

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 25 March 2024 AT 5:30 PM

Present: Sheena Millar, Andrew Inder, Carol Murray- Brown, Chris Albertson, Trijal Pednekar, Nell Fitzjohn, Piripi Evans, Marianne Taylor, Pemma De wit, Bronwyn Raybould, Misbah Sadat (Online)

Apologies: Huia Puketapu

Guests: Craig McWilliam (Business Manager), Janet Glenn (Deputy Principal)

Property Update - Craig McWilliam

Craig provided the Board with a comprehensive update on the condition of the school's property, including ongoing remediation works and plans for new builds. The board also went on a tour of the whole school to see what progress has been made and what is still outstanding.

Rangatahi Survey - Janet Glenn

Janet Glenn (Deputy Principal) shared the rangatahi survey results. The board discussed the student survey results, noting 80 responses out of 158 students, which is considered a good response rate. Main themes and actions were reviewed, including plans for Māori leadership and the possibility of a Māori assembly. Huia and Misbah are collaborating with the careers department to support Māori students' pathways.

The school has advertised for a WSL (within school leader) role for a Māori kaiako to drive student leadership in this area. Concerns were raised about student Māori leadership representation, with discussions about unpacking reasons why students may not put themselves forward and ensuring adequate support is provided. There was acknowledgment of the challenges students may face in carrying the responsibility of Māori representation. The board expressed willingness to sit down with students to address these concerns. Additionally, there was a discussion about ensuring the board is conscientious of the experiences and perspectives of rangatahi involved in board work.

1. Meeting Administration

Welcome

- 1.1 Disclosure of Conflicts of Interest
- 1.2 Additions to the Agenda
- 1.3 Minutes and Matters Arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Actions from Previous Meetings				

Action	Person Responsible	Meeting	Due Date	Status
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

Motion

The minutes of the meeting held on 26 February 2024 were confirmed as being a true and accurate record of the meeting.

Moved: Andy Inder | **CARRIED**

Property Report Strategy

The board discussed the main build strategy and reviewed the progress. Property committee to provide an update on this at the next meeting. There was concern expressed about the condition of the school buildings, with specific attention to Room 32 and the rec center, which are not fit for purpose. The board expressed disappointment with the Ministry's response regarding property conditions and emphasized the need for action to address health and safety concerns. The property committee will draft a letter to escalate the issue with the Ministry and consider other avenues, such as media attention, if necessary.

Moved: Carol Murray-Brown | **Seconded:** Nell Fitzjohn | **CARRIED**

1.5 Correspondence

Other Correspondence

OIA - Annual Report 2022

The board acknowledged that the school is currently engaged and working through the process of providing information regarding the Official Information Act (OIA) request.

Spanish Trip

The board acknowledged the correspondence, the Principal confirmed that they have met with the whānau.

Sustainability in schools

The board acknowledged the correspondence.

The Board noted all correspondence.

Moved: Chris Albertson **Seconded:** Carol Murray-Brown | **CARRIED**

3 Discussion Papers

3.1 Principals Report

The board discussed the attendance for Ako conferences, there was a discussion around the importance of the Ako conference for the junior years. There was observation of lower attendance in the senior years. It was noted, more students attended the Ako teacher conferences compared to parent-teacher conferences. Ako teachers were highlighted as crucial advocates for students, with approximately a 50/50 split between online and in-person attendance, and about 30% of parent-teacher conferences conducted online.

Learning area reports

A board member commented that it was great to see the Learning Area reports in the papers. It was advised that the plan is to provide the remaining half of the learning areas and then assess if the board would like to arrange meetings with specific learning areas.

Strategic risk review - ICT

There was a discussion regarding the ongoing risks associated with cyber threats such as VPNs and the importance of backup and shutdown procedures. Schools have experienced attacks targeting high systems, emphasizing the need for robust protection measures. It was advised that the School moved to N4L 3 years ago. N4L is a government-funded system. Measures are also taken in place to stop students downloading VPNs, as outlined in the ICT contract students sign prior to joining Onslow.

