

**MINUTES OF A MEETING OF THE
ONSLow COLLEGE BOARD OF TRUSTEES
HELD AT THE COLLEGE ON 8 AUGUST 2011 AT 5:30PM**

Present: Shelley Murdoch (Chairperson), Peter Leggat, Mike Doogan, Gail Dewar, Jenny-Kaye Potaka, Debbie Iversen, Tony Cooke, Rose Gerven, Marilyn Wild, Robbie Nicol, Charmaine Barrett (Minute Secretary)

Apologies: None

Conflicts of Interest: None declared.

Additions to the Agenda:

- Youth Guarantees Scheme (a new Ministry initiative) - General Business

Minutes:

The minutes of the meeting held on 20 June 2011 were confirmed as being a true and accurate record of the meeting with the following amendment:

- Student Trustee's Report: Courtenay's surname is Lim
- Board of Trustee Elections: S Murdoch received an e-mail from NZSTA
P Leggat was to appoint a Returning Officer

Moved: M Doogan Secoded: S Murdoch CARRIED

Matters Arising:

- J Potaka's friend's research about what Principals have contributed to improving academic outcomes for Maori students is not published yet but she is happy to come and speak to the Board. P Leggat to look at the research first to check whether it fits in with Poutama and Ka Hikitia (national initiative).

Correspondence:

Item discussed:

- The Board accepted David Pomeroy's resignation with regret. P Leggat to write to him.
- Earthquake prone buildings: the previous letters from the Wellington City Council dated 17 November 2009 and 4 May 2010 do not appear to have ever been received by the school and Lee Ashby had no record of them either.

Correspondence was accepted

Moved: R Gerven Secoded: S Murdoch CARRIED

REVIEWS AND REPORTS:

Principal's Report:

Reference: Principal's Report 8 August 2011.

Matters Arising from the Report:

- P Leggat reported that he has held two fantastic meetings with SLT and the Deans where they have discussed the curriculum Onslow College offers its students. The group used a newly developed curriculum filter, created by the school, to look at the courses offered and see whether they meet the needs of the students. The notes from this meeting will be distributed to staff on Friday and once P Leggat has collated all the feedback he will present it to the Board.
- The Board acknowledged all the hard work Kate Williams, the Learning Area Leaders, and the Teachers In Charge have put into moderation. P Leggat to write to Kate Williams.
- P Leggat to provide the Board with suggestions on how to run the community consultation evenings, with a specific focus on school/home communication.
- The recent Health Consultation evening went well. We received great feedback and will work on improving it for next year.
- The Board approved the WIFI project as outlined in P Leggat's report.

Moved: G Dewar Secoded: R Gerven CARRIED

- P Leggat met with John Martin from the Ngaio rifle club and has asked for more details. They have said that as part of their proposal they will pay for the student carpark to be resealed and marked.
- The Board approved P Leggat's trip to Japan for the 25th year of the Yamamura Gakuen exchange.
Moved: S Murdoch Secoded: M Doogan CARRIED
- P Leggat clarified that the school production budget has not been cut but that there will be better production management next year. This was to dispel a rumour circulating.
- P Leggat to write to Eugene Terekia and Lani Goldsmith on behalf of the Board to thank them for all their work with the kapa haka group.
- The Board approved in principle the application from Anthe Frykberg for a Classics trip to Greece and Italy in 2012. P Leggat to write to Anthe to inform her.
Moved: P Leggat Secoded: S Murdoch CARRIED
- We have received more out-of-zone enrolments this year than ever before.
- P Leggat to exclude the details of suspensions from his Stand down and Suspension summary each term. It was felt that the level of detail included made it possible to identify students.

The Principal's Report was received.

Moved: T Cooke Secoded: R Gerven CARRIED

Sub-Committees:

Resourcing Committee:

Reference: Resourcing Meeting Minutes 3 August 2011

- An explanation about the \$400,000 difference in expenditure from 2009 to 2010 was discussed to everyone's satisfaction. It was felt the school needs to make a bigger effort recovering sports and curriculum fees. P Leggat has spoken to Fili about that.
- June payments of \$320,880 were approved.

Moved: D Iversen Secoded: P Leggat CARRIED

Policy Committee:

- The Policy committee didn't meet. To reschedule their meeting.
- The Board agreed in principle to the Credit Card Procedures presented. To be brought back to the next meeting.

Community Committee:

- The PTA have been busy with report evenings.
- The Tertiary Costs evening is scheduled to take place on 15 August.
- They have also asked for the election date so they can start their planning. The date set is 18 November 2011.
- D Iversen to ask the PTA if they would like to organise a speaker to talk to parents and students about study habits.

Foundation Committee:

- M Doogan and T Cooke have met and reviewed paperwork related to setting up the foundation. M Doogan and T Cooke to update this and prepare a paper for the next Board meeting.

Trustees:

Student Trustee:

- R Nicol tabled a report.
- Teacher Appraisal: students have raised concerns over the confidentiality of the feedback forms that students are asked to fill in. Who sees them? They have suggested that a box be added that they can check if they would like to discuss their feedback further with one of the Peer Mediators. Suggested that the school trials a feedback process with a small number of teacher and students.
- The student elections process will start in September with Robbie speaking to assemblies.

Staff Trustees:

- R Gerven and M Wild reported on the Teacher Only Day. It was fantastic to have time to devote to the curriculum realignment. It's also great to have a staff meeting and TPL session set aside to continue this work. P Leggat to mention the value of the Teacher Only Day in the next newsletter.
- Discussion on the feedback received from staff on the Board discipline process.

Whanau Trustee:

- A hui was held on Wednesday. The key points were the whare development, a proposed trip to Hawaii in 2012, the upcoming kapa haka competition, the upcoming Ki-o-Rahi tournament, and the poroporoaki for students leaving at the end of the year.
- J Potaka to provide the Board with more information on the proposed whare development, including functionality, costs, users etc. To be discussed at the next Board meeting.

General Business:

Youth Guarantees Scheme (a new Ministry initiative)

- S Murdoch met with Hamish Davidson. He would like to come and speak to the Board about the Youth Guarantees Development programme he is working on. S Murdoch to invite Hamish to the next Board meeting.

Board Elections

- The agreed date for the election is 18 November 2011.
- S Murdoch and D Iversen will be standing down.
- Diana Bradley has accepted the role of Returning Officer.

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

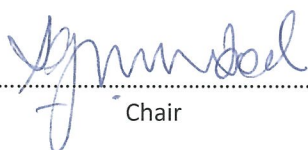
Date of Next Meeting:

The next meeting is to be held at 5:30pm on 12 September 2011.

Closure:

There being no further business the meeting closed at 8:00pm.

Signed:



Chair

Date: 16/9/11