

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 26 June 2023 AT 5:30 PM

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

**Apologies:** Nishka Parekh, Donna Cormack, Huia Puketapu, Lizzie Evans, Rangimārie McKay-Maxwell

**Guests:** Jono Wyeth with speaking rights

---

### Welcome

- 1.1 Disclosure of Conflicts of Interest  
No conflicts to disclose.
- 1.2 Additions to the Agenda  
Email from staff member regarding additional leave information
- 1.3 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	30/09/2023	Pending
Process on how to apply for grant applications on the website and an updated list of applications, including their success and a breakdown of the trusts we have applied funding from.	Principal/Sport Director	01/06/2023	30/06/2023	Kylie has given us the papers, but not in time to be included. Principal to send through. Kylie to let people know the status of their applications.
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	Complete
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	Complete
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		Complete
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 Jay Barr awaiting response from minister
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 1 June 2023 were confirmed as being a true and accurate record of the meeting.*

*Carol to send through correspondence update regarding sabbatical statement.*

**Moved:** Mark Patchett | **Seconded:** Sheena Millar | **CARRIED**

## 1.5 Correspondence

### **Sue Hannaway – Sabbatical Request**

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

### **Janet Glenn - Resignation**

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

**Katie McFarlane – Study Award 2024**

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

**Rosanna Williams – Leave request**

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

**Igor Park - Retirement**

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

**Jan Tinetti's letter re TIMSS participation**

The Board raised concerns and requested attention from the Ministry regarding Donna's letter. They requested that the recipients of the letter reply to address the concerns outlined within it.

*The Board noted all correspondence.*

**Moved: Carol Murray-Brown | Seconded: Chris Albertson | CARRIED**

**2 Decision Papers and Reports**

**2.1 Covid - Mask Wearing review**

The Board emphasized the importance of ventilation and recommended that individuals who are vaccinated against COVID-19 should refrain from coming to school if they are feeling unwell. While mask-wearing was acknowledged as reducing the risk of transmission, it was clarified that mask-wearing is not currently mandated. The Board decided to continue with existing practices and communications related to these measures.

**2.2 Consultation process planning**

During the consultation process planning, the Board excluded property as an area for part of this consultation as there was planning in place for the property masterplan consultation process. Instead, they identified three key focus areas: partnership with mana whenua and stakeholders, addressing the National Education Learning Priorities (NELPs), and facilitating student transition into the real world. The Board emphasized the need to prioritize within the NELPs and invited community input to shape the transition process. They also discussed defining and communicating the vision and values of the school. The Board expressed support for these focus areas, requested implementation dates from the Senior Leadership Team (SLT), and highlighted the importance of gathering student feedback, potentially using Instagram as a platform for this purpose.

**Action** – Sheena and SLT to set up meeting times for the strategic consultation

**2.3 Additional Leave Request**

Thomas Johnson has inquired about the possibility of taking a term off with leave without pay in Term 1 if he is not granted a sabbatical.

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

**Moved:** Chris Albertson | **Seconded:** Josh Harford | **CARRIED**

### **3 Discussion Papers**

#### **3.1 Principal's Report**

The Board discussed the survey conducted regarding parent-teacher conferences, noting that only a few people expressed a preference for having their children in class during the conferences. The Board agreed that it might not be necessary to hold the conferences and considered the possibility of implementing call-back days for evening conferences. They also acknowledged that the current tracking system allows parents to be more informed about their child's progress.

The Board reviewed a proposal for Clearhead, a new app that offers AI-based support and is suggested as a replacement for the Employee Assistance Program (EAP). Staff feedback indicated a dislike for EAP, and the Board expressed willingness to consider integrating Clearhead into the existing budget. They requested information on whether a version for students is being developed and emphasized that any potential cost should be monitored and not exceed \$10,000. They decided to continue using EAP until Clearhead becomes chargeable.

The Board discussed areas of risk and assigned Andy the task of developing the top 5 or 6 risk management questions to focus on.

**Action** –Andy to set up risk register matrix template due at the next meeting

**Moved:** Mark Patchett | **Seconded:** Josh Harford | **CARRIED**

#### **3.2 Election Planning**

The Board discussed the upcoming election, which is expected to take place around 18 months from the last election, potentially in March 2024. They highlighted the need to appoint a returning officer. The Board discussed the appointment of an election committee and sought to involve as many people as possible. They wanted to determine the Board's wishes regarding the election process before appointing the committee. Members Carol, Sally, and Chris were mentioned as potential participants in the election committee.

The Board noted the interest expressed by three mana whenua families regarding enrollment. These families are eager to discuss their whakapapa (genealogy), suggesting a desire to connect their heritage with the school.

#### **3.3 Health and Safety**

Noted in the Principal's report.

**Moved:** Sally Robinson

Mandatory Code of Conduct issued by NZSTA

The Board noted that the existing Onslow Board trustee code of conduct covers all statements required. The Board decided to task the policy committee with reviewing

the code of conduct to determine if any actions or adjustments are necessary based on this information.

**Action** –Policy Committee to add review of the code of conduct to their workplan

**Moved:** Mark Patchett | **Seconded:** Josh Harford | **CARRIED**

**4 Communication with Community**

- Ministry attended the meeting
- COVID update
- Happy holidays

**5 In-Committee**

The Board did not have any agenda items to discuss in-committee.

**6 Information Papers and Reports**

**6.2 Student Report**

The awards for Kapahaka and Showquest were successful and well-received.

**6.3 Staff**

The Board discussed the well-being initiative involving Clearhead. The Board decided to attend the end of term staff meeting on Thursday morning to express their gratitude and appreciation to staff.

**Sub Committees**

**6.5.1 Finance**

The Board noted the report and discussed a query regarding a couple of accounts payable, specifically related to Miles Kiwi Asia.

Regarding donations, the Board highlighted two types: parent donations and subject donations. It was mentioned that the recent teachers' strike may impact parent donations, as evidenced by receiving 10 emails on the matter. However subject donations were reported to be increasing. The Board expressed the need to monitor the situation, considering that the cost of living may be a significant factor influencing donation levels.

**6.5.2 Property**

The Board noted the papers and asked the Subcommittee to supply a summary report to the Board after future meetings.

**6.5.4 Policy**

The Policy Subcommittee met prior to the last Board meeting, and it was reported that they are still actively working on school documents. However, there was no specific update provided during the recent meeting regarding the progress made since the previous meeting.

Approved as a true and correct record:

Signed: Sally Robinson Date: Sep 13, 2023  
Sally Robinson (Sep 13, 2023 14:08 GMT+12)