

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 25 August 2025 AT 5:30 PM

Present: Chris Albertson, Ezra Shaw, Jessica Churchman, Bronwyn Raybould, Piripi Evans, Huia Puketapu, Tim Dagger, Jono Wyeth (Online), Chris Albertson, Marianne Taylor, Andy Inder, Gianni Martin, Craig McWilliam (Speaking rights), Melina Hogg

Apologies: Bronwyn Raybould, Carol Murray-Brown

Guests:

Welcome

Disclosure of Conflicts of Interest

No new conflicts disclosed

Huia Puketapu was asked by Andy Inder to leave the board meeting so the board could discuss her conflict of interest concerning edsector.

Huia left the discussion at 06:33pm

A conflict of interest arose concerning payments to a company associated with board member Huia, which exceeded the statutory threshold. Craig McWilliam clarified that the Ministry of Education had been contacted to seek an exemption for the \$25,000 expenditure. The school engaged a specific individual, not only for the services mentioned, but also for school-wide Professional Learning and Development (PLD) for teachers. This included the popular bus tours to significant regional sites, initially funded by the Ministry of Education. We had intended to continue providing such PLD activities for staff, particularly new hires. However, the school's application for PLD funding was declined, despite our established process. Consequently, school management directly engaged the individual for these services, rather than relying on Ministry funding as originally planned. This explains the context of the breach. Furthermore, we have informed Ministry officials that we are updating our procedures. We will discuss these procedural policy changes later in the financial risk and finance committee meetings to prevent similar occurrences in the future.

Huia came back into the meeting at 06:40pm

Minutes and Matters Arising

Motion:

The minutes of the meeting held on May 2025 and 30 June 2025 were confirmed as being a true and accurate record of the meeting.

Moved:Andy Inder | CARRIED

The minutes of the meeting held on 5 May 2025 and 30 July 2025 were confirmed as being a true and accurate record of the meeting

Moved:Andy Inder | CARRIED

The minutes of the meeting held on 5 May 2025 and 4 August 2025 were confirmed as being a true and accurate record of the meeting

Correspondence

Spanish Trip

It was discussed and requested a deferral of the Spanish trip proposal discussion to the next meeting. Concerns regarding several aspects: the nature of homestays, the trip's timing and length, its proximity to derived grade exams, and the risky interchange during travel to Barcelona. It also highlighted issues with lengthy layovers in Dubai on previous trips and requested new schedules more suitable for group travel and that the key staff member on the trip will be on Study Leave for 2026 and we have a new Learning Area Leader of Languages starting.

Resignations

Glenn Willson has resigned

The board accepts the resignation.

Connor Baird has resigned

The board accepts the resignation.

Leave Request - Jayne Mulligan

The board approves the leave request

Wellington Hills Christian School

The board unanimously voted to oppose the submission regarding extending their roll. Katrina will draft a letter outlining the board's opposition. This decision was made to ensure that the school maintains its current special character provision.

Grant Application

Unanimously agreed to support the grant application

Zel Lazarevich - Process for Selection of Board additional member

The board has decided that the selection process will involve choosing from the remainder of parents who were nominated during the Triennial elections.

Moved: : Andy Inder | CARRIED

Memorandum of Understanding

Feedback from the secretary, Bronwyn is working with NZSTA to elect to appoint rather than co-opting. This will involve an independent body facilitating the election.

Out of cycle board meeting

The board discussed and agreed upon a reviewed process for out-of-cycle meetings, emphasizing the need for agile decision-making and clear agendas.

Key Agreements and Considerations:

- All meetings, including out-of-cycle ones, should ideally have an agenda and supporting papers. This ensures participants are informed in advance, facilitating more efficient and concise meetings, potentially avoiding the need for a second meeting.
- For out-of-cycle meetings, it was agreed that a clear purpose and specific motion should be established.
- It is acknowledged that not every situation allows for perfect preparation, especially when time is limited for decision-making.
- A board member highlighted that sometimes a "wananga" (discussion/forum) may be necessary, and there isn't always time to prepare a paper or agenda for such instances.

