

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 26 February 2024 AT 5:30 PM

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

Apologies: Misbah Sadat

Guests:

1. Meeting Administration

Election of Presiding Member and Deputy Chair

Nominations were called for Board Co-chair:

Chris Albertson nominated Andy Inder as Co-Chair:

Carol Murray-Brown seconded the nomination.

Andy Inder accepted the role of Co-Chair.

Donna Cormack – formally resigned from the whanau rep and presiding member.

Bronwyn Raybould – was co-opted on as the whānau rep and Co-Chair (Presiding Member)

Bronwyn has accepted the role of co-chair.

Deputy Chair

Nominations were called for Deputy Chair:

Andy Inder nominated Chris Albertson

Chris Albertson accepted the role of Deputy Chair.

The Board noted that Donna Cormack has speaking rights at this meeting.

Moved: Andy Inder | CARRIED

Welcome

- 1.1 Disclosure of Conflicts of Interest
Andy Inder disclosed that he is a board member for the Halberg Foundation.
- 1.2 Additions to the Agenda
- 1.3 Minutes and Matters Arising

Actions from Meeting

Action	Person Responsible	Meeting	Due Date	Status
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status
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 11 December 2023 were confirmed as being a true and accurate record of the meeting.

Correction - Policies were reviewed this year and agreed that we would consult on them.

Moved: Andy Inder | **CARRIED**

Code of Conduct

The discussion revolved around the importance of understanding the respective obligations of governance and management. There was an emphasis on adhering to the board's defined role within the school framework and accepting its governance responsibilities. Furthermore, there was a focus on the critical role of effective leadership in ensuring the overall success of the school.

The Board unanimously agreed to approve the code of conduct.

Schedule of delegations – board delegations to the subcommittees

There was a discussion around who in the school holds credit cards. It was confirmed that credit cards are issued to specific individuals within the school, including Deputy Principals, the International Director, Executive Assistant, and Accounts admin. However, the preference is to minimize their use and instead utilize agreements with AOG (Association of Governing Boards). Everyone has delegated spending limits: Deputy Principals have a limit of \$5000, Executive Assistant and Accounts admin have a limit of \$2500, while the International Director and Principal have a limit of \$10,000 each.

Update point 10

Signature of any formal or legal agreement which is in the name of the school and falls inside of any agreed budget and is consistent with board policies and school values”

The Board unanimously agreed to approve the schedule of delegations with the update of point 10.

Moved: Huia Puketapu | **Seconded:** Chris Albertson | **CARRIED**

Draft Annual Board Work Plan

The draft work plan was reviewed, with additions to be added:

Health and Safety:

- Include a work program for H&S
- Meetings scheduled once per term.
- Nell Fitzjohn to be added to the committee.

Stand Down Process:

- Carol to send an email checklist to the board regarding the stand down process for board representatives.

Risk Register:

- Sheena to add two items in each principal report.
- Board to review strategic risk register annually.

Middle Leadership Reports:

- Access to reports provided to the board at end of Term 1
- Board can then invite departments to meet.

Publication:

- Publish board work plan on the website and include details of the subcommittees

The Board unanimously agreed to approve the work plan.

Moved: Andy Inder | CARRIED

1.5 Correspondence

Resignations

Candice Forster-Heke

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

Other Correspondence

Hamish McWilliam

Request to release Tradescantia yellow leaf spot fungus at sites around Wellington as a biological control agent for the weed Tradescantia (Wandering Willy). I am seeking your approval for a GWRC officer to investigate Onslow College as a potential release site for this bio-control agent.

The board discussed this request and have requested more information if mana whenua would support this request.

Rowing Grant – Offline Application Approval

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

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

The Board noted all correspondence.

Moved: Andy Inder | CARRIED

3 Discussion Papers

3.1 Principals Report

Cell phone

The recent implementation of a cellphone ban has resulted in positive outcomes within classrooms, with students complying well during intervals and lunchtimes, supported by parental involvement. However, there are reports of covert cell phone use outside of class, leading to communication challenges and disrupted social connectivity. Despite this, students have adapted well overall. A suggestion was made to provide student diaries to improve communication and organization.

Barrier free access

Chromebooks were issued as part of an initiative addressing student needs, with ongoing assessment of the scope of support required. Currently, 90 students are registered for additional support, although this number may not encompass all students in need. Support can vary widely, including provision of laptops, assistance with sports registrations, and providing meals.

Regarding numeracy and literacy, a structured approach is in place for Year 9 and 10 students. For Year 9, English addresses literacy while Science focuses on numeracy. In Year 10, Social Sciences is working on numeracy and Math is focusing on literacy. Additionally, other departments are willing to support students' numeracy and literacy skills as needed for exams.

Staffing

The discussion centered on strategic risks related to talent attraction, highlighting the school's growing appeal to potential recruits due to its vision and values. There was a discussion that there could be a risk of losing growing leaders to higher positions elsewhere. We have a large number of new middle leaders this year, we need to wrap around them with PD to support and build them up.

Compensation programs were mentioned, we currently have the below in place:

- Where a average class size at 27 or more you receive some compensation time
- If you do 4 relief spells you are eligible for a day of relief.

The school is offering Level 1 and 2 te reo courses throughout the year, with Kahuru Level 3 courses onsite during Term 2 and 3.

There was a discussion regarding the implementation of compulsory te reo courses for Year 9 and 10 students. Currently, Year 9 has compulsory te reo, and there are plans to extend this to Year 10 next year due to increased staffing in the Māori department.

