

There was a discussion around the survey sent out to the student body. It was emphasized that students should inform the Senior Leadership Team whenever there is an issue so that appropriate actions and timelines can be determined.

There were also concerns raised regarding the evaluation of Māori students based on the values outlined in the reports. It was noted that there seemed to be inconsistency in the responses from teachers, and non-Māori individuals making judgments about Māori students' adherence to these values.

Action - Lizzie Evans to send an email to the Senior Leadership Team (SLT) to communicate these concerns in detail.

8.00pm – 8.15pm

Donna Cormack left at 9:26pm

4 Communication with Community

8.15pm – 8.30pm

5 In-Committee

The Board moved into committee at 09:30pm

The Board moved out of committee at 9:40pm

Approved as a true and correct record:

Signed: Sally Robinson Date: **Jun 27, 2023**
Sally.Robinson.(Jun.27.2023.13:00.GMT+12)