Action:

- The Policy committee to develop a template to streamline the process for out-of-cycle hui (meetings).

Discussion Papers

Principals Report

The Acting Principal clarified the definition of chronic student absenteeism as attendance below 50%. He reported that the school had been identified as having between 24 and 50 chronically absent students, qualifying the school for approximately \$24,000 in funding. It was explained that the proposed plan for this funding is to hire a part-time staff member (10-15 hours/week) to support students with attendance issues related to health and anxiety.

Feedback was requested on the recent staff-only day and the implementation of 75-minute class spells, inquiring about their effectiveness and future plans.

Initial feedback from staff has been positive, with significant pedagogical adjustments noted across many learning areas. Improved student flow states in some subjects were also highlighted. A more comprehensive report, incorporating data and focus group feedback, is being compiled for presentation at the next board meeting.

A positive shift in student attitudes towards the new timetable was noted. Many students who initially opposed the change have since found it beneficial. This was corroborated, with many Year 13 students content with the new timetable, appreciating the continued availability of free periods which they find helpful for managing their workload, especially with the 75-minute class duration.

Annual Plan

There was a discussion around the target for property performance (70% not meeting outcomes) needs rewording as it's outside our control. This is especially important given potential further building delays due to cost and relocation of people.

Action - Property Committee to review the annual goals around Property

Te Ara

Future considerations for the new principal and the renewed MOU include integrating their accounting in-house for greater alignment.

Academic progress has been challenging, though data-driven approaches are expediting student improvement.

Donna and her team are now conducting professional growth cycles with Jono, providing a clearer understanding of their pedagogical practices and highlighting areas of excellent work.

Learning Area Leader Reports

Learning Area Leader Presentations were discussed, it was suggested a dedicated end-of-term session with the Board to meet all the Learning Area Leaders to avoid extending regular board meetings. Additionally, simultaneous group presentations were proposed for all learning area leaders to foster inter-departmental collaboration and collective problem-solving by allowing them to hear each other's challenges and successes.

Action - Plan on how to get concise information and schedule over the year.

The board unanimously accepted the Principal's report

Moved: Huia Puketapu | **Seconded:** Piripi Evans | **CARRIED**

Property Committee Update

An announcement regarding our project is still pending, but a meeting is scheduled for this week. Jono, Craig, Chris, and Barry have already met to strategize and anticipate the offer we expect to receive.

We are confident that we will be allocated one block, with the demolition of the staffroom and recreation center, and are considering the implications of removing these spaces.

Regarding Kensway's involvement in our projects, there's ongoing discussion about their status. While other panels are joining the Ministry Panel, Kensway is still in the process of attempting to join.

Moved: Andy Inder | **CARRIED**

Finance & Risk Committee Update

It is recommended that the Board of Trustees adopt the school's new consent and volunteer induction process for all upcoming Education Outside the Classroom (EOTC) activities.

Moved: Andy Inder | **CARRIED**

The committee observed that the school had consistently exceeded its reserve targets, which had remained unchanged for some time. It was therefore recommended that the school's contingency planning be increased from \$450,000 to \$550,000, raising the target by \$100,000.

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

Discussions focused on the delayed auditor reports and the General Officer's failure to meet contractual deadlines.

Policy Update

We propose a six-month interval between elections for student representatives. The elected student representative would begin their term in September, followed by the Rangatahi Māori representative in May of the subsequent year. This staggered approach ensures continuity by preventing both representatives from commencing their terms simultaneously.

The board unanimously agreed

Develop an onboarding induction pack for new Board members in anticipation of the upcoming election. The policy committee has already created this induction pack.

The board unanimously agreed

It was agreed in principle to remove the "Getting to and from school safely" policy, while preserving the sections related to parking and driving on school grounds.

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

The Board moved into committee at 8:40pm

The Board moved out of committee at 8:50pm

Approved as a true and correct record:

Signed: *Chris Albertson*