

## MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

**Location: Onslow College Staffroom**

**Date: 24 November 2025 AT 5:30 PM**

**Present:** Chris Albertson, Ezra Shaw, Jessica Churchman, Bronwyn Raybould, Piripi Evans, Huia Puketapu (Speaking rights) (arrived at 7.39pm), Tim Dagger, Jono Wyeth, Chris Albertson, Marianne Taylor, CO Pa'o, Sarah Barnett, Gianni Martin, Craig McWilliam (Speaking rights), Bronwyn Raybould (Chair)

**Apologies:**

**Guests:**

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**Welcome**

**Minutes and Matters Arising**

**Appointment of Presiding Member**

A call for nominations was made.

- **Nomination:** Chris Albertson (Nominated by Marianne Taylor, Seconded by Bronwyn Raybould)
- **Acceptance:** Chris Albertson accepted the nomination.

**Appointment of Deputy Chair**

A call for nominations was made.

- **Nomination:** Piripi Evans (Nominated by Chris Albertson, Seconded by Bronwyn Raybould)
- **Acceptance:** Piripi Evans accepted the nomination.

**Motion:**

*The minutes of the meeting held on 13 October 2025 were confirmed as being a true and accurate record of the meeting.*

**Moved: Ezra Shaw | Seconded: Tim Dagger | CARRIED**

**Disclosure of Conflicts of Interest**

No new conflicts disclosed

**Correspondence**

**ERO Support:**

The Principal deferred this to the December meeting. It was discussed that ERO will require a meeting with the Board both before and after the main review. A key topic for ERO will be discussing how the school's strategic vision is being implemented in the classrooms.

## **Staff Resignations**

The following resignations have been received:

- Shimmy Unnikrishnan
- Lennox Grootjans
- Binesh Lal

The board acknowledged the resignations and wished them all the best.

## **Leave Requests Summary**

The following leave requests were discussed and generally supported:

- Hamish McWilliam
- Harumi Hasegawa
- Kailey Carruthers
- Pooja Devgan
- Catherine Griffin

All leave requests were acknowledged and supported by the board. Jono will confirm this with the staff.

**Moved:** Jess Churchman **I Seconded:** Gianni Martin **I CARRIED**

## **Code of Conduct**

The board reviewed the Code of Conduct and unanimously agreed to pass for signing.

**Moved:** Chris Albertson **I Seconded:** Piripi Evans **I CARRIED**

## **Appointment by Selection**

Following review and discussion of the paper regarding appointing a board member by selection, the Board unanimously agreed to elect Sarah Gardner.

**Moved:** Ezra Shaw **I Seconded:** Piripi Evans **I CARRIED**

## **Out-of-Cycle Board Meeting Process**

The Board discussed and agreed on several points regarding the process for out-of-cycle meetings:

- The notice for the meeting must include set start and end times. A quorum is required.
- A discussion took place about establishing a process to capture all suggestions made via offline emails.
- The Board considered whether items arising during *wānanga* that lack a clear resolution must adhere to the formal rules. It was agreed that any significant item requires the full Board to convene.

The Board unanimously agreed to adopt the finalized process.

**Moved:** Marianne Taylor **I Seconded:** Gianni Martin **I CARRIED**

## **Finance & Risk Committee Split**

Discussion regarding the potential splitting of the Finance & Risk Committee has been deferred until the December meeting.

## **Commitment to Te Tiriti o Waitangi**

The Board unanimously agreed to distribute the reviewed and updated letter to the community and to Hon Erica Stanford.

It was noted during discussion that some schools are sending letters directly to the Minister, accompanied by a brief note for their community.

### **Petition Signature**

Following the decision to send a letter, the Board discussed whether individual members should sign the petition, considering the principle of maintaining political neutrality. It was collectively agreed that the Board would not sign the petition.

### **MOU - Te Ara**

The Principal outlined the process for Te Ara, proposing that Onslow permanently incorporate Te Ara as a school under its umbrella. Te Ara will retain its current 5 Year Agreement (5YA) property process, and there are no plans to merge this with Onslow's. Furthermore, Te Ara Trust will maintain its status as a separate entity for financial purposes.

The board gave unanimous agreement to sign the Memorandum of Understanding (MOU).

**Moved:** Marianne Taylor **I Seconded:** Ezra Shaw **I CARRIED**

### **Principals Report**

The board reviewed and accepted the Principal's report.

The impending curriculum changes are causing significant stress and uncertainty among staff, particularly with the new Math curriculum being a complete overhaul from the draft. A key concern is the lack of alignment between the proposed changes and the school's existing vision and values.

Despite the initial frustration, staff are now regrouping with a positive attitude and are focused on moving forward and identifying opportunities. They are actively seeking ways to adapt the new curriculum to fit the school's identity.

To support this transition and planning, two staff-only days have been scheduled: one in August and one at the end of the year. There was a discussion acknowledging the risk that a future government change could potentially undo the current curriculum reform effort.

