

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Via online google meet - 11 December 2023 AT 5:30 PM

Present: Sheena Millar, Andrew Inder, Carol Murray- Brown, Chris Albertson, Donna Cormack (co-chair), Huia Puketapu, Misbah Sadat, Trijal Pednekar, Nell Fitzjohn, Piripi Evans, Marianne Taylor

Apologies: Pemma de wit

Guests:

1. Meeting Administration

Election of Presiding Member and Deputy Chair

Nominations were called for Board Co-chair to replace Sally Robinson:

Chris Albertson nominated Andy Inder as Co-Chair:

Carol Murray-Brown seconded the nomination.

Andy Inder accepted the role of Co-Chair.

Deputy Chair

Nominations were called for Deputy Chair:

Chris Albertson put his name forward for the role.

Carol Murray-Brown seconded the nomination.

Chris Albertson accepted the role of Deputy Chair.

Mana whenua Representatives

The Board co-opted Huia Puketapu as the Mana whenua representative.

The Board unanimously agreed the co-opted role.

Welcome

- 1.1 Disclosure of Conflicts of Interest
Donna raised a conflict of interest regarding an employee named Deno Hoske. If any matters concerning this employee come before the board, Donna has disclosed her conflict and will likely recuse herself from discussions or decisions related to that individual.
- 1.2 Additions to the Agenda
Delegate Policy Committee
- 1.3 Minutes and Matters Arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Donna to review the Code of Conduct to find out whether it is a requirement under the new Ministry guidelines, and the Board	Donna Cormack	11/12/2023	ASAP	

plans to send out the information for signing as soon as possible				
To send out a form to the board for feedback on vision, values & Strategic goals, following which the information will be sent out to the community for their feedback.	Donna Cormack	11/12/2023		Complete
To ask the Businessmanager for a detailed financial report on the International program	Principal/Board Secretary	11/12/2023		
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
To update and reword the values document to be sent out to community on Friday 24 November 2023.	Board Chair	20/11/2023		Complete
To draft a letter to NZQA around SAC and Training for invigilators. Also work with English and math department to get context to write to NZQA around concerns that have been raised for Numeracy and Literacy, cc Greg O'Connor and Nicole Willis.	Principal	20/11/2023		We have scheduled a meeting with them. They don't have great solutions, but felt that we were listened to too and raised our serious concern about Reader Writers being in the room alone.
To embed the risk management framework into the Board Calendar.	Board Chair	18/09/2023		Complete
Follow up with Donna regarding creation of the strategic survey to send out to community.	Mark	18/09/2023		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
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	25/07/2023	2023	In progress

Motion

The minutes of the meeting held on 20 November 2023 were confirmed as being a true and accurate record of the meeting.

Moved: Chris Albertson | **Seconded:** Sheena Millar | **CARRIED**

1.5 Correspondence

Resignations

Michael Gates

The board discussed the resignation and wished him all the best.

Other Correspondence

Gael Ashworth

The board discussed the endorsement letter for the principal's growth cycle.

Steve Douglas

The Board requested this correspondence be moved in committee.

Jay Barr

The Board acknowledged a letter from Jay Barr and expressed disappointment with the given response.

Adventure Racing Grant Application

The board reviewed the grant and unanimously agreed to support this application.

The Board noted that Donna does not support this grant application. Donna abstained from voting on this issue.

The Board noted all correspondence.

Moved: Donna Cormack | **CARRIED**

Code of Conduct

Donna will review whether it is a requirement under the new Ministry guidelines, and the Board plans to send out the information for signing as soon as possible. There was discussion about ensuring that procedures, guidance, and a restorative approach are in place for addressing conflict within the school. It was emphasized that having a staff member on the board allows representation for the staff, and encouraging staff interactions with the board is seen as beneficial.

The staff representative shared a proactive approach of notifying staff about upcoming meetings, allowing them to raise concerns, and determining whether the issue falls under management or governance. This approach is considered a positive model for effective communication.

The decision was made to include these considerations in the planning session scheduled for January.

Confirmation of Board Subcommittees:

Property Committee

Committee Members: Craig McWilliam, Sheena Millar, Chris Albertson, Huia Puketapu, Marianne Taylor, Piripi Evans

Finance Committee

Committee Members: Craig McWilliam, Sheena Millar, Chris Albertson, Marianne Taylor, Piripi Evans

Policy Committee

Committee Members: Donna Cormack, Carol Murray-Brown (chair), Sheena Millar, Trijal Pednekar, Piripi Evans

HR Committee/Wellbeing/Health & Safety

Committee Members: Sheena Millar, Nell Fitzjohn, Andy Inder

Discipline Committee (to be formed as they arise for who is available)

To include one person, from the committee chairing the meeting to be consistent

Compliance Training

Committee Members: Sheena Millar

Formal complaint that comes into the board

As for a subcommittee, the board delegates the committee to support the complaint.

