

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location: Online**

**Date: 27 May 2024 AT 5:30 PM**

**Present:** Sheena Millar, Chris Albertson, Trijal Pednekar, Piripi Evans, Marianne Taylor, Pemma De wit, Bronwyn Raybould, Misbah Sadat

**Apologies:** Huia Puketapu, Andy Inder, Carol Murray-Brown, Nell Fitzjohn

**Guests:** Jono Wyeth (Deputy Principal), Craig McWillilam (Business Manager)

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### Summary of Jono's Presentation on EOTC/Health and Safety Processes:

Decision on Staff Requirements for Overseas Trips:

- Minimum of 3 staff members required for any overseas trip, including one SLT (Senior Leadership Team) member.

Safety Baseline:

- Established a baseline for safety procedures.
- Future enhancements planned for EOTC (Education Outside the Classroom) processes and sense checks.

Review Frequency:

- Processes are reviewed in line with recent events in the country to ensure relevance and safety.

Board Involvement in Approval and Reporting:

- Clarification on when and at what level trips should be reported to the board.
- The need for monitoring approvals and high-risk trips.
- Discussion on creating a dashboard for reporting and monitoring, though the current system (School Bridge) Potential to develop a general schedule of trips with associated risks for the board.

Good Practice and Liability:

- Current practices are aligned with guidelines provided by the Ministry of Education.
- Emphasis on the board's liability and the need for reassurance through detailed reporting.
- Finding the right balance of providing the board with the assurance it needs while not creating overly burdensome administrative requirements upon staff.
- Consideration for the board to be involved in the approval process for overnight and higher-risk trips.
- Think about pre-populating go/no-go criteria for high risk trips (eg weather warnings )

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### Welcome

#### 1. Meeting Administration

##### 1.1 Disclosure of Conflicts of Interest

**Huia Puketapu disclosed via email position she would like to disclose her current positions:**

- Founder/Director at edSEcTer Consultancy Group Ltd.
- Director at Wai-WorX Ltd.
- Deputy Chair at Taranaki Whānui ki te Ūpoko o te Ika (PNBST) Trust.

**Current Engagement:**

- Contracted as a consultant while serving on the board.

- Professional development and spend involving edSEcTer/Wai-WorX must be recognized as Huia's providing staff with professional learning.
- Contract in place until the end of the year, working with SLT and Learning Area Leaders.

**Future Plans:**

- Consider going to tender for services in January/February next year.

## 1.2 Minutes and Matters Arising

Actions from Meeting				
Action	Person Responsible	Meeting	Due Date	Status
Agreement to release the timeline Discuss potential rec centre closure	Property Committee	27/03/2024		
Include the rec centre on the next meeting agenda.	Board Secretary	27/03/2023		Complete
Schedule and inform relevant parties about the meeting with staff.	Staff Rep	27/03/2024		Complete Meeting scheduled for Tuesday 11 June 2024.
Actions from Previous Meetings				
Action	Person Responsible	Meeting	Due Date	Status

### Motion

*The minutes of the meeting held on 25 March 2024 were confirmed as being a true and accurate record of the meeting.*

**Moved:** Marianne Taylor | **Seconded:** Chris Albertson **CARRIED**

## 1.3 Correspondence

*Correspondence was noted and the board moved all correspondence.*

**Moved:** Chris Albertson | **Seconded:** Marianne Taylor **CARRIED**

## 1.4 Additions to the Agenda

No Additions

### Property Update Summary

- Piripi has prepared correspondence related to the property and shared with the Board.
- An official information request has been made via the Ministry to gather extensive information on the school's property and timeline, potentially for a media story.
- Sheena attended a select hearing on property with the Ministry.
- Jan Tinetti and Greg O'Connor have approached the school. Craig and Sheena presented a timeline.
- The opposition is consulting with other schools. The school is keen to participate but aims to remain politically neutral.
- There's a need to ensure the information is shared equally and that the school controls the narrative.
- A detailed timeline has been created and is open for comments via email.

**Motion:** The board unanimously agreed to share the timeline.

**Action Item:** Agreement to release the timeline.

**Moved:** Chris Albertson | **Seconded:** Marianne Taylor | **CARRIED**

## Board Report Back to Staff Summary

- The board plans to meet with staff after school on Monday from 3:30 to 4:30 PM. Chris will liaise with Andy and inform Misbah to schedule the meeting.
- **Rec Centre Discussion:**
  - Craig mentioned the need to discuss the rec centre to determine if the Ministry has any conditions on it.
  - There's a systemic report on the rec centre, but the information is not currently accessible.
  - The rec centre is owned by the board and is substandard. It's noted that while other issues can be addressed, the rec centre remains problematic.
  - Closing the rec centre has significant implications. The board should meet with staff to discuss this as it's flagged as a health and safety issue.
- **Whare Consultation:**
  - During the consultation, it was suggested that the porch of the Whare should be larger for proportionality and usability.
  - Without prior notice, the Ministry reduced the porch size to avoid additional costs.
  - The board expressed frustration with this decision and raised the issue at the last meeting.
  - The Ministry suggested they could increase the porch size if the board compromised on the teaching space.