### **Other Updates**

- Year 8 Taster Morning: This event was highly successful, with students walking away happy and enjoying the experience.
- Literacy and Numeracy: Results in literacy and numeracy continue to show a positive upward trend.

*Huia joined the meeting at 7.39p.m.*

The following points summarise the recent discussions:

### **Property and Hazards**

The Hazard Report noted that all affected classroom lights have been replaced with LED fixtures to prevent previous issues with light casings falling.

### **RRP Surveys**

The survey on the RRP framework will be deferred until the new year. This decision was made to avoid an overload of surveys as we have recently completed surveys related to the timetable and Universal Design for Learning (UDL).

### **Universal Design for Learning (UDL) and Pasifika Student Data**

A question was raised regarding the availability of data on the impact of the UDL update specifically for Pasifika students and whether an individual is responsible for tracking this. It was confirmed that a Within School Lead (WSL)

role was currently responsible for leading the tracking of Pasifika student data. However, with that role now finished we will follow up with the SLT in charge of data to look into how we can do this.

### **Curriculum Gap Support**

An opportunity was identified for next year to focus on students who are currently behind in the curriculum and to develop strategies to support them and address the existing learning gaps.

Achievement for Māori students in Numeracy represented a larger disparity than the whole cohort population. The new Year 9 programme has been introduced and is currently being implemented. This initiative is designed to be a cross-curricular approach, extending the application of numeracy beyond standard mathematics classes. The primary objective of the programme is to enhance student attitudes toward numeracy, which is expected to result in improved achievement for the subsequent cohort.

There was a discussion around Health and Safety, the school is looking to transition from the Safe 365 program and is working with a consultant to implement an alternative framework for managing safety hazards. The Health & Safety Committee is promoting proactive reporting through designated walk-arounds, and there is a suggestion to streamline the process for dealing with health and safety, hazards, and "frankie."

**Moved: Bronwyn Raybould I CARRIED**

### **Strategic Plan Update**

The Strategic Plan update has been postponed until April of next year, in line with Ministry guidelines. We are still planning to engage Michelle Rush to facilitate this process.

### **Property Update**

The Property Committee reports that the Block X tender is currently live on GETS and will close on December 4th. Kensway is leading the Block X project and manages a significant number of concurrent projects; four main sub-contractors are expected to be on-site over the Christmas holiday period. Demolition is tentatively scheduled for mid-January/February, pending the appointment of a contractor.

### **Finance & Risk Committee Update**

The committee's paper is taken as read. The financial position remains strong, with a continuing surplus. Next week's agenda includes a review of the budget for the upcoming year.

Regarding the Audit, the Lead has resigned. However, there are no outstanding queries. A meeting (hui) is scheduled for tomorrow, after which the audit is expected to be formally closed, allowing the interim audit to commence.

The committee is reminded that the Risk Register requires review.

A discussion took place concerning the delegation of credit card limits, and it was approved to increase Jono's credit card limit from the DP level to the limit of a Principal. It was noted that Jono's appointment was not previously recorded.

A resolution was passed to increase the Principal's credit card limit. The new limit is \$10,000, raised from the previous \$5,000.

**Moved: Marianne Taylor I Seconded: Ezra Shaw I CARRIED**

### **Policy Update**

The Board discussed the firearms policy and agreed that an exemption could be granted to students involved in a school competition.

**Moved: Bronwyn Raybould I CARRIED**

**Probity Refresher**

The board reviewed the paper and agreed when engaging a service provider or hearing matters as a Board, we commit to act with integrity, confidentiality, and transparency.

**Committees**

There was a discussion around the sub committees and it was agreed we would revisit who is on them in the December meeting.

It was agreed that Chris Albertson be added onto the HR sub committee

**MOU - Mana Whenua**

The Memorandum of Understanding signing is scheduled for 5:30 pm - 6:00 pm on 16 December at Pipeta Marae, and will include press and media coverage. It is recommended that communications be formalized, particularly regarding media interactions, by establishing clear policies for talking to the media.

*The Board moved into committee at 8:20 pm*

*The Board moved out of committee at 8:35 pm*

Approved as a true and correct record:

Signed: *Chris Albertson*

# Audit trail

## Details

FILE NAME 2025\_11\_24\_BoT MINUTES OF THE MEETING - 15/12/2025, 21:03

STATUS ● Signed

STATUS TIMESTAMP 2025/12/15  
18:53:35 UTC

## Activity



SENT

katrina.brell@onslow.school.nz **sent** a signature request to:  
• Chris Albertson (ocb.chris@onslow.school.nz)

2025/12/15  
08:03:58 UTC



SIGNED

**Signed** by Chris Albertson (ocb.chris@onslow.school.nz)

2025/12/15  
18:53:35 UTC



COMPLETED

This document has been signed by all signers and is **complete**

2025/12/15  
18:53:35 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.