

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 31 March 2025 AT 5:30 PM

Present: Nell Fitzjohn, Chris Albertson, Ezra Shaw, Jessica Churchman, Melina Hogg, Bronwyn Raybould, Piripi Evans, Huia Puketapu (Online), Tim Dagger, Jono Wyeth, Carol Murray-Brown, Chris Albertson, Marianne Taylor

Apologies: Maia Thompson, Andy Inder

Guests: Javed Koya (Director of Sport)

Sports Presentation - Javed Koya's presentation to the board outlined the following key aspects of the Onslow College Sports program:

Overview

The sports program at Onslow College is responsible for fostering student engagement in sports by coordinating a wide range of sporting activities and events. This involves managing coaches, volunteers, logistics, finances, and addressing any complaints that may arise. The program also has a crucial role in long-term strategic planning to ensure the ongoing success and development of sports at the college.

Challenges

The sports program faces several challenges, including limited staffing, a high administrative workload, and financial constraints due to reliance on external funding sources.

Suggested Improvements

Specific improvements include providing additional support for the sports office team, improving governance and accountability for sub-committees, offering more training and resources for volunteers.

The Board extended their gratitude to Javed for his comprehensive update on the current status and challenges facing the sports office. Board members have offered their support to work with Javed to address these challenges.

Welcome

Meeting Administration

General Business

Board congratulate in the maadi cup - Lias Kean, Reuben Andrews U15 Double Sculls

Olivia Martin - U17 Single sculls bronze

Administration

2025 Work Plan

It was suggested that subcommittees review the work plan and enter their intended focus areas for the year. This will help the board look ahead, plan morning sessions effectively, and use the work plan as a foundation for setting meeting agendas.

Disclosure of Conflicts of Interest

No new conflicts disclosed

Minutes and Matters Arising

Motion:

The minutes of the meeting held on 24 February 2025 were confirmed as being a true and accurate record of the meeting.

Moved: Bronwyn Raybould | **CARRIED**

Correspondence

Flu Jabs

The board reviewed the request to pay for the staff to have flu jabs and unanimously agreed to fund this request.

OIA Ministry

There was a discussion regarding the OIA request to the Ministry. David Hobern asked whether the board would consider approaching him directly going forward for property related information.

Action: Katrina to send the letter from Erica to Chris

Correspondence was noted and the board unanimously moved all correspondence.

Moved: Bronwyn Raybould | **CARRIED**

Discussion Papers

Principals Report

The strategic goals have been reformatted to enhance clarity and measurability, although the goals themselves remain unchanged. The updated format includes refined targets and actions, with the intent of enabling easier progress tracking. Each goal now has a designated SLT owner to ensure accountability, and a progress bar system (red, amber, green) will be introduced once finalised. The SLT is currently reviewing the format before it is confirmed.

The Board expressed support for the improved layout, especially the clear “on track” versus “not on track” indicators.

In relation to the Ako Conference, there was interest in seeing a breakdown of attendance across ethnicities.

The Board reviewed recent NCEA results, with a focus on Onslow’s strong achievement compared to other schools with “Fewer Socioeconomic Barriers” (the new name for decile 10). Discussion focused on leveraging these positive outcomes to showcase the school’s success. Suggestions included sharing stories of student achievement and scholarships, issuing a broader media release, and profiling successful alumni on the school website. One of the student representatives suggested engaging a teacher who writes for *The Spinoff* to craft a compelling good news story.

Action: The Risk Committee will meet in one month with a standing agenda to cover items from the strategic plan, high-risk operational matters, and to establish communication links between finance, property, and Health & Safety/EOTC.

Note: Nell left the meeting at 7:32 PM.

EOTC Audit: Work has been progressing on digitising systems in partnership with EON. The goal is to initiate a more rigorous, high-level audit to assess overall safety procedures. EON has identified the need for backend template

adjustments and alignment with safety audit standards used by adventure operators in NZ. The aim is to ensure both strategic oversight and practical effectiveness on the ground.

Note: Huia Puketapu joined the meeting online at 7:34pm

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

Te Ara Discussion

The board held a discussion about *Te Ara School*, an alternative education programme currently hosted at Onslow College. It was noted that the next board meeting will take place at Te Ara, where staff will provide a presentation to give the board a clearer understanding of the services and support the school provides.

While Te Ara currently rotates between the three Schools every three years, there is ongoing consideration for Onslow College to become its permanent base. Governance currently sits with Wellington East Girls' College and Wellington High School, and further conversations are taking place to explore how governance may evolve if Te Ara becomes a permanent part of Onslow.

Property Committee Update

To meet the legal obligations under the CCA Retention Money Amendment Act 2023, the Property and Finance Committees have instructed Craig McWilliams to establish a separate trust account for holding retention funds withheld from Hawkins.

Finance Committee Update

The Te Ara figures are draft and do not yet include the final accounts. These 2024 draft statements will be updated, and the final version—including the Te Ara accounts—will be presented at the next board meeting.

The board also reconsidered the capital budget submitted at the previous meeting and agreed to the full amount of \$199,000.00 in order to finalise the budget.

The board unanimously approved the budget.

Moved: Ezra Shaw | **Seconded:** Huia Puketapu | **CARRIED**

Cyclical Maintenance Budget

The board unanimously approved the Cyclical Maintenance budget.

Moved: Ezra Shaw | **Seconded:** Jessica Churchman | **CARRIED**

Student Verbal report

A paper is being prepared for presentation at the next board meeting. The student representatives have reached out to the guidance counsellors at Wellington High School and Wellington Girls' College to thank them for their support earlier in the year. They also contacted Nicola Willis, both via email and in person—to request a response regarding community representation, but have not yet received one.

The Board moved into committee at 8:24pm

The Board moved out of committee at 8:30pm

Approved as a true and correct record:

Signed: *Bronwyn Raybould*