

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location:** Onslow College Staffroom

**Date:** 30 September 2024 AT 5:30 PM

**Present:** Sheena Millar, Trijal Pednekar, Piripi Evans, Marianne Taylor, Pemma De wit, Misbah Sadat, Andy Inder (Chair), Carol Murray-Brown, Huia Puketapu (Online), Chris Albertson, Maia Thompson, Jessica Churchman (Online), Bronwyn Raybould, Nell Fitzjohn

**Apologies:** Melina Hogg future student board member

**Guests:** Ezra Shaw, future student board member

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### Welcome

#### Meeting Administration

- Update on Health & Safety regarding worksafe
- Co-opting new student reps onto the board
  - As the new reps do not start until the next meeting it was unanimously agreed that Ezra Shaw was granted speaking rights for this meeting

**Moved:** Andy Inder | **CARRIED**

#### Disclosure of Conflicts of Interest

No new conflicts disclosed

#### Minutes and Matters Arising

##### **Motion:**

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

**Moved:** Andy Inder | **CARRIED**

#### Correspondence

##### **Resignations**

The board noted all the resignations and wished them all the very best.

##### **Achievement Data**

It was discussed and agreed that the data can be pulled from our own systems, eliminating the need to pay an external party to retrieve the data.

##### **Study Grant Application**

The board unanimously agreed to support this study grant

##### **Trip to Japan**

The board unanimously agreed to support the trip, but recommended exploring the use of an all-of-government provider, such as Orbit Travel as they are required to manage changes and cancellations within agreed timeframes. There was also a discussion about the board's responsibilities regarding the risks involved with trips, noting that in some cases, participants in events like the winter tournament have

attempted to engage in activities not listed on the EOTC plan. A staff member had to intervene and enforce the plan.

Nell will meet with Jono and the Health & Safety team to review the current risk management protocols. It was emphasised that the board needs to be actively involved in assessing where the risks are positioned. The board will also expect a thorough review of the health and safety plan for this trip to ensure all potential risks are addressed.

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

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

## **Discussion Papers**

### **Principals Report**

The board recognized the excellent work that Mark Patchett has been doing, highlighting his efforts in building valuable connections with the local business sector. The school is set to sign a three-year project to support students in their future learning and preparation for the workforce.

Regarding staff feedback on the longer session times planned for next year, it was noted that while the morning sessions have been going well overall, there is a mix of responses from staff. Some have expressed nervousness, while others are excited about the change. There has been a request to trial the longer sessions at the end of the year once the senior students have left, to further gauge its effectiveness.

### **Schoolbridge**

The Board provided positive feedback on the feature allowing subject choices to be made through Schoolbridge. They requested a follow-up on guardians who have not yet logged into the platform, asking for the login information to be resent to those whānau to ensure wider participation and access to student performance.

### **Billy Paratene**

The Board would like to commend him on his success in the National Finals of Ngā Manu Kōrero.

### **Barrier Free Access Year 9 Achievement**

There was a discussion around the Year 9 achievement, particularly addressing the number of Māori and Pasifika students with lower achievement. The focus was on improving early identification of students' needs when they first enrol. The school is taking steps to ensure that all new students who do not have complete information are connected with the learning support team for testing, helping to identify areas where additional support is needed earlier in their time at school.

Key points raised included:

- The importance of identifying barriers to success early on, particularly for students in Year 9. There is a need for interventions at an early stage, especially for those who have not followed a direct educational pathway.
- Challenges in getting timely applications through to learning support for basic testing, such as for special condition assistance. The school currently has Kay handling the testing, but due to limited resources, it takes time, and providing a diagnosis is beyond the school's capacity.
- There was also concern about students from Central Regional Health School and those working with attendance services.
- The question was raised about how science labs and grades are being handled, indicating that grades might not yet fully reflect students' abilities due to the timing of assessments.
- The board noted that it would be helpful to ensure there is no duplication of data and to provide percentages for disaggregated data for a clearer picture of the situation.

## **Health & Safety**

There was a discussion regarding the slippery grate, and it was confirmed that the issue has been fixed.

## **Enrolments**

Due to the decrease in enrolments from Raroa, we are likely to see a roll decline next year and the school may not replace all staff members who are leaving, to help manage the new timetable and staffing requirements. Primary schools are currently steady in numbers, and they are predicting growth in the coming years. The percentage of students coming from Raroa remains consistent despite the decrease.

