

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD OF TRUSTEES

HELD at Onslow College Staffroom 16 August 2021 AT 5:30PM

**Present:** Sheena Millar, Mark Patchett (Chair), Hilary Smith, Api Williams, Michelle Rush, Sudesh Lourdes, Sally Robinson, Sophie Crozier, Tony Huang, Alex MacCreadie

**Apologies:** Bridget Rhodes

**In attendance:** Katrina Brell (Board Secretary)

**Guests:** Warren Henderson, Janet Glenn, Misbah Sadat, Penny Kinsella, Callum McKenzie

### Warren Henderson

**Strategic Goal** – To collaboratively design an innovative curriculum that supports equitable learning pathways.

**Annual goal:** Develop a consistent equitable approach for reporting through the learning program.

We are still waiting to hear back from PCSchool about when the new notification system will be ready to go. It was confirmed that we are at the 'implement' stage of the annual goal.

**Annual Goal:** Investigate the development of an equitable junior curriculum.

Conversations are underway about what we are going to do next year. We were hoping that we could do some integration between Social Sciences and Science courses but that doesn't look like it is possible as there are a lot of changes underway with the curriculum refresh and Aotearoa history. These learning areas are now looking to do something the following year.

### Janet Glenn

**Strategic Goal:** To create positive opportunities for Māori and all ākonga to be biculturally confident citizens; honor Te Tiriti o Waitangi.

**Annual Goal:** Accelerate improvement for Māori Learners using the Learning Conversation Tool

**Annual Goal:** Further develop staff conscientisation through professional learning opportunities.

There was a discussion around Resistance Leadership Training, and its purpose. There is an opportunity for Board members to join one of the planned sessions (17 September) It is a 3-hour session.

**Action** – Katrina to circulate dates for the Board and SLT to do the resistance Leadership Training

Janet conveyed that there is a whānau hui on now and they wanted to confirm how the co-opted whānau chair works. It was conveyed to the whanau group that the confirmed Board whānau representative will be invited to also take the role of Board co-chair. Whilst the Board may co-opt others to the Board, there are limits as to how many co-opted representatives there can be.

### **Penny Kinsella**

**Strategic Goal:** Wellbeing – To ensure that all aspects of our ākonga (staff and students) wellbeing are supported so that they can grow and thrive.

**Annual Goal:**

Staff wellbeing – not much progress so far but are in discussions with other teachers to set up a plan.

Regarding student wellbeing, we are meeting the students tomorrow and we are having discussions around next year's 'Loves me not' program. There are a lot of things happening this term i.e., Smash (a presentation around alcohol, Two Rooms (a play from Hutt Valley High), and Richie Hardcore's presentation.

The Board has advised that they would like these planned events to be communicated to the community so that they understand the programs we are offering to students.

The results of the NZCER survey were discussed.

The Board asked if there is benchmark data that can provide a comparison of the results with other equivalent schools. It was suggested it would be good to see data against other schools that have done PBFL (Program Positive Behavior for Learning).

The Student Representatives advised that within the student focus group discussing the results, there is a gap for Year 9, but that aside from that year group, there is quite a diverse group. Hilary said she can ask her Ako class to nominate some Year 9 students to be involved.

The Board asked if there are any quick wins to address the issue areas that the survey has highlighted? Restorative training is one such initiative: The school is starting with the Deans first and then in November is looking to bring this training in over two days for the whole staff: the intention is to give a sense of what it is being in a restorative school.

Another 'quick win' area is a clearer incident reporting process as a lot of students go through their dean rather than their Ako teacher. Some students see going to the Dean is a higher escalation so do not report incidents.

It was noted that there was a theme around teachers in regards behaviour management: it was also recognised that there have been quite a lot of issues with students this year which is not common, and that this may be reflected in the results we are seeing.

It is hoped that the planned training will make a difference for Teachers and help address this.

Related to this was variation in responses from staff and students around the incidents of bullying, name calling etc: a sense that this is variable, including the extent to which people feeling confident in addressing it.

Michelle asked about peer mediation, in the past that training was held up of one on Onslow's great things and is that also part of the solution? Janet conveyed that the guidance counsellors have been overwhelmed and they are the ones who ran this program, with the change of staffing in the team there hasn't been the time to put the work into that program. It is student led but guidance have oversight, so the guidance counsellors and more experienced student mediators are the trainers. Students are still trained, but they are not getting the referrals and the counsellors normally promote it.

Sophie advised that students don't know who to go to: students don't know who the student mediators are. In addition, some students want a qualified counsellor for advice.

Michelle asked if there is an opportunity for the peer mediators to be attend Ako meetings to promote the program.

There was a discussion around the pedagogical shift around the current culture and what is needed to make this change. There was a suggestion by Sophie if it would be a good idea if students were involved in the later parts of this journey, i.e., cultural committee etc.

The Board asked if we could break down the data from the survey by year group to help understand where the information comes from.

