

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location: Onslow College Staffroom**

**Date: 30 JUNE 2025 AT 5:30 PM**

**Present:** Chris Albertson, Ezra Shaw, Jessica Churchman (Online), Bronwyn Raybould, Piripi Evans, Huia Puketapu, Tim Dagger (Online), Jono Wyeth, Chris Albertson, Marianne Taylor, Andy Inder, Sheena Millar, Carol Murray-Brown, Gianni Martin, Craig McWilliam (Speaking rights)

**Apologies:** Melina Hogg

**Guests:**

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### Welcome

### Disclosure of Conflicts of Interest

No new conflicts disclosed

### Minutes and Matters Arising

**Motion:**

*The minutes of the meeting held on 5 May 2025 and 26 May 2025 were confirmed as being a true and accurate record of the meeting.*

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

### Correspondence

#### Research Invitation

*The board unanimously agreed*

#### Kapa Haka Grant Application

*The board unanimously agreed*

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

#### Sabbatical Request - Leif Hansen

*The board unanimously agreed to support Leif's Sabbatical request for Term 1 2026.*

### Resignations

Thomas Johnson

*The board wishes Thomas all the best and thanked him for his contribution to Onslow College*

Katrina Brell

*The Board wishes Katrina all the best, thanked her for all her contributions to Onslow College and look forward to working with her in the future.*

### OIA Request

The Board discussed the OIA Request and acknowledged the unintentional breach of the Education and Training Act 2020 (Schedule 23, clause 10) regarding payments made to edSEcTer Consultancy Group Ltd in the 2024 financial year.

The Board approves the content of the letter to the Secretary for Education seeking retrospective approval for the 2024 financial year and prospective approval for the 2025 financial year.

The Board authorises the Board Chairs to sign and send the application letter and all required supporting documentation to the Ministry of Education on behalf of the Board.

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

**Moved:**Carol Murray Brown : **Seconded** Sheena Millar | **CARRIED**

### **Principal Recruitment Process**

The Principal Recruitment Committee has been meeting weekly and working closely with consultant Helena Barwick to progress the process. Delegations were confirmed for the committee to lead the Acting Principal recruitment.

The consultation phase is now complete, which included a student survey, community survey, and a whānau hui drop-in session. Feedback from all groups was constructive and well received.

The committee is now finalising the application documents, with Helena currently drafting these.

It was ratified that Bronwyn Raybould will step down from the committee and Chris Albertson will join in her place.

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

### **Discussion Papers**

#### **Principals Report**

The Board received the Principal's Report, which included updates on several areas of school operations and leadership. The results from the recent Kāhui Ako survey were shared, with particular attention given to figures relating to bullying. It was noted that how incidents are worded or framed can influence both perception and response. The leadership confirmed that these matters are being addressed thoughtfully.

It was also confirmed that Leanne Jenkins has been appointed to the Acting Deputy Principal position. To support the Senior Leadership Team (SLT) further, Janet Glenn will return in a relief capacity for three days a week, focusing on pastoral care.

Student attendance and the systems for monitoring it were discussed at length. While there are sign-in and sign-out procedures in place, there remain limitations in tracking students who leave and return during the school day. However, the SchoolBridge system is proving helpful in providing live tracking and improving communication with the school community.

Conversations have been held with curriculum leaders in areas where staffing is currently above the projected roll. In cases where staff have resigned, those positions are being filled on a fixed-term basis through to the end of the year, with the remainder of staff in permanent roles. The Principal assured the Board that this is being managed carefully, with a focus on managing the impact through attrition. Staff openness to teaching across different areas has also been acknowledged as extremely helpful in managing the staffing balance.

There was a discussion around the process for cancelling Education Outside the Classroom (EOTC) events. It was clarified that this decision is made collectively by the trip organiser and the relevant SLT member, currently Jono Wyeth. Rainfall data is reviewed seven days prior to the trip and again the day before, and several trips have already been cancelled this year due to severe weather conditions.

Property issues were also raised, particularly relating to leaks in the school buildings. In terms of the Building Warrant of Fitness (WOF), it was confirmed that the Ministry of Education, as the building owner, is responsible for insurance. The current issues are not considered life safety risks. The school has contacted the council to initiate a B.RAD process and has instructed AHI Carrier to undertake the necessary repairs.

The Board acknowledged the progress being made and expressed appreciation for the work done by staff and leadership under continued operational pressure.

The board unanimously accepted the Principal's report

**Moved: Andy Inder I CARRIED**

### Property Committee Update

The Committee discussed the current delay in the release of government funding announcements. These are being rolled out region by region, and unfortunately, there is nothing further the school can do at this stage but wait for the official announcement.

Progress continues on the new whare, which remains on track. A variation of work is underway at the front to create the ātea space for the whare. The sprinkler pump house installation is progressing well, with the pump scheduled to arrive this week.

Asbestos removal is taking place near the old school pool, located above the turf area. Block C is scheduled for demolition during the upcoming school holidays.