Enrolments

There was a discussion around enrolments, we have 1372 funded students out of a total of 1424 on the roll. This includes 40 international students, 20 of whom will leave at the end of the term. Additionally, some students are part of the trade academy, for which funding goes to the polytechnic. While this situation may result in slightly more funding, it will not be seen until term 2. Despite this, the issue with staffing and classrooms is not as severe as last year. An English Language (EL) teacher has been advertised for, and targeted support will be provided to ensure the school's needs are met.

Staff PLD

A board member asked how the school plans to maintain proficiency in PLD for Te Reo. It was advised that we have a staff member who is providing Level 1 & 2 Te Reo on a Wednesday morning which includes pepeha, karakia, etc. We have also got Karuru starting in term 2 for Level 3 Te Reo. There are hopes that next year, Karuru will run level 4 classes, with the staff member handling levels 3 and 4, while another individual steps in to teach level 1. This approach ensures ongoing development and proficiency in Te Reo across different levels within the school community.

NCEA Report

The school has observed that boys' achievement is consistently above average, while girls' achievement tends to be lower, particularly at Level 1, improving slightly at Level 2 and even better at Level 3. There is an impact observed when there are more males in a class than females. This highlights the importance of Universal Design for Learning (UDL), which offers various pathways to access learning and aims to mitigate stereotyping. It's crucial to be aware of this issue, especially in a coed school setting, as it predominantly affects Year 11 students. The numbers in sport for girls has consistently dropped around the country.

The Physical Education (PE) department has experienced significant growth, which is attributed to the efforts of the Learning Area Leader who has effectively developed the department and has been instrumental in shifting the focus of PE away from traditional sports to a more interactive and diverse approach.

There was a discussion regarding the data concerning Pacific peoples; it's apparent that Pacific students are facing increased feelings of isolation. To address this, the school has partnered with Newlands College to establish a cultural group. Additionally, we are looking to appoint a staff member into a WSL role who is tasked with leading efforts to create connections with families and monitor student progress throughout the year.

Moved: Andy Inder | CARRIED

Health & Safety/HR meeting

Training for Health and Safety representatives was discussed, with an acknowledgment of the need for additional training. While it's included in the budget, attracting individuals to the role and setting clear expectations were highlighted as necessary steps. There was a recognition of the need for the board to have a deeper understanding of various aspects, including general wellbeing and Education Outside the Classroom (EOTC).

It was advised that we have a system called Frankie which integrates 365 and SchoolBridge. It is highly effective for our health and safety team. This robust program supports our team efficiently.

Discussed the approval level for overnight trips. Sheena and Jono will provide a risk matrix to the board. High-risk overnight trips will require board approval. Additionally, it was decided to have Jono present at the next board meeting to review the process for Education Outside the Classroom (EOTC) and to provide feedback on his marketing trip.

2.3 Finance Committee

Finance report

A note of appreciation was extended to Sheena and the Senior Leadership Team for their efforts in saving costs, managing relief, and addressing classroom needs in the previous year. While such efforts shouldn't be expected, the board expressed gratitude for their work in supporting the school's financial stability.

Request for the board to pay for staff to have Flu Jabs

The board unanimously agreed to allocate funds for providing flu vaccinations to staff members.

3. Communication with Community

4 In-Committee

The Board moved into committee at 8:59pm

The Board moved out of committee at 9:05pm

5 Information Papers and Reports

5.3. Staff Report

Staff report

The staff representative raised concern that our current policies are set to expire in April, putting staff at risk especially with the staff going on overnight trips.

5.5.4 Policy

Policy Update

The Policy committee chair confirmed that we have fed back to SchoolDocs with final changes, the questionnaires have been completed. The ones that are outstanding are:

- Finance
- Property
- Health & Safety

It was confirmed that we will submit once these are reviewed and plan to go live Term 2.

Action: Carol will schedule half-hour sessions with the relevant committees next week to close off.

The board would like a recommendation from the committee, in regards to the policy around alcohol and conduct. The board confirmed they are happy to approve the remainder policies out of cycle to ensure that they are live and ready to go Term 2.

Moved: Andy Inder | CARRIED

Approved as a true and correct record:

Signed:  Date: 2024-06-10