**Action** – Penny to send through the breakdown of data per year group to the Board.

Sophie conveyed that the way to improve school culture is to improve the communication with SLT, Deans and Students. Tony advised that there are a lot of students that do not feel they have an adult within the school that they feel comfortable with, and who they can trust.

Hilary conveyed that while a student's Ako teacher and dean has a responsibility and have a specific duty to help a student, it doesn't mean that other staff won't help.

It was agreed to ask the focus group to work out recommendations based on the data and bring back a plan to the Board so that we can track how well the planned interventions go.

### **Misbah Sadat**

**Strategic Goal:** To collaboratively design an innovative curriculum that supports equitable learning pathways.

**Annual Goal:** To develop a tool to track the progression of student achievement.

Misbah conveyed that we are getting Humankind in to do a staff survey on the SMS (student management system). We had Jake come in and meet with the Deans and LLT. The next step, from this positive response, is to do a proper survey on what people want.

There was a discussion around senior tracking: a question was raised about the comment "Students in MIT course have high expectations but not sure that it is translating in the rest of

the subjects which means that they lose hope". Misbah conveyed it doesn't matter what one person does in the class, if they don't feel engaged in more than that area, or students feeling disengaged with the school in general means we risk losing students.

### **Sheena Millar**

**Property Goal** – To create a physical environment that enhances the Onslow Way and nurtures ākonga (students and staff)

We are waiting for the tender project for the roofing, and we are waiting to hear from cabinet on the approval for the increase in the budget. The master planning meeting with staff and Calum McKenzie was good and staff were very positive. The front of school looks much better, and there are plans to paint the rest of the fence.

James Farrar (Property Committee) has sent out a survey to the student body to see what furniture they would like in room 51. Once the survey is finished then he will come back with a proposal to be considered.

### **Welcome**

#### **1. Meeting Administration**

##### **1.1. Disclosure of Conflict of Interest**

No Conflicts of Interest

##### **1.2. Additions to the Agenda**

IT Committee

Happiness Committee

##### **1.3. Minutes and Matters arising**

Actions from Meeting		
Action	Person Responsible	Status
To circulate a couple of dates for the Board and SLT to do the resistance Leadership Training	Katrina	Completed
To send through the breakdown of data per year group to the Board.	Penny	
Lets talk about porn – Powerpoint to be shared with Board	Katrina	Completed
To write the letter and send through to Michelle check and sign. Craig to draft letter and send through ICT Committee then Michelle to sign off.	ICT Committee	

Actions from Previous Meetings		
Request to ask the student council to see what they think is a good idea on an approach about vaping at school.	Student Reps	In progress
It was suggested if we should ask the PTA if there was a evening they could to support education on vaping for our students. Keeping up the conversation on the bulletin and in the panui.	Sheena/Katrina	We have talked to the PTA. Sheena met with a parent who is involved in a group around research, and he is keen to support an evening for Parents. He is going to come back with confirmed information.
It was suggested in the communications around a reminder of how other schools are doing around vaping and attach the policy and the law change around vaping.	Sheena/Katrina	We have done two communications around vaping Completed
Construct a formal letter to Roy at the Ministry and send through to Mark and Michelle for review	Sheena	Completed
The Board has requested if people communicate in the Board capacity via Facebook/Instagram that it is included in the correspondence for the board meetings	All	Completed
Michelle to call Warren Henderson to pick a EOTC to interrogate. It was agreed that it is included in the policy meeting as an agenda to choose a EOTC event for the next meeting.	Michelle	In progress To be put to the policy committee
Student reps to bring the Instagram policy to the policy committee, and to reach out to NZSTA for guidance as part of this.	Tony & Sophie	In progress To be brought to the policy committee
The Board suggested that Sophie and Tony work with the students attending the first meeting to discuss the change from Student Council to Student Association to ensure that we do not change the name again next year as we do not want a new name every year.	Tony/Sophie	At this stage we cant follow up and the end of the term we will include it on the Instagram with recommendation and give to new reps. Completed

### Motion

*The minutes of the meeting held on 19 July 2021 were confirmed and as being true and accurate record of the meeting.*

**Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED**

1.4. Correspondence

Resignations

Katy Cottrell

*The Board accepts the resignation and wishes Katy all the best.*

Rachael Dalley

*The Board accepts the resignation and wishes Rachael all the best.*

Elizabeth Warren – Teacher scholarship

*It was agreed that the Board will support the application for Elizabeth's Teacher Scholarship.*

Grant Applications – Kylie Summers

*It was agreed that the Board approves the grant applications.*

**Moved: Mark Patchett | Seconded: Sudesh Lourdes | CARRIED**

**2. Reports and reviews**

2.1. Principal's report

The Principal's report was tabled, and the following matters discussed:

It was acknowledged by a Board member that the PTA Parent Evening "Lets talk about Porn" went really well and we had a great turn out. There was a parent who gave feedback to the speaker. There is a power point and booklet that we can get Rachel to send through.