The staffroom decant is awaiting documentation from McKenzie Higham. Once received, they will proceed with detailed drawings, which will then need to go through the consent process.

Work on the turf is ready to begin but is currently dependent on the platform being completed. The project has been delayed due to the asbestos removal in the area.

**Moved: Carol Murray Brown I Seconded: Marianne Taylor I CARRIED**

### Whare Opening

A soft opening for the whare is planned for 21 July 2025. Concerns had been raised by Port Nicholson Trust and Te Āti Awa about the timing of the opening in relation to other events happening within the school. In response, a meeting was held involving the school, mana whenua, and board representatives to discuss the matter.

Te Whatanui has kindly offered to support the opening by leading a karakia to bless the space. This soft opening marks the dawn of the whare's use, but further activities and formal curriculum integration will follow once a clear narrative is developed. That narrative will guide how the whare is used in teaching and learning.

Staff will be supported to access and work in the space. Te Whatanui will also provide the school with a karakia to open and close classes in the whare, which will form part of the respectful protocols to be followed moving forward.

### Finance & Risk Committee Update

The Finance & Risk Committee discussed matters relating to privacy, information disclosure, and risk management, particularly in the context of Education Outside the Classroom (EOTC) activities.

Key questions were raised around what information families choose to disclose to the school and whether that information can legally be shared with third parties, such as external clubs. The committee sought to determine where the legal threshold lies for sharing or withholding such information and what the school's responsibilities are in managing associated risks, especially when it comes to student safety and parental expectations.

It was noted that medical and other sensitive information is generally collected during enrolment and should simply be maintained and updated as needed. However, sharing full medical information with volunteers may breach privacy laws, and legal advice is required to clarify what can or cannot be disclosed.

Craig will seek legal advice and report back to the Board.

The committee made the following recommendations for the Board to consider:

- Parents/caregivers should be informed that if they choose not to disclose information that could affect EOTC safety planning, they forfeit their child's participation in the activity.
- The school should review and update the Volunteer Induction Programme to better educate volunteers about their responsibilities and the importance of upholding school values.
- The school should explore offering recurring payment options through its payment system to make it easier for families to set up automatic payments for school donations.

These steps are intended to improve transparency, uphold privacy standards, and strengthen communication and systems that support both student wellbeing and administrative clarity.

**Moved:** Sheena Millar | **Seconded:** Chris Albertson | **CARRIED**

The Board discussed the current deficit budget, seeking clarity on the primary reasons for the financial swing. It was explained that the shift is largely due to teaching salaries, as the school has received funding for 1,400 students, rather than the projected 1,270. This adjustment has positively impacted the budget, resulting in cost savings on relief staffing and greater than expected performance in the international department. Departments have also contributed by managing their spending conservatively.

A key factor in the school's financial and strategic stability has been the longevity of partnerships over the past three years—particularly the ongoing efforts of the SLT, the current and previous Boards. This sustained collaboration has supported major projects, including the whare development.

Sheena has generously offered to assist in formalising the partnership around the whare by drafting a Memorandum of Understanding (MOU) and creating a public-facing document for the school website. This is to ensure the moral and cultural integrity of the project is preserved and that the kaupapa is not lost or misused as the whare opens.

There was also a discussion about the potential to establish a Trust Board for the whare, to provide long-term governance and support. This would include incorporating background narratives, relationships, and appropriate whakataukī into the ongoing stewardship of the space.

As part of this cultural learning and planning, Huia proposed a visit to Wainuiomata High School to view their approach to naming buildings and integrating cultural narratives, which could serve as inspiration for Onslow College's next steps

Action: Sheena will draft the MOU and present it to the Board at the next meeting.

### Policy Update

The Board received a report from the Policy Committee and agreed to several key updates and recommendations.

It was agreed that a list of kupu Māori will be provided to SchoolDocs to replace commonly used English terms, such as using "ākonga" in place of "student", to reflect the school's ongoing commitment to te reo Māori integration.

The Board also noted that the Policy Committee has prioritised the review of several policies, including the Firearms Not Allowed Policy, the use of mobile phones during break times, and the implications of the updated Physical Restraint legislation. The Board gave approval for the committee to proceed with updating the Firearms policy, with the updated version to be circulated via email for Board review.

Additionally, the committee will develop a Board Member Induction Pack to support new members following the upcoming elections, ensuring clarity around roles, responsibilities, and governance practices.

A discussion was held around the development of an AI policy, including the internal procedures needed to complement the existing policy available on SchoolDocs. This is being considered as AI tools become more embedded in teaching, learning, and administration.

In regard to the use of mobile phones during break times, it was acknowledged that the school must comply with new Government legislation, which mandates restrictions on student phone use. While the Board recognises that the school community may hold a range of views, it was agreed that communication to the community should clearly reference the wording of the Act, as compliance is not optional.

*The Board moved into committee at 8:30pm*

*The Board moved out of committee at 8:55 pm*

Approved as a true and correct record:

Signed: 