

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 20 JUNE 2011 AT 5:30PM**

Present: Shelley Murdoch (Chairperson), Warren Henderson (Acting Principal), Mike Doogan, Gail Dewar, Jenny-Kaye Potaka, Tony Cooke, Rose Gerven, Marilyn Wild, Robbie Nicol, Charmaine Barrett (Minute Secretary)

Apologies: Peter Leggat, Debbie Iversen

Conflicts of Interest: None declared.

Additions to the Agenda:

- BOT Elections– General Business
- Exit Interviews – General Business

Minutes:

The minutes of the meeting held on 16 May 2011 were confirmed as being a true and accurate record with the following amendment:

- *Marilyn Wild was not present at the meeting. She was listed as present but also as an apology.*
Moved: J Potaka Secoded: R Gerven CARRIED

Matters Arising:

- S Murdoch requested that C Barrett includes a table of action points with the minutes each meeting.
- Foundation – no meeting has been held yet. A meeting has been scheduled for this week.
- J Potaka asked whether the school has any water tanks that can be used in an emergency. W Henderson informed her that the school does have big water storage tanks and that these can be accessed in an emergency.
- R Gerven tabled feedback from staff regarding the Board disciplinary procedures. In general the staff would like to see the Board take a firm stand regarding student discipline. There is frustration with staff not seeing the Board following through if students do not meet the conditions set as part of their return to school. It was agreed that this item would be brought back to the next Board meeting when P Leggat is present.

G Dewar joined the meeting.

- ReadyNet – W Henderson informed the Board that ReadyNet is a programme that maps civil defence sites in detail. Wellington City Council have some reservations about ReadyNet and have advised the school to hold off using it until further notice.

Correspondence:

Item discussed:

- The Board agreed to support Kathryn Levy's application for study leave in 2012. C Barrett to write to Kathryn.

Moved: J Potaka Secoded: M Doogan CARRIED

REVIEWS AND REPORTS:

Principal's Report:

Reference: Principal's Report 20 June 2011.

Matters Arising from the Report:

- LAL reports – Exec have met with Jody Plummer and received the Social Sciences Learning Area Report. It was very informative. The rest of the Learning Area reports are to be presented to Exec before the end of the term
- P Leggat has agreed to host one German 'volunteer' teacher aide as we found two difficult to manage.

- The new school sign for the front of the school has been installed.
- We have received the external evaluation of Love Bites. This will be brought to the Board.
- Thanks to those Board members who were able to come along to the Open Evening. It went very well and we have received a lot of interest from out-of-zone families. It was really great to have three past students speaking. We may look at doing this again next year.
- We have received 14 enrolments for 2012 to date (10 boys and 4 girls).
- The Raroa Year 8 students will be visiting Onslow on Thursday.
- There is a role for a Board member on the Property Group , especially as the school moves into the next 5YP. G Dewar and J Potaka registered their interest though G Dewar mentioned she would have difficulty attending meetings during the day. If the meetings could be moved to first thing in the day she would be able to attend.
- Parent Consultation Evening – the Board are to provide questions they like to have included in the parent consultation evenings. C Barrett to find questions from previous parent surveys and provide these to the Board for reference. C Barrett to find the paper Helena Barwick wrote, compiling the parent feedback (from survey conducted 2008) and provide to the Board for reference.
- J Potaka questioned what Onslow does to support Pasifika students. There are very low numbers but the school still has a responsibility.
- C Barrett to write to Barbara Walker and thank her for the Library report.
- T Cooke raised the recent increase in e-books and would like to know what the Library's thoughts are on this trend.
- Staff lists containing responsibilities and who has been allocated Management Units/Middle Management Allowances was included for the Board's information. P Leggat feels there should be more transparency in the process of allocating these and will be working with the staff on this.
- J Potaka asked that C Barrett add a key to the staff lists on the website that explains what LA, SL etc... are.
- Attendance data shows that attendance is improving overall this year.
- P Leggat to update the Board regarding the Ngaio Rifle Club.

The Principal's Report was received.

Moved: T Cooke Seconded: M Wild CARRIED

Sub-Committees:

Resourcing Committee:

- It was agreed that the audited accounts would be revisited at the next Board meeting when D Iversen and P Leggat will be present.
- T Cooke questioned the \$400,000 difference between 2009 and now. Resourcing committee to provide an explanation of the spending.
- March payments of \$224,621 were approved. April payments of \$159,904 were approved.

Moved: R Gerven Seconded: M Wild CARRIED

Policy Committee:

- The Policy committee met and finalised the Health and Safety and Complaints policies.
- The Board moved to ratify the Health & Safety policy (3.3)
Moved: M Wild Seconded: S Murdoch CARRIED
- The Board moved to ratify the Complaints policy (5.1)
Moved: R Nicol Seconded: M Wild CARRIED
- C Barrett to add the new policies to the website.
- T Cooke tabled a draft of the new Credit Card policy. Board members to take away and read. Item to be brought back to the next Board meeting.

Community Committee:

- Nothing to report.

Trustees:

Student Trustee:

- The first Student Council meeting has been held. The new system seems to be working a lot better this year, although it may be a bit overwhelming for the Year 9 students who are not used to having so much responsibility. R Nicol and Courtney Lim (chair of the Student Council) will sit in on the Year 9 meetings to provide support/assistance.

Staff Trustees:

- R Gerven informed the Board that the funding for the Public Health Nurse that comes into the school has been cut. The staff feel this is a significant service that has been lost. 'Evolve' have been given funding to provide this service to schools, however they are going to manage it differently and have not offered to provide a nurse for Onslow College. T Cooke suggested the school rings 'Evolve' and requests the same service as we have had in the past. If this doesn't prove successful the school could then write to ask what the basis of their funding decisions is.

Whanau Trustee:

- There are still a few different versions of the Strategic Plan. J Potaka to talk to C Barrett about which one should be on the website.
- The Poutama Whanau have discussed improvements to the Maori room. With the current property plan nearing its end the school needs allocate the left over funds. P Leggat suggested that a possible way of using these funds is to upgrade the Maori room. J Potaka sought the Boards support in principle for this project. The Board agreed.

Moved: R Gerven Seconded: R Nicol CARRIED

- J Potaka to provide the Board with the information on Maori achievement that she provided to the Poutama Whanau (as mentioned in the Whanau hui minutes).
- J Potaka to speak to her friend who has done research into what Principals have contributed to improving academic outcomes in Maori students, and ask her if she would be willing to come and share her research with the Board.

General Business:

Board of Trustee Elections

- S Murdoch has received an e-mail from NZSTA recommending 18 November as the date to hold the Board of Trustee elections. That date has been recommended as there is a lot happening this year with elections, Rugby World Cup etc.
- P Leggat to appoint a Returning Officer.

Exit Interviews

- S Murdoch suggested that the Board only conduct exit interviews for staff members who have left Onslow in the last four months. It was agreed that it is too late to interview anyone who left before this year. It was also agreed that the interviews would be best conducted by phone (not by e-mail).
- C Barrett to provide a list of staff members who have left in the last four months and their contact details to J Potaka.
- J Potaka to allocate these to other Board members if she cannot do them all.

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.

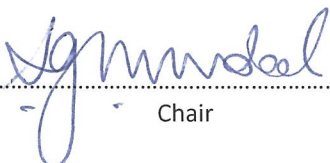
Moved: S Murdoch Seconded: R Gerven CARRIED

Date of Next Meeting:

The next meeting is to be held at 5:30pm on 8 August 2011.

Closure:

There being no further business the meeting closed at 8:05pm.

Signed:

Chair

Date:
