

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

At Onslow College Staffroom, 28 August 2023 AT 5:30 PM

Present: Sheena Millar, Andrew Inder, Sally Robinson (co-chair), Carol Murray- Brown, Mark Patchett, Chris Albertson, Josh Harford, Donna Cormack (co-chair), Huia Puketapu

Apologies: Nishka Parekh, Lizzie Evans, Rangimārie McKay-Maxwell, Misbah Sadat

Guests:

Welcome

- 1.1 Disclosure of Conflicts of Interest
No conflicts to disclose.
- 1.2 Additions to the Agenda
Discussion on another meeting before October
Discussion around online election process
- 1.3 Minutes and Matters Arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Create a document for the upcoming Board meeting discussing the acceptance of grants tied to gambling.	SLT	28/08/23		
Work on update of information on elections regarding the amended legislation and let the Board Co-Chairs know within the next day.	Carol	28/08/23	31/8/23	Complete
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
Andy to set up risk register matrix template due at the next meeting	Andy	26/06/2023	28/08/2023	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 Co-Chairs/student reps	27/03/2023	15/05/23	In progress

Finance Committee Chair to write to the Ministry regarding costs increase	Sally	27/03/2023	29/05/2023	In progress
Review policies: <ul style="list-style-type: none"> • Cybersecurity • EEO personnel policies • International Travel Include in their workplan: <ul style="list-style-type: none"> • Research Policy • Code of Conduct Review • Board Members • Confidentiality Agreement 	Policy Committee	25 July 2022	2023	In progress

Motion

The minutes of the meeting held on 26 June 2023 were confirmed as being a true and accurate record of the meeting.

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

1.5 Correspondence

Heather Gage - Email

The Board noted the correspondence. The Principal highlighted the importance of having processes in place for managing risk in Education Outside the Classroom (EOTC) activities. The school is currently in the process of revamping its EOTC procedures, and as part of this effort, Cove Kinlock has been engaged to review our health and safety protocols.

Kylie Summers

The Board discussed the Grant applications for Rowing and Cricket funding. The Board unanimously agreed to support these requests.

Donna abstained from voting on the grant applications.

During the discussion, there was a consideration of whether applying for grants associated with gambling aligns with the school's values. The Board is seeking to reduce the funding applications associated with gambling and explore other alternatives for financial support.

Action – SLT to create a document for the upcoming Board meeting discussing the acceptance of grants tied to gambling.

Moved: Mark Patchett | **Seconded:** Sally Robinson | **CARRIED**

Candice Forester-Heke – Onyam Exchange

The Board discussed the application, and unanimously agreed to support this request with the below conditions:

The trip has 3 members of staff which includes:

- The teacher in charge of Trip
- A member of the senior leadership team
- Another member of staff with priority given to those who speak the language and allow for different genders being represented (To be discussed with SLT)

Resignations

Genaya Naisbitt

The Board discussed the resignation and wishes Genaya all the best.

Chani Caulfield

The Board discussed the resignation and wishes Chani all the best.

Elizabeth Warren

The Board discussed the resignation and wishes Elizabeth all the best.

Greg Harford

The Board discussed the correspondence and advised we should send through the information from the guidance survey and provide links to the school newsletter.

The Board noted all correspondence.

Moved: Donna Cormack | CARRIED

2 Decision Papers and Reports

2.1 Covid - Mask Wearing review

The Board discussed the ongoing importance of considering COVID-19 as part of their health and safety agenda and keeping up with public health measures, including promoting mask-wearing.

Motion: Remove the COVID review and integrate COVID matters into regular health and safety discussions.

Additionally, the Board recognized Donna's significant contribution in handling COVID-related information and responsibilities.

2.2 Election Planning

Earlier discussions were had about introducing mandated Māori student representation on the Board, which potentially requires an increase in Board size to allow for two full Māori student representatives. The Board reiterated their strong commitment to a bicultural model. The Board also discussed that increasing the Board size allows more delegation to subcommittees to spread the workload.

To accommodate the addition of 5 co-opted members, the Board will require a minimum of 5 elected members on the Board. The Board engaged in a discussion regarding the need to inform the community about this intention to expand the Board's

size. The Board agreed to communicate this proposal to the community and to indicate that the resolution for this expansion will be addressed and potentially passed at the upcoming Board meeting.

Resolution - The Board to issue separate communication within the next 7 days to inform the community about upcoming elections. The proposal is to discuss this at the next Board meeting on September 18th, during which the Board will discuss and welcome community input regarding the plan to increase the number of elected members and explaining the reasons for the increase. .

Action – Carol to provide updated information about the amended legislation and let the Board Co-Chairs know within the next day.