Several staff members are enrolled in Wānanga Aotearoa, undertaking first-year university papers with school support. The majority are pursuing levels 1, 2, and 3 courses, with approximately eight additional staff members pursuing similar studies externally.

7pm – Bronwyn Raybold eft the meeting at 7pm

Enrolment Numbers

The school experienced a significant increase in Year 11 enrollments, which is typically followed by a surge in Year 12 enrollments. Additionally, there has been a notable influx of short-term international enrollments, with 20 new enrollments in Year 9 alone. While the school can accommodate these numbers spatially, there is limited flexibility due to space constraints.

Property

Room 32 (science lab) is currently closed due to a persistent smell, which has been ongoing since a roofing project began. The Ministry of Education needs to address this issue promptly, with discussions regarding the installation of a prefab to replace the room. Investigating the source of the smell by removing the flooring is necessary, as the odor is noticeable even in the hallway outside the room. Restoring Room 32 is crucial for the school's operations.

WorkSafe Letter:

WorkSafe conducted an inspection of the technology department at the end of last year, identifying three areas for improvement: equipment barriers, machinery signage, and hazardous substance storage security. The school has since addressed these issues by replacing covers, disposing of machinery, and enhancing security measures. Additionally, the science technician now manages the Safety Data Sheets (SDS) register for the technology department. WorkSafe has confirmed that the identified issues have been resolved.

365 H&S incident Report

There was a discussion regarding filling potholes with gravel around the school to mitigate safety risks. Additionally, it was noted that companies currently using the carpark will need to be informed that they will no longer have access to the space due to upcoming construction work.

Property

Chris met with the Ministry, confirming known news that won't impact the school's position. Enabling works and where consents are approved but enabling works face delays. where construction to start in May/June. Main build's design expected March 1st, but over budget, needing valuation engineering. where is prioritized for student courses. Craig McWilliam to present property updates at the next board meeting.

NCEA Results

The board reviewed the NCEA results and emphasized the importance of prioritizing the needs of Māori and Pacifica students, stressing the adaptation of the curriculum to meet their specific needs and leveraging their knowledge. They expressed interest in understanding how feeder schools support these students and ensuring equity in their learning, particularly regarding numeracy and literacy skills.

The board discussed the importance of students entering the school with strong proficiency in te reo Māori, emphasizing the need for feeder schools to focus more on te reo education. They noted that while students may excel in other subjects like mathematics, Te Reo proficiency should also be prioritized. There was an emphasis on supporting students who may struggle academically, with strategies and programs in place to help them progress. Additionally, the board discussed introducing Māori performing arts and enhancing support for Tauwhirowhio students, highlighting the significance of whānau engagement and a strong kapa haka program.

The board discussed the need to communicate with the community about attendance and achievement, suggesting reaching out to inform whānau that support is available through their ako teacher.

The board addressed the issue of long-term absenteeism and truancy affecting a small percentage of the school population, recognizing the need for alternative approaches beyond traditional methods. They highlighted collaboration with attendance services and the success of Tauwhirowhio in supporting students with negative prior experiences.

Attendance data

The board noted a dip in attendance during Term 3, followed by a recovery in Term 4, highlighting the importance of understanding the reasons behind this fluctuation. They emphasized the need to analyze data to identify factors contributing to the decline in attendance during Term 3 and explore alternative strategies to provide support during that period to prevent similar issues in the future. The Board noted the strong correlation between attendance and academic achievement.

Agenda item for the June meeting to discuss strategies for supporting data analysis, particularly in understanding attendance fluctuations and implementing measures to address them effectively.

Moved: Huia Puketapu | **Seconded:** Marianne Taylor | **CARRIED**

4.3 Finance Committee

The board discussed cyclical maintenance, which is a Ministry-appointed process involving a formula for classrooms and building sizes.

The end-of-year financial report forecasts a deficit of \$69k, making budgeting more challenging despite not immediately impacting the current situation.

The finance report reviewed the budget and noted a \$160k loss, with particular attention to the conservative outcome in the international program.

There was a discussion regarding donations, noting that while donations were increased slightly, there was a drop in the number of people paying them, there was an increase in subject donations. The finance committee was cautious about donations in the current climate

The international programme was discussed, with plans for marketing efforts in Hong Kong and China. Deputy Principal Jonathan Wyeth and Programme Admin May Wong are scheduled to visit Hong Kong for marketing purposes. There are plans to visit China in October for further marketing efforts. Additionally, the recruitment process for the replacement of the international director is underway.

The Board unanimously agreed to approve the Budget.

The Board would like the finance committee to monitor the school's financial status closely. It will track financial performance and alert the board to any deviations from expected targets. This committee will ensure financial transparency and accountability within the school.

Moved: Marianne Taylor | **Seconded:** Nell Fitzjohn | **CARRIED**

4 Communication with Community

- Thank the students and parents re cellphone
- School values
- Enrolment numbers
- Welcomed whānau rep Bronwyn and co-opted her and farewell Donna Cormack
- Discussed attendance
- Health and Safety

8:31pm – Huia Puketapu left the meeting

Policy

Carol advised that SchoolDocs will partially go live in two weeks' time.

5 Information Papers and Reports

The Board moved into committee at 8:30pm

The Board moved out of committee at 8:34pm

Approved as a true and correct record:

Signed: 

Date: **2024-03-28**