

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

At Onslow College Staffroom, 20 November 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, Nishka Parekh, Misbah Sadat, Pemma de wit, Trijal Pednekar

Apologies: Lizzie Evans, Rangimārie McKay-Maxwell

Guests: McKenzie Higham Architects – Callum McKenzie, Dipak Patel

Callum and Dipak presented to the board which a discussion involved providing updates on construction-related matters, particularly regarding the location and progress of a whare and other construction projects:

Whare Construction:

- The location of the whare was discussed and explained.
- Construction drawings are close to completion, with the goal of lodging for building consent before Christmas.
- Enabling works are scheduled for the next year.

Turf Installation:

- Collaboration with Jono for laying the turf, which was originally was half a turf that has now been increased to a full turf.
- Plans include installing a single accessible toilet, with the school managing changing rooms.
- The Ministry is responsible for providing power and water to the site.
- The turf will have no cover, and careful consideration is needed for any fittings (e.g., soccer goals, hoops) to avoid warranty issues. Coordination with Tiger Turf may be necessary.

Gym Construction:

- The gym, located next to the turf, lacks contingency for services. All infrastructure is sized for the broader redevelopment of the entire site.

Bus Bay:

- Plans for a bus bay are in progress for consent, with the aim to commence construction before Christmas.

Future Plans:

- Detailed design work is set to begin early next year.

The formal board meeting started at 6:30pm.

Student Elections

The board formally co-opted Pemma de wit as the student representative on the board.

Moved: Donna Cormack

1 Policy

Recommendations

It is recommended that the Onslow College Board:

- note the Policy Committee's Discussion of 14 November 2023
The board noted that at the policy meeting a discussion about a draft plan to transition all school policies to SchoolDocs. The plan aims to carry out this migration in a phased approach. This indicates a strategic effort to streamline and centralize school policies, potentially making them more accessible and easier to manage within the SchoolDocs platform.
- agree to transitioning our Onslow College policies to SchoolDocs in a staggered transition;
The board unanimously agreed to a staggered transition
- agree to the Concerns and Complaints policy (and flowchart) discussed at the meeting of 18 September 2023, being uploaded to our website as soon as possible
The board has resolved to upload a version of a document for consultation, allowing the community one week to provide feedback. The approved version is considered a final draft pending community input. If no feedback is received by a specified date, this version will be considered final. The document will be accessible on the school website, and feedback can be submitted to the board secretary. This process emphasizes transparency, community engagement, and finalizing the document through collaborative input.
- agree to changing from our present NAG 5 policies to the SchoolDocs policies noted below at paragraph 7
During a discussion on NAG5, the decision was made to transition to SchoolDocs policies. It was agreed that some policies would undergo consultation, while others would be posted directly on the website.

Specifically, regarding student and staff wellbeing, there was a discussion about the practice of working alone within the school. It was unanimously agreed that staff should not be working alone at school and individuals should not be working alone one on one with students.

Action – Principal to share a document used in staff induction for comparison, and there is a consensus to explicitly state this in the policy.

In summary, the board is actively transitioning to SchoolDocs policies, with a focus on student and staff wellbeing policies, emphasizing the importance of not working alone when students are present, and working towards clarity in the policies through explicit statements.

- note that a draft plan with a staggered timeline for transitioning to the remaining SchoolDocs will be provided at the next meeting on 11 December 2023.

In a recent discussion about the Health & Safety 5.1 Policy, there was a suggestion to include references to cultural considerations within the policy. The discussion likely emphasized the importance of acknowledging and incorporating cultural perspectives in the context of health and safety measures. This addition aims to ensure that the policy is inclusive and reflects the cultural diversity and needs of the community.

The board has passed a resolution, unanimously agreeing to extend the current policies until June 2024.

Moved: Andy Inder | **Seconded:** Donna Cormack | **CARRIED**

7:00pm – Carol Murray-Brown left the meeting

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
To update and reword the values document to be sent out to community on Friday 24 November 2023.	Board Chair	20/11/2023		
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		
Actions from Previous Meetings				
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	Complete
Carol to send some wording to Chris to include in the newsletter to the community.	Carol	18/09/2023		Complete
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		Complete
Follow up with Donna regarding creation of the strategic survey to send out to community.	Mark	18/09/2023		In Progress

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	Complete
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		It was agreed that we would take it into consideration for next year. Complete

Motion

The minutes of the meeting held on 18 September 2023 were confirmed as being a true and accurate record of the meeting.