There was a discussion around the proposal to move the election process online. Privacy concerns and questions about the platform's offerings were raised. Further inquiries will be made today, particularly regarding the platform's methods for preventing duplicate votes. Notably, the platform stores data on OneDrive, which is accredited by the Ministry of Education.

Donna to have a meeting with the provider to confirm concerns. A proposal will be put together for the Board and necessary resolutions will be addressed offline.

Additionally, there is consideration of adding a statement to enrolment documentation explaining the use of data by a third party for election-related processes.

2.3 Respect Ed

The Principal proposed revisiting the initial scoping by starting with one session involving 25 people. Subsequently, there would be an expansion to include more sessions in the following stages of the process.

Resolution: The Board unanimously agreed to support this proposal.

Moved: Donna Cormack | CARRIED

3 Discussion Papers

3.1 Principal's Report

Noted in the Principal's report.

There was a discussion regarding the PPTA settlement which includes reimbursement of the renewal of the teaching practice certificate, which involves a one-time payment for teachers.

A resolution has been made that the Board will no longer cover the cost of teachers' practice certificate renewal effective from 1 September 2023, with a plan to review this decision within the next three years.

Moved: Sally Robinson | Seconded: Carol Murray Brown | CARRIED

Annual Declaration

The professional learning conducted with Mary Chamberlain and the appraisal work involving a full staff questionnaire, including 360-degree questioning, are under consideration. A declaration will be made regarding how the information gathered through these processes will be utilized.

During the discussion, the topic of 2024 enrolments was addressed, specifically concerning out-of-zone enrolments. It was noted that the school does not receive property funding for students enrolled from out of the school's designated zone. The school is currently projecting a roll of 240 to 250 students for the upcoming year In Year 9.

There was a discussion around the issue of online bullying and what actions the school could take to address it. It was suggested that Netsafe is a valuable resource in dealing with online bullying, as they have the capability to respond quickly and effectively to such incidents.

Moved: Donna Cormack | CARRIED

3.2 Health and Safety

Noted the report.

There was a discussion around the increase in reported incidents related to the building works, possibly due to the ease of reporting through Safe 365, which has encouraged more people to use the app for reporting. Specifically, incidents have occurred when students attempt to climb the lower scaffolds after they have been moved. Hawkins, the construction company, has been proactive in modifying their practices based on the school's feedback. The Board is aware of these incidents and supports the school's ongoing management of the situation in collaboration with Hawkins.

3.3 Principal Growth Cycle

The Principal advised that last year the Board and collaborated with Mary Chamberlain. This year, the school is part of a growth cycle group that includes other Principals and a professional learning group facilitator. Within this group, goals are set and discussed, and the process includes the signing off of teachers' certificates.

The Board has the option to contribute to a separate appraisal document to support this process. This initiative is overseen by Christine from Core Education and is financially supported by the PPTA.

3.4 Mobile Phone discussion

The Board discussed two primary issues. They acknowledged feedback from parents in the community regarding existing policy. The Board reiterated its satisfaction with the current policy and its commitment to maintaining them, addressing any concerns expressed by parents. If we wanted to have more restricted policy we would need to have support by the community.

There was a conversation around Chat GPT and the challenges of preventing students from using it to cheat on their academic work. The Board emphasized the need for open communication with students to ensure they understand the appropriate use of

the tool and the boundaries in place. Additionally, they emphasized that if any instances of cheating involving Chat GPT are discovered, appropriate actions will be taken to address them.

Moved: Donna Cormack | CARRIED

Huia Puketapu left the meeting at 7pm

4 Communication with Community

- Board Elections
- Building safety
- Phone policy
- Strategic consultation

5 Information Papers and Reports

5.2 Student Report
Verbal report. Students are under pressure with derived exams and external achievements.

5.3 Staff
Noted the report.

Moved: Sally Robinson | Seconded: Mark Patchett | CARRIED

Sub Committees

5.5.1 Finance
The Board noted the report

5.5.2 Property
Noted the report
The school was informed that the new build budget was initially \$25 million dollars. However, the revised budget has turned out to be significantly larger. The plan now is to proceed with the enabling works and then seek approval for the design that has been developed.

Moved: Andy Inder | Seconded: Chris Albertson | CARRIED

5.5.4 Policy
At the last policy meeting we had Lily Jessep and Kailey Carruthers provide a presentation to the Board on the topic of gender diversity.

The Board moved into committee at 8:42pm

The Board moved out of committee at 8:51pm

Approved as a true and correct record:

Signed: Sally Robinson Date: Oct 9, 2023
Sally Robinson (Oct 9, 2023 21:26 GMT+13)