

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 13 October 2025 AT 5:30 PM

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

Apologies:

Guests:

Welcome

Minutes and Matters Arising

Motion:

The minutes of the meeting held on 25 August 2025 were confirmed as being a true and accurate record of the meeting.

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

Board Register

The presiding member explained the Board register document, highlighting its key points.

Disclosure of Conflicts of Interest

No new conflicts disclosed

Correspondence

Huia departed the meeting at 6:18 PM due to a conflict.

Ministry of Education (MOE) Secretary Letter

We are seeking a prospective and retrospective waiver of approval from the MOE. We have sought advice from Gretchen Stone and will now re-engage with the MOE to clarify information. We are unsure how this will be received or if it will change the Secretary's decision.

There are two possible outcomes:

1. Engage with Te Āti Awa to nominate a replacement representative to sit on the school board; or
2. Ensure the current board member discontinues the PLD services currently being provided to the school.

The school had a prior Memorandum of Understanding (MOU) with the MOE regarding Huia's engagement. Huia was initially engaged directly by the MOE for Professional Learning and Development (PLD) for schools. After the third round, the MOE declined the professional program, leading the school to directly engage Huia.

Huia declared a conflict of interest, but the school failed to track the associated payments.

There is a limited scope for the MOE to reconsider its decision. We aim to clarify that the decisions were made at a management level rather than solely at a Board level.

The staff highly value working with Huia, and there is significant benefit in retaining her operational involvement.

Action: - Craig will draft a letter to the MOE and share it with Bronwyn and Gretchen Stone for review.

Huia rejoined the meeting at 6:28 PM.

Regarding the two options for Huia, Craig is currently drafting a letter outlining the facts. However, should the secretary's decision remain unchanged, the board's preferred option is the one that best serves its interests.

Motion: The board unanimously agreed to Option 1 and agreed that Huia continue to attend the board meetings with speaking rights.

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

Leave Request

The leave requests for Abigail McIntyre, Rowan Donaldson, and Brooke Houghton have been approved. Jono will respond to each request accordingly.

Action Register

The board discussed open action items. Jono will follow up with the University of Auckland.

Taku Ara Programme

Huia presented the Taku Ara programme to the Board, outlining it as a pathway for students from Year 9 to 13. The school has already implemented a version of this process, which guides students through career planning each year and is delivered through our Ako Programme.

The Board identified a need for increased support from the careers department to enhance engagement with the programme and facilitate collaboration with Ako teachers and Deans.

A key consideration is how to integrate this effectively without overburdening teachers, particularly in relation to existing reporting requirements. The possibility of Taku Ara replacing some aspects of student reports was raised as a potential solution.

Moved: Bronwyn Raybould | **CARRIED**

Mana Whenua MOU Discussion

Huia presented an update on the Mana Whenua Memorandum of Understanding (MOU), explaining its purpose in formally involving mana whenua in school boards. This initiative aims to foster educational alignment and facilitate a co-governance treaty partnership, providing direct access to mana whenua expertise.

Huia departed the meeting at 7:29 pm to allow the Board to continue their discussion.

- The Board requested Gretchen Stone to review the MOU for legal soundness. This review will be re-confirmed once the document is finalized.
- There was extensive discussion regarding the honorarium for mana whenua representatives. It was clarified that the payment should be explicitly stated in the MOU, rather than a range. The Board ultimately agreed to a remuneration of \$2000. Craig was tasked with documenting the rationale behind this figure, detailing the progression from an initial \$1500 to the agreed \$2000.

- The Board discussed the need to include provisions in the MOU to ensure mana whenua representatives have full rights as board members. This may necessitate a future review and potential rewrite of the school's constitution to ensure proper representation.
- It was noted that mana whenua representatives would be co-opted until the constitution is amended to automatically include their representation.
- The Board unanimously agreed to establish an MOU with mana whenua, pending the legal review.

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

Huia rejoined the meeting at 7:56 p.m.

Finance & Risk Terms of Reference

Following a discussion, the Board decided to include health and safety within the scope of risk.

The Board then moved to adopt the Terms of Reference, which was subsequently approved.