Moved: Andy Inder | **Seconded:** Donna Cormack | **CARRIED**

1.5 Correspondence

Stephanie Pentecost

Request to go part time for 2024

The board unanimously agreed to approve leave from her full time position in 2024.

Shana Muaiva

The board agreed to send the draft that has been sent with a minor change around the state school section.

7:45pm - Josh Harford and Nishka Parekh left the meeting

Moved: Donna Cormack | CARRIED

Resignations

Janine Carson

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

Katie McFarlane

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

Heidi Jane Humphries

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

Sue Hannaway

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

Rob Price

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

Kylie Summers

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

Shalini Agarwal

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

Ave Wilson

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

Carolyn Patchell

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

The Board noted all correspondence.

Moved: Donna Cormack | CARRIED

3 Decision Papers and Reports

3.1 Strategic Plan Approval for consultation

In a recent discussion about the vision document, the following decisions were made:

Vision Document:

- The board acknowledged the vision document.
- Option three was unanimously agreed upon, with a modification to the third line to include "strive and aspirations" instead of "dreams."
- The revised line reads, "Strive to realize our aspirations."

Values:

- There was a discussion about whether to use all Te Reo words or have a mix in the values.
- The idea of being a collective of interconnected whānau was discussed, capturing the concepts of realizing potential, learning, growing, and leadership.

Action Items:

- Donna to reword the third option of the vision document and work on refining the values.
- Feedback is expected from all members by Thursday night.
- The revised documents will be sent out to the community on Friday.

The summary outlines key decisions and action items related to finalizing the vision and values with a collaborative approach.

Strategic Goals

Reviewed and updated the document at the meeting.

Send out as a google form at the end of the week.

8:30pm - Trijal Pednekar and Huia Puketapu left the meeting.

4 Discussion Papers

4.1 Principals Report

There was a discussion around the NCEA Examinations with the Spanish exam with the wifi going down. We have had issues with the platform that was provided with the digital exams. There has been an issue with the people that have come in to invigilate (Exams Supervisors), we have had complaints about the NZQA coordinators. We have contacted the NZQA around the issues that have come to our attention.

Concerns raised around the number of rooms that we need to provide for SAC (Special Assessment Conditions). What support and training is offered for the people to come in to run our exams.

Action – Sheena 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.

The school addressed concerns related to Year 9 and Year 10 programs. Conversations with students about trip participation revealed potential risks, and the extensive planning has put pressure on our team working on EOTC. Concerns raised around equity issues regarding student participation were acknowledged. To address these challenges, the school plans to review the process with staff and seek feedback from whānau.

The Board shared positive experiences attending the leavers assembly, pōroaki, sports awards, describing them as delightful events to wrap up the year.

During a recent staff-only day focused on curriculum changes, the discussion encompassed various topics. The day was reported to have gone well, and there was a continuum observed in certain areas. The staff engaged in discussions about the curriculum at Rotorua, Huntly, Albany Senior High School, and Wakatipu.

There's a plan to have conversations with students and whānau (extended family or community) about the changes, with a target timeframe set for mid-May next year.

The wellbeing survey results were review, and noted that administration has come up again. It was mentioned that the shift to using Google was intended to support a reduction in administrative tasks.

There was a concern raised around the impact of about 35 new students joining the college in the senior years during the last term. The increase in student numbers was attributed to late arrivals rather than a tracking issue. It was also noted that the inclusion of international students may influence the reported results next year. The summary reflects awareness of factors affecting enrollment and potential implications for future academic outcomes.

Moved: Donna Cormack | CARRIED

4.3 Finance Committee – Draft Budget

The preliminary budget indicates a notable deficit. Approval for this budget, including the deficit, is sought at the next meeting. Staffing is currently set for ten Year 9 classes with 25 students each. Concerns were raised about the performance of short-term international students, prompting plans to target the Asian market more effectively. Three Asia trips are scheduled for the upcoming year.

5 Communication with Community


- Link to survey
- Property – Whare

6 Information Papers and Reports

The Board moved into committee at 9:06pm

The Board moved out of committee at 9:13pm

Approved as a true and correct record:

Signed:  ANDY INDER
DEPUTY CHAIR
Signed: [Andy Inder \(Feb 20, 2024 19:53 GMT+13\)](#)

Feb 20, 2024