

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location:** Onslow College Staffroom

**Date:** 9 December 2024 AT 5:30 PM

**Present:** Sheena Millar, Marianne Taylor, Nell Fitzjohn, Carol Murray-Brown, Chris Albertson, Andy Inder (Chair), Ezra Shaw, Jessica Churchman, Maia Thompson, Melina Hogg, Bronwyn Raybould, Piripi Evans

**Apologies:** Huia Puketapu, Tim Dagger

**Guests:** Jono Wyeth (Deputy Principal)

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### Welcome

### Meeting Administration

### Disclosure of Conflicts of Interest

No new conflicts disclosed

### Minutes and Matters Arising

#### **Motion:**

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

**Moved:** Chris Albertson | Bronwyn Raybould | **CARRIED**

### Correspondence

#### **Refreshment Leave**

The board discussed the possibility of covering the leave with a current Itinerant Music Teacher to ensure continuity.

#### **Living Wage**

The response was discussed, and it was confirmed that no reply has been received yet.

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

**Moved:** Chris Albertson | **Seconded:** Ezra Shaw **CARRIED**

### Discussion Papers

#### Principals Report

The exit interviews conducted with departing staff revealed highly positive feedback, with one individual requesting a formal interview. This interview was also notably positive, reflecting a strong overall sentiment.

Regarding the CAA Literacy and Numeracy Exams, attention was focused on the participation rates of Year 11 students. The school ensures all Year 10 students have the opportunity to sit these exams and provides support for Year 11 students who have not yet achieved the necessary literacy and numeracy standards. This inclusive approach aims to guarantee that every student meets the required benchmarks, with additional opportunities extended to other year levels as needed.

Discussions around the whare explored opportunities to integrate learning and design elements into senior Te Reo and arts courses. Matua Connor has suggested incorporating credits tied to modern carving and tuku tuku panel creation, connecting the physical aspects of the whare with the curriculum. The discussion also emphasised the importance of inclusivity in carving practices, with a particular focus on the involvement of women. The next steps involve seeking guidance and approval from Huia and Ihaia. The project aims to link local and multicultural narratives to the whare, with plans to visit other whare in Wellington for inspiration.

In the Health and Safety report, it was noted that limited data makes it difficult to analyse trends over time. However, there has been a noticeable increase in head injuries over the past year. To address this, it was recommended to refine the data collection process by reducing open-text fields and incorporating dropdown options. This improvement aims to facilitate better tracking and analysis of safety incidents.

To strengthen the Learning Support team, a fixed-term position has been created, which will remain in place through Term 1 of 2026. This measure is designed to provide immediate support to the department and address current demands.

### **EOTC**

The board reviewed various aspects of Education Outside the Classroom (EOTC) procedures and risk management. Jono provided an overview of potential risk scenarios, confirming that defibrillators are not taken on trips as most facilities are typically equipped with them.

The standard operating procedures were examined, with some identified risks noted as being relatively generic. A post-EOTC review process was discussed, and plans are underway to implement an automated review form by 2025 to improve this process. It was suggested that the board receive quarterly reports detailing five high-risk EOTCs to enhance oversight.

Concerns were raised regarding inconsistencies between various codes and the school's EOTC procedures, which have occasionally resulted in challenges for the Senior Leadership Team (SLT). To address these issues, it was proposed to unify all code committees under a single framework within the school.

The importance of assigning staff members to tournaments was highlighted to ensure better oversight and to manage any discipline issues that may arise during trips. The board also expressed interest in having greater visibility of future trips and their associated risks to provide proactive support and alignment in decision-making processes.

A termly Health & Safety (H&S) Board Subcommittee meeting was proposed to review upcoming trips, lessons learned, and broader risk management. Jono will participate in the committee next year to help identify risks, share lessons learned, and report back to the board with examples of successfully mitigated risks.

The board extended its appreciation to the SLT for their dedicated efforts in managing EOTC processes, effectively minimising risks throughout the year, and achieving strong CAA Literacy and Numeracy results.

**Moved: Andy Inder | CARRIED**

### **Property Committee Update**

There have been some delays in the bus bay construction due to soft spots in the ground, but the asphalt is expected to arrive next week. Work will also continue on services with the driveway access closed temporarily. However, access will remain available for Maycroft to reach the gym.

The progress of other projects is on track, with the Whare continuing as scheduled and Room 32 underway. A Block has not started yet, but work on the reception in the gym is progressing, and walls are already up. There is no indication that the projects will not be completed by the start of the term. The main risks remain with the bus bay and driveway.

The council has agreed to use non-galvanised steel for the project, with the steel expected to arrive on January 6. Other ongoing developments include tree clearing for the new turf, which is being processed through a wood chipper, and the school is still reviewing the new designs for the upcoming build.

There was a discussion about potential fundraising for turf and lighting, with a suggestion to involve the school's sports codes in supporting these initiatives.

Regarding the Hikoi, the board debated whether to submit a formal statement regarding the bill's impact on the school. A decision was made that aligning the submission with the school's strategic goals would make a powerful statement.

**Action:** Carol, Maia, and Jessica are tasked with drafting a letter for board review by Monday, December 16.

#### Finance Committee Update


There was a discussion regarding international students, noting that while there are currently around 41 students, the school expects an influx of short-term international students in July. This number will be larger than this year, but not by a significant margin.

The board also reviewed and unanimously approved the preliminary 2025 budget, including the anticipated deficit.

**Moved:** Nell Fitzjohn | **Seconded:** Bronwyn Raybould | **CARRIED**

There was no in-committee.

Approved as a true and correct record:

Signed:   
Bronwyn Raybould (Apr 5, 2025 14:01 GMT+13)