

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

At Onslow College Staffroom, 18 September 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, Misbah Sadat

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

Guests: Guillaume Rostain (Parent)

Welcome

1.1 Disclosure of Conflicts of Interest
No conflicts to disclose.

1.2 Additions to the Agenda
Election Date
Complaint Policy
Constitutional Change paper

1.3 Minutes and Matters Arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
To embed the risk management framework into the Board Calendar.	Board Chair	18/09/2023		
For the board to note any comments/feedback on schooldocs and policies to Carol by next Monday (25 September 2023)	Board	18/09/2023	25/08/2023	
Carol to send some wording to Chris to include in the newsletter to the community.	Carol	18/09/2023		
Board Chairs to draft note to send to the secretary for written notice of the nature of the decision for increasing constitution and the day on which it was made.	Board Chairs	18/09/2023		
Follow up with Donna regarding creation of the strategic survey to send out to community.	Mark	18/09/2023		
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status

Discuss this with the community and/or foundation in 2024. Create a document for the upcoming Board meeting discussing the acceptance of grants tied to gambling.	Board	28/08/23		On hold The board agreed to keep accepting the grants from gambling associations in the meantime as there are no alternatives, but we have to look at other avenues as this does not fit in with our values. This should be passed onto the foundation to support the school with grant applications.
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	25/07/2023	2023	In progress
Work with the student representatives on a reply re the Valentine's Day activity.	Donna & Student reps	27/03/2023		In progress

Motion

The minutes of the meeting held on 28 August 2023 were confirmed as being a true and accurate record of the meeting.

With the below updates:

- *On page 3 change from minimum of 7 elected to 5*
- *3.4 (Mobile Phone discussion) include restricted policies that would need to be supported by the community*

Moved: Mark Patchett | **Seconded:** Chris Albertson | **CARRIED**

1.5 Correspondence

Patricia Marti – Proposal for Spanish Trip

The board unanimously approved, the Board would like the team to consider equity.

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

Resignations

Esme Danielson

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

Stephen Sandford

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

Mallory Glasse

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

Tina Mihaere-Rees

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

The Board noted all correspondence.

Moved: Sally Robinson | **CARRIED**

2 Decision Papers and Reports

2.1 Risk Management Framework update

The board noted the paper.

The board discussed the paper, several key points were addressed:

- The board considered accepting an unspecified framework.
- They discussed identifying the top 5 risks but did not specify what those risks were.
- There was a concern about potentially significant risks not currently covered by their risk management framework.
- Risks related to maintenance, property, EOTC, overnight trips, exchanges, IT, staffing, and competence were mentioned.
- It was conveyed that we conducted a IT tender process, with Cyclone winning the work, which will be revisited in 1 ½ years.
- Contingency plans for infrastructure outages and school closures were discussed, including partial closures and sewage issues being identified as the highest risk.

There was a discussion that wellington principals continue their conversations with wellington polytechnic around teacher training moving forward. This is progressing.

The board has recognized that Education Outside the Classroom (EOTC) presents a significant risk, and there is a suggestion to add a comment in the policy that it should be reviewed on a yearly basis.

Action – To embed the risk management framework into the Board Calendar.

Chris Albertson : Seconded: Carol Murray Brown

2.2 Policies to review

Complaints Policy

The board discussed keeping the SchoolDocs version, with only updating the highlighted yellow parts of the document.

Action – For the board to note any comments/feedback to Carol by next Monday (25 September 2023)

Other policies for the Policy Committee to review first include student and staff well-being, sexual behavior, child protection, and bullying. There was consideration for involving the school community in the policy review process. Carol was tasked with creating a review schedule, and the possibility of engaging Year 9 and 10 students to support policy development was discussed, emphasizing a collaborative approach to ensure the safety and well-being of all stakeholders.

Action – Carol to send some wording to Chris to include in the newsletter to the community.

Huia Puketapu left the meeting at 7:02pm

Election Date

The Board formally resolved that the election date will be the 15 November 2023

Resolution:

That as previously discussed, the Onslow College Board increase the number of parent elected representatives to six at the next Board election to be held in November 2023

The board unanimously agreed.

Resolution:

That, as required under the Education and Training Act 2020, the Secretary of Education the Secretary is given written notice of the nature of the decision and the day on which it was made.

The board unanimously agreed.

Action – Board Chairs to draft note to send to the secretary.

3 Discussion Papers

Strategic Consultation progress update

Several meetings and feedback sessions took place:

- A staff meeting with 40 attendees.
- A student meeting involving 50 students.
- Public events at Onslow College with 10 attendees and at Raroa Intermediate with 4 attendees.
- Plans for a second student meeting in the first week of the upcoming term.
- Online feedback indicated positive responses to the vision and constructive feedback on values.

Actions discussed included:

- Documenting the discussions, with one person volunteering for the task.
- Considering the development of major themes, possibly involving someone else.
- Evaluating potential changes to the vision and values.
- Aiming to complete these tasks by the middle of the next term to inform the SLT's annual goals.

The next steps we need to identify major themes, potential changes to the vision or values, and the need for completion by the middle of the next term to inform the Senior Leadership Team's (SLT) annual goals.

A strategy committee was put in place to support the next steps which includes Misbah Sadat, Mark Patchett, Andy Inder, Sheena Millar, Nishka Parekh and Sally Robinson.

There was a discussion regarding sending out a strategy survey to the community.

Action – Mark to follow up with Donna regarding creation of the survey out to the community.

4 Communication with Community

- Election
- Survey coming
- Consultation on values

5 Information Papers and Reports

5.3 Staff


There was a discussion around the previous year Christmas lunch the Board funded \$40 per person for the lunch, whether this was a possibility this year?

It was unanimously agreed that the board would fund \$40 for the Christmas party this year.

The Board moved into committee at 7:29pm

The Board moved out of committee at 7:51pm

Approved as a true and correct record:

Signed:  Andy Inder (Feb 20, 2024 19:55 GMT+13)

Date: **Feb 20, 2024**