**Action** – Katrina to get the power point and send through to the Board Members.

When hiring staff Sheena is taking a conservative approach to the length of contracts. Some of them might like to come back but some do not as they have other things they would like to do. Teachers normally make the move in the beginning of the year, so this has stopped us advertising early to fill the position. The Board asked what our enrolments are like for next year, Sheena conveyed that they are very low at this stage from what we had last year. October is the time that we will be worried as we will be looking to advertising for staffing. The out of zone enrolments will not be confirmed until the end of the month.

**Motion**

*That the Principal's report is accepted*

**Moved: Michelle Rush | CARRIED**

2.3. Health & Safety

Covered in Principal's Report

## 2.4. Trustees Report

### 2.4.1. Student

The Student Reps reported that students are getting frustrated with the number of false fire alarms. We have a lot of students approach lately around using the Instagram account and why we are having so many teachers leave us this year. Some students are freaking out with their teachers leaving, and how they should approach their learning when this is the case.

It was acknowledged that the country is going through a labor shortage affecting all sectors in New Zealand: other schools are also having this battle.

There was a discussion around the students who are losing teachers mid-way through the year and how we can support them more. One option is for teachers with other students in that same subject area supporting the students that are finding it hard when their own teacher has left. Mark asked if we have any evidence around that data of teachers leaving compared with this time last year. Hilary conveyed that it is happening in lots of schools at the moment. How do students know that and perceive that? How we can support the students to transition to a change of teacher? It was suggested that Hilary go back to the Learning Area Leaders to explore how they can make the transition as good as possible.

Sheena conveyed that we have not had any gaps with teachers starting: the only gap we have had is a teacher who had leave for 2 weeks.

### 2.4.2. Staff

Hilary gave her verbal report.

Staff are also finding it hard with the false fire alarms. It must be frustrating for the students also. There are frustrations, it feels there is general frustrating bubbling away but can't narrow it down to what it is. Sophie conveyed that students are becoming very concerned specially with the school exams coming up. Sheena conveyed that there are a couple of options we can look at e.g. putting cameras in, however this can be very costly.

Other options are being investigated, and we do need staff to be aware of who is leaving class. Hilary conveyed that staff need to take more responsibility on who is leaving class: it appears that at the moment students think they can get away with it and that there are no consequences if you are caught.

### 2.4.3. Whanau

Api tabled the whānau report and gave an outline of the key points.

Explained the report that he has given to the Board. Api has given the whānau group notice that his time as Board Representative has expired, and they need to nominate another member to join the Board.

**Moved: Hilary Smith | Seconded: Tony Huang | CARRIED**

### 2.3. Subcommittees

#### 2.3.1. Resourcing

Craig has provided information around the budget items we have concerns about and made clear what is discretionary spend. The information he has provided outlines where we might cut costs next year. Sheena is doing work on redeploying rather than replacing staff to support cost saving. Sally explained the graphs supplied with the reports.

There was a discussion around enrolment and what it means for next year.

The committee made it clear that the Board will have to make some decisions soon on what our finances are to be going forward.

There was a discussion around the school fees/donations and instead of signaling a blanket increase, to provide options for additional donations towards certain activities or operations.

#### **Motion**

*That the Resources report be accepted*

**Moved: Sophie Crozier | Seconded: Alex MacCreadie | CARRIED**

#### 2.3.1. Property Report

#### 2.3.2. Policy

Policy meeting scheduled for Thursday 19 August

#### 2.3.3. Community

### **3. General Business**

(i) Calendar

(ii) Happiness Committee

It was agreed that the Board would fund \$40 per person for the end of year Christmas function.

(iii) ICT Committee Update

First meeting held, shortlisted key areas of concerns were:

- Internet network
- Website
- Sonic Wall Error

- Sudesh gave an overview of where we need to start and explained the process around the network and platforms: in short it is vulnerable and outdated. We met with Cyclone today who are the platform owners and who do migrations. The school's strategy is to move from the Novel platform to Windows. The committee is in a due diligence process with the vendor: The IT committee requested that the Board approve a bypass of our normal procurement practice to obtain three quotes: They conveyed that only one quote has been supplied. The quote is from Cyclone, who are currently working with the school. The quote is for \$25,000.

The board agreed with the two recommendations from the ICT Committee:

- That a letter be sent to the. Network for Learning to promote a sensible and timely approach for the upgrading of Onslow ICT equipment.
- That we forego our practice to seek three quotes, and accept the quote from Cyclone

**ACTION** - The ICT Committee to write the letter and send through to Michelle check and sign. Craig to draft letter and send through ICT Committee then Michelle to sign off.

#### 4. PTA Meeting


#### 5. In-Committee

*The Board moved into committee at 8:15pm*

*The Board moved out of committee at 9.02pm*

- **Communication with Community**
  - Wellbeing survey done and information to follow
  - Initiatives we are doing for wellbeing, and that these are a high priority for the Board
  - Thanking the parents for the interest and support of the "Engaging with the Porn" evening and to advise that the next one is working on about vaping. To ask whether there are any other topics the community would like to see.

Approved as a true and correct record:

Signed:  Date: 20/09/2021