## **Suspensions**

There was a discussion on how to identify if a suspension meeting has taken place. It was clarified that the list showing "0" for the number of days indicates that a suspension has occurred.

## **Board Strategic Goal**

There was a positive response from students regarding their understanding of restorative practice, providing valuable insights for our future planning.

Progress on the Ako program for next year is encouraging, with Julia doing excellent work in this area. The student leadership leaders have been announced, with the exception of the Year 9 leaders, and the selection of peer support leaders is nearly complete. This will allow them to begin developing programs for the upcoming year, ensuring good representation across all year levels.

**Moved:** Marriane Taylor | **Seconded:** Nell Fitzjohn | **CARRIED**

## **Property Committee**

### **Update**

- We have successfully improved our relationship with the Ministry, which is a positive development.
- A shared spreadsheet with the Ministry has been established, allowing Craig to update our 5YA and track progress effectively.
- The location for the new turf has been agreed upon, although there are ongoing issues regarding the changing sheds and the location of the OMB.
- The Ministry has committed to providing toilets on Table Mountain.
- Once the OMB is on-site, Block C will be demolished.
- There has been a delay in the seismic assessments for Blocks A and Q, with results expected by the end of October.
- The design for the two new builds is required by March next year, which will enable us to proceed with plans for the new gym.
- It's essential to maintain pressure on political stakeholders regarding our developments.
- The toilets and turf have received approval (green tick).
- A decision about the Rec Centre will help progress the design for the two new builds.
- The new reception area and teachers' workspace are currently under consent, with completion expected by Term 1.
- The turf, toilets, and OMB are projected for completion by Term 2.
- There is currently no timeline for the two main builds; if funding is secured by March, it may not be available until June. Pricing will take approximately eight weeks, followed by contractor selection.
- The music department renovations are planned for November, pending consent.
- Sheena intends to reach out to Nicola Willis to discuss the project with students and will extend the offer over the holiday period.

### **OIA Response**

- The response focused on the property, specifically addressing the allocation of \$3.6 million for design purpose while just \$21M was allocated to new building/maintenance
- It's important to highlight this information to the community and set clear expectations regarding the use of these funds.

### **Health & Safety**

- The Detailed Seismic Assessments (DSAs) are scheduled for October, and Block A is set to go to council for review. It will be crucial to monitor the outcomes of the DSA, particularly regarding the parameters provided.
- Due to improvements in the relationship with the Ministry, it was agreed that there is currently no need to raise any concerns with WorkSafe, as they are actively collaborating with us.
- There may be an issue with Block A; MOE recommended strengthening it to 37% because it is slated for demolition.

**Moved: Andy Inder | CARRIED**

### **Health & Safety Committee Update**

The medical information collected has been reviewed and deemed satisfactory. However, there are potential concerns with some committees not utilising the Education Outside the Classroom (EOTC) procedures.

Clarification is needed on the process for sharing medical information if an incident occurs. Nell confirmed she has only reviewed the collection methods. The Principal stated that staff attending trips have access to relevant medical and contact information.

For the upcoming Term 4 meeting, the agenda will include discussions on Jono's progress with Microsoft 365 and other priorities, as well as a review of staff induction processes. The Health & Safety team is looking to have the risk assessment matrix available.

#### **Action Items:**

- Nell will reach out to Jono for necessary information.
- A register of EOTC risks will be included in the board papers.
- Review the board induction materials prepared by Donna.

*7:27pm - Nell Fitzjohn left the meeting*

### **Policy Committee Update**

The board is in the process of adopting kaupapa Māori principles within school policies. Plans are underway for the next whānau hui to facilitate discussions with whānau on ensuring the correct use of language and principles.

#### **Action Item:**

- Sheena will reach out to SchoolDocs to discuss the attendance policy in light of the recent announcement from David Seymour.

### **Finance Committee Update**

#### **Wellington Living Wage Network Request:**

Instead of signing the pledge as it is currently worded, it is recommended that the Board agree to draft a letter supporting the concept of an hourly living wage. The letter will state the school's commitment to working towards implementing this wage where feasible.

The school will also continue to negotiate the cleaning contract to ensure that the staff involved are paid at least the living wage.

**Action Item:**

- Sheena to draft letter and send to the Finance committee for review/signoff

**Moved:** Carol Murray-Brown | **Seconded:** Bronwyn Raybould | **CARRIED**

*The Board moved into committee at 7:40pm*

*The Board moved out of committee at 7:50pm*

Approved as a true and correct record:

Signed: 