## Actions:

- Schedule and inform relevant parties about the meeting with staff.
- Include the rec centre on the next meeting agenda.
- Plan communication strategy for the rec centre closure.

**Moved:** Chris Albertson | **Seconded:** Piripi Evans | **CARRIED**

## Discussion Papers

### 2. Principals Report

## **Student Teacher Conferences**

There was a discussion on improving attendance at Parent-Teacher Conferences, noting that Ako conferences see higher attendance. Senior students and their whānau effectively use email for communication, reducing the perceived need for in-person meetings. It was suggested to survey whānau for their preferences before scheduling the next term's conferences and to reassess the format for the next year based on their feedback.

Feedback indicated that for senior students, Parent-Teacher Conferences often repeat information already known to parents, leading to lower attendance in Years 12 and 13 compared to junior years. Senior students are more likely to directly ask their teachers for updates on their progress.

The staff representative highlighted that over the past two years, the school has significantly improved the timeliness and effectiveness of interventions for students needing support. This proactive approach means that many senior student parents do not rely solely on traditional meetings for updates, as ongoing communication with whānau is prioritized. The school's enhanced reporting system now also provides positive feedback, allowing families to continuously monitor whether their students are on track or excelling, thereby improving the overall tracking and reporting mechanisms.

It was noted that the initiative of distributing Easter cards and eggs to students, which required them to visit the SLT for collection, was well-received by both students and teachers. Encouraged by this positive feedback, there is a plan to create and distribute postcards that teachers can give to students to take home, aiming to continue fostering this enjoyable and engaging experience.

The discussion highlighted concerns about low participation rates due to student illness and questioned the school's preventive measures to protect students. It was acknowledged that while the school has a high rate of medical absences, there are established protocols for handling certain types of absences. However, there remains uncertainty about how to address other less straightforward cases.

There are areas to improve on, one of them is how to support our students experiencing high anxiety. It was noted that when the school gives a student a justified attendance we have to accommodate every assessment which the school will manage with the whānau.

It was advised we are now sending weekly attendance reports to the Ministry, with a new requirement added this year: if a student misses more than five days in a term, it triggers a drop below the Ministry's attendance target. Consequently, the school must then provide a written statement detailing the actions being taken to address the absences. The use of this data by the Ministry has not been clarified, leaving the school uncertain about how it will be utilised.

## **Annual Report**

The board discussed concerns regarding the lack of equity for Māori and Pacific students. It was advised that we have put things in place which include early intervention tracking, ongoing reporting, curriculum reviews with a focus on incorporating Māori performing arts, and the appointment of a Pacifica liaison staff member. Initiatives such as the Rangatahi Māori assembly aim to support Māori student leadership, and working with Huia to refine the Ako program for Māori students.

**Moved: Bronwyn Raybould | CARRIED**

## **2.1 Finance Committee**

The board expressed appreciation for the reports provided by Sheena and Craig, noting a positive first quarter in the finance reports compared to last year. There was a proposal to approve spending \$100,000.00 on Property, Plant and

Equipment to address ongoing issues. Proposed upgrades include updating the hall and music area with new chairs, replacement of the fixed stage with a portable modular staging system, new furniture, and recarpet of the entry into the office and main entrance area. Additional items such as curtains and speakers for the hall were also suggested to enhance the student environment.

It was advised that we can get some new seating around the buildings outside for students via the funding that the PTA have.

**Motion:** The board unanimously approved the allocation of \$100,000.00 funding for upgrading various areas within the school.

**Moved:** Chris Albertson | **Seconded:** Pirpi Evans | **CARRIED**

**7:50pm** - *Trijal Pednekar left the meeting*

There was a discussion on aged receivables and payables, particularly those outside payment terms, which can occur due to various reasons. The Finance Committee has established robust controls over the timing of receivables and payables, which are actively monitored.

Additionally, there was acknowledgment of an increase in salaries, particularly among support staff, attributed to the pay equity claims.

### **3. Communication with Community**

The board plans to communicate updates regarding the property, potentially organising a meeting to engage with the community and provide transparency about the current status and challenges. This session would allow community members to ask questions and express concerns directly. Additionally, there are plans to utilise School Docs for documentation and dissemination of relevant information.

## **4 In-Committee**

*No in - committee*

Approved as a true and correct record:

Signed: 

Date: **2024-08-06**