

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 16 MAY 2011 AT 5:30PM**

Present:

Shelley Murdoch (Chairperson), Peter Leggat, Debbie Iversen, Mike Doogan, Gail Dewar, Jenny-Kaye Potaka, Tony Cooke, Rose Gerven, Robbie Nicol, Gordon Munroe (observer)

Apologies:

Marilyn Wild, Charmaine Barrett (Minute Secretary)

Conflicts of Interest:

None declared.

Additions to the Agenda:

- BOT training session attended– General Business
- Approach to Student Discipline – General Business

Minutes:

The minutes of the meeting held on 4 April 2011 were confirmed as being a true and accurate record with the following amendments:

- *Second bullet point of Matters Arising to read: "S Murdoch, G Dewar and P Leggat met to discuss progressing the Principal's performance agreement and goals. S Murdoch, G Dewar and P Leggat to schedule a follow up meeting."*
- *Second bullet of student trustee report to read: "R Nicol asked what the process is for selecting students to take part in interviewing staff members. He suggested it would be preferable for student council representatives to select the students for this."*

Moved: R Nicol Seconded: R Gerven CARRIED

Matters Arising:

- R Nicol and P Leggat will hold a Council meeting later this week as the representatives have now all been selected.
- C Barrett to include a reminder about the Parent Survey at the next Board meeting.
- S Murdoch spoke of an idea used by another Wellington school where they invited a randomly selected group of parents from each year group on their roll to attend a focus group meeting. Instead of the schoolwide parent survey, this could provide better quality feedback from parents. P Leggat is happy to run similar evenings at Onslow.

Correspondence:

Item discussed:

- P Leggat explained John Robinson's request for leave. The Board ratified this leave.
Moved: P Leggat Seconded: S Murdoch CARRIED
- The Board agreed to support Thomas Johnson's application for study leave in 2012. C Barrett to write to Thomas.
Moved: P Leggat Seconded: S Murdoch CARRIED
- Settlement of the Secondary Teachers' Collective.
- ASG Excellence in Teaching Awards.
- Prime Minister's Award.

REVIEWS AND REPORTS:

Principal's Report:

Reference: Principal's Report 16 May 2011.

Matters Arising from the Report:

- Year 9 Tea and Parent Teacher Interviews to be combined on Thursday 19 May. J Potaka will speak on behalf of the Board and welcome nominations for two Board positions to be elected later this year.
- We are going to trial a new system for the Year 10 NCEA Information Evening and the Year 10 Parent Teacher Interviews. These will be combined in one evening in Term 3 (similar to the Year 9 Tea & Parent Teacher Interviews evening).
- Student Leaver Achievement Analysis was discussed. Of pleasing note is the very low number of students leaving school with no qualifications. This could be mentioned in the newsletter in next few weeks. Copies of our achievement statistics could also be made available at the Open Evening.
- The Confirmed ERO Report has been received. It gives a good reflection on where the school is at but also gives a good sense of what we need to work on.
- Property – The additional security lights will be installed this week.
- The revised School Goals were tabled and we will work towards these for 2011. There was discussion about ways to motivate students to improve attendance as per the goals.
- Draft Annual Reports – P Leggat presented a proposed format for Annual Reports. There was discussion about how to make these more standardised. P Leggat has asked all LALs to have their reports ready by the end of Term 2. The Board felt the best way for reports to be presented to them would be over two special meetings.
- Credit Card – The Board approved P Leggat's application for a credit card conditional on final ratification of a policy in the future. Policy subcommittee to meet to develop a policy.

Moved: S Murdoch Secoded: J Potaka CARRIED

The Principal's Report was received.

Moved: P Leggat Secoded: R Gerven CARRIED

Sub-Committees:

Resourcing Committee:

- The Year End accounts are being audited. They are due at the Ministry of Education by 31 May. Deficit cause by back depreciation and capital expenditure.
- March payments of \$224,621 were approved.

Moved: D Iversen Secoded: P Leggat CARRIED

- The Board accepted the revised budget that shows a \$47,000 surplus for the 2011 year.

Moved: D Iversen Secoded: R Gerven CARRIED

Policy Committee:

- A meeting will be arranged to finalise the Health and Safety, Complaints, and Credit Card policies.

Community Committee:

- The PTA are well organised for the Year 9 Tea and Parent Teacher Interviews Evening. The group is working really well.

Foundation Committee:

- M Doogan has the Wellington College Foundation material and we need to move forward with this. M Doogan and T Cooke to meet and provide a summary and recommendations for the next Board meeting.

Trustees:

Student Trustee:

- The first School Council meeting will be held on Wednesday 18 May. The council which is made up of Year Level reps also includes two Poutama reps and one International Student rep.
- The school balls are approaching.

Staff Trustees:

- Nothing to report.

Whanau Trustee:

- J Potaka tabled a report after the recent Whanau hui. There is a very busy programme for student for the rest of the term. There is some good discussion around the construction of a whare ako.

General Business:

WWSTA Training Session

S Murdoch, G Dewar and D Iversen went to a WWSTA training seminar which was very informative:

- Onslow College is a civil defence welfare centre which could have implications for us.
- There is an application called ReadyNet which is used widely in Hutt valley and would be good for us to encourage in Wellington city. Possibly write to the Wellington City Council.
- Phil Carver gave an excellent financial presentation and we would like him to visit Onslow College. P Leggat to contact Phil.

Disciplinary Processes

S Murdoch raised the concept of the Board having further discussion to clarify its role in student disciplinary processes involving the Board. She suggested seeking feedback from staff prior to that discussion and suggested that the Board reps seek input from staff to get a better understanding of the discipline concerns staff have.

Gordon Munroe left the meeting.

In-Committee:

It was resolved that in terms of Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting as the Board wished to discuss matters relating to students and staff members and for the privacy of a natural person under Section 9(2) of the Official Information Act 1982.

Moved: S Murdoch Seconded: P Leggat CARRIED

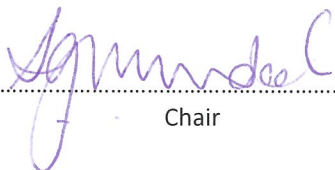
Date of Next Meeting:

The next meeting is to be held at 5:30pm on 20 June 2011.

Closure:

There being no further business the meeting closed at 8:20pm.

Signed:



Chair

Date:

24/6/11