Moved: Carol Murray Brown **I Seconded:** Tim Dagger **I CARRIED**

Schedule of Delegations

The board reviewed the schedule of delegations and unanimously agreed to approve it.

Moved: Bronwyn Raybould **I CARRIED**

Strategic Plan Discussion

The board agreed to engage an external facilitator, Michelle, to manage all engagement, workshops, and consultations related to the school's values and vision.

The board agreed unanimously.

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

Principals Report

The board reviewed and accepted the Principal's report, which included the reading results.

Moved: Piripi Evans **I Seconded:** Marianne Taylor **I CARRIED**

Sports Provision Discussion

Reviewing constitutions and terms of reference for committees. Offer casual or timesheet employees for event support (e.g., winter tournaments). Follow up with Javed to ensure he feels supported by the board. Explore additional sporting program outcomes and present them to the board for consideration. Assess progress on current strategies halfway through the year and identify any additional needs.

Action: Jono to check in with Javed and report back to the board regarding other desired deliverables.

Annual Goals Progress Update

While not fully on track, some targets are showing positive progress ("green"). Further analysis is required to understand the current tracking status.

Student Employment: Students are gaining work this year, which is a positive outcome.

School Waiata and Haka: Development in this area has not progressed.

Junior Curriculum: This is currently on hold due to ongoing rephrasing adjustments.

Property: A measurable goal for property deliverables needs to be established. The Term **School led** has been inserted

into the goal to track the property projects that are in the schools control. MOE led projects are outside the schools influence and control

Ako Programme: Student feedback indicates that Ako teachers are not consistently presenting or engaging in Ako classes, particularly for seniors, who perceive it as a free period. It was discussed that student application is also a factor, as they often assume it's a "free spell."

Subject Expectations: A template outlining clear subject expectations has been created and will be shared at the next board meeting.

Property Committee Update

The Ministry and the committee have held several meetings to finalize the design iterations. It has been confirmed that the staffroom will not be located in Block X, freeing up space for teaching areas. Another challenge is the location of the food technology area in Block Y. An alternative suggestion for a different school location has been submitted for consideration.

The agreed-upon layout will first be shared with the board, and then with the design and build team for final sign-off before being released. The project is expected to be put out to tender by the end of October, using a fixed-price lump sum model, similar to most other large projects. We have asked for a position to observe the tendering process to ensure a comprehensive understanding of the design and build documentation.

A discussion also took place regarding the functionality of the food technology space if it were not located on an upper floor, as this would diminish the servery's capabilities. We have explored the possibility of incorporating a ramp. Additionally, we are investigating the option of having a kitchen in the hall foyer for barista services. Our aim is to ensure the kitchen for the whare kai (communal eating area) is included within the scope of the project.

Moved: Tim Dagger **I Seconded:** Melina Hogg **I CARRIED**

Finance & Risk Committee Update

The sub-committee meeting extended beyond its time, prompting discussions about potentially splitting it into two separate committees. This proposal can be brought to the attention of new board members for their consideration. Establishing a comprehensive risk management framework will clarify the time commitment required for the Risk committee. The decision to combine risk with finance was initially due to a lack of personnel. While this structure has some advantages, it should be re-evaluated once the framework is in place.

Moved: Carol Murray Brown **I Seconded:** Huia Puketapu **I CARRIED**

Policy Update

Craig will send a letter to Schooldocs regarding safe travel to school, aiming to revise the policy title. Work is underway on the Kupu Māori list. The Finance Committee's Terms of Reference (TOR) have been finalised, and work on other committee TORs is in progress. The Board Induction Pack is being developed and will include enrollment zoning information. A discussion was held on the current website's accessibility for the board. The Principal will review the website and propose a plan to enhance user-friendliness.

Moved: Chris Albertson **I Seconded:** Melina Hogg **I CARRIED**

Comms out to the community

Agreed Communications to the Community Post-Board Meeting

The Board moved into committee at 9.24 pm

The Board moved out of committee at 9.34 pm

Approved as a true and correct record:

Signed: *Bronwyn Raybould*