Schedule of Delegations

The board reviewed the document and noted:

- Page 1 reference to education and training act is incorrect, change to the 2020 act.
- Update wording regarding credit cards for staff \$5000 per staff member

The Board unanimously agreed to the schedule of delegations with the updated information.

3 Discussion Papers

3.1 Principals Report

The board discussed a recent visit from WorkSafe, acknowledging that while not ideal, it was positive that such visits are taking place. The school is awaiting a letter from WorkSafe, the visit has raised concerns, particularly related to cabinet safety, in the technology rooms.

Recognizing the responsibility to ensure a safe environment, the discussion touched on potential actions, including regular walk-throughs. Standard property procedures, developed by the board, were mentioned, and concerns were raised about the outsourcing company's oversight. The tagging of equipment was confirmed to be part of safety measures throughout the school.

One proposed solution is an end-of-year check by a Senior Leadership Team (SLT) member for areas of low risk. WorkSafe pointed out issues with guards and recommended better procedures for out-of-use machines. While awaiting the official letter, the school has taken interim measures by closing the workshop and is actively working to address and remedy issues before the start of the next school year. Discussions around equipment disposal and the installation of guards are part of the ongoing efforts to enhance safety in the workshop.

Cell phone ban

The board discussed concerns about implementing a potential ban on cell phones without clear guidance. There is a need to establish guidelines to protect staff from difficult situations when enforcing the ban.

Communication to whānau (extended family or community) about the ban's details, especially in the classroom, is considered important.

Key considerations include determining whether the ban applies only during intervals and lunchtime or extends to breaks throughout the day. If the ban covers breaks, options to handle phones at the beginning of class may need to be explored.

Concerns were raised about the practicality of enforcing a ban, with potential challenges of handling numerous phones each day. There is an acknowledgment that this decision could make teachers uncomfortable and potentially reduce teaching time.

It was mentioned that the Ministry of Education may provide guidance, but the decision on implementing a ban will likely be left to individual schools. The discussion highlighted the need for clarity on the scope of the ban and its implications before a decision is made by the board.

Property

During the first board meeting, we will do a walkthrough of the school to discuss ongoing projects. Rolling projects include roof replacements, avenues of work, a big build, a new whare, new turf, and infrastructure for enabling works for a new building. Plans were mentioned to prevent cars from moving through the school and create a bus turnaround at the front, with relevant concerns addressed with the council.

Issues related to council concerns and Wellington Water's confirmation that a tank isn't necessary were highlighted. The discussion included a comparison of the square meter rate for building schools, expressing concerns about the current design's cost compared to industry standards.

There were mentions of ongoing concerns regarding the change of government and efforts to ensure that the whare project remains unaffected. Procurement is set to start with Hawkins in February next year. The next in-person meeting is anticipated to include a walkthrough of the school to update everyone on the progress of various ongoing projects.

8:18pm Huia Pukatapu left the meeting

The board expressed disappointment during a discussion, considering the possibility that the Ministry might come back stating there is no funding for the new build. Given the extended duration of the project, there was recognition that, if necessary, cost reductions might need to be explored to address the situation.

Moved: Andy Inder | **Seconded:** Marianne Taylor | **CARRIED**

Policy

The policies that were part of a complaint process this year, we agreed we would consult on them. These were unable to be ready for this meeting for review. The policy committee proposed to seek approval from the board committee to proceed with these policies and initiate the consultation process.

The policies are:

- Sexual Behavior
- Student wellbeing and safety

The board unanimously passed a resolution granting the subcommittee the authority to approve the policies for consultation.

Vision Values & Strategic Goal update

Donna to send out a form to the board for feedback, following which the information will be sent out to the community for their feedback.

4.3 Finance Committee

Finance Budget

There was a discussion regarding the draft budget, the breakdown of costings prompted a question about the school's income sources, especially considering the limited focus of the parent group on fundraising. While the local community has the capacity to contribute, the challenges of fundraising, particularly with a deficit of \$200k, were highlighted. The primary income source was identified as international students.

There was consideration of the idea of reevaluating the international department, given that the influx of international students has not met initial expectations. The discussion emphasized the need for a decision on whether to invest in rebuilding the international department to attract more students. The focus on the Asian market for student recruitment was suggested.

Exploring alternative funding avenues, such as applying for funds or finding ways to share resources like the new whare with the community outside of school hours, was also discussed. The conversation reflected a strategic approach to financial considerations and community engagement.

As the new year approaches, the school acknowledges the tight financial management of the current year and the resulting pressure on staff. There is a recognition of the need to reconsider this approach and explore investment options for the school. An action item has been assigned to Craig to provide a detailed financial report on the international program.

The board unanimously passed a resolution to approve the draft budget for the year 2024.

4 Communication with Community

- End of year best wishes and thank you to staff and students.

5 Information Papers and Reports

The Board moved into committee at 8:55pm

The Board moved out of committee at 9:03pm

Approved as a true and correct record:

Signed: 

Date: 2024-03-28