

MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 8 December 2025 AT 5:30 PM

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

Apologies:

Guests:

Welcome

Minutes and Matters Arising

Motion:

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

Moved: Ezra Shaw **I Seconded:** Gianni Martin **I CARRIED**

Disclosure of Conflicts of Interest

No new conflicts disclosed

Correspondence

Staff Resignations

The following resignations have been received:

- Susanne Pryde
- Sophie Madsen
- Rachel Roberts

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

Leave Requests Summary

The following leave requests were discussed and supported:

- Joseph Lane
- Rose Paton

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

Commitment to Te Tiriti o Waitangi

It was noted that the school has a diverse community. It is beneficial to recognize the origins of students and staff, and the school remains committed to upholding its core values and beliefs.

The Board acknowledged the care taken in formulating the school's response to what may be perceived as a political matter, ensuring the communication was measured. The decision made in the response is fully supported.

Action Item

A letter is to be sent to the Secretary.

Huia removed herself from the hui at 5:46pm

The Board discussed the explanatory letter for new members. The Board members reached a unanimous agreement to modify the letter's wording.

The reviewed correspondence was moved.

Moved: Chris Albertson **I CARRIED**

Status of Actions

The action log was reviewed, and all associated actions were addressed.

Moved: Gianni Martin **I Seconded:** Ezra Shaw **I CARRIED**

Principals Report

The board reviewed and accepted the Principal's report.

Personnel

Interviews are currently underway for an Attendance & Wellbeing Coordinator.

ERO Preparation

The scheduled Term 1 visit has been deferred, with no new date set yet.

Action: Senior Leadership Team (SLT) will prepare for the visit from an SLT perspective over the next six weeks.

Action: The Board will prepare by reviewing the Board checklist.

Piripi joined at 5:57pm

Sports

The discussion focused on the Sports Director's deliverables, overarching goals, and the commitment from the Board to provide reasonable additional hours. For Badminton, low participation suggests considering an in-house competition instead of College Sport due to the large administration commitment, despite sending a couple of teams to the winter tournament.

A concern was raised that the current Grants Process is ad hoc and admin-heavy for the Sports Director, leading to the suggestion to delegate application review to a grants committee and hold a session on best practice.

Action: Policy Committee is tasked with creating the Terms of Reference (TOR) for a Grants Committee.

There was a discussion around delegation and oversight, noting the administrative workload taken on by sports committees, which often achieve excellent results, but a concern was raised about committees operating independently without clear school oversight, requiring a clear framework with checks and balances. Finally, it was noted that the school is identical to other co-ed schools with the same FTE.

Learning Area Reports

Action: The Board will review the reports and confirm which departments each board member will engage with during the January hui.

Moved: Chris Albertson **I CARRIED**

Finance & Risk Committee Split

Approve the preliminary deficit 2026 budget so that the school can operate in the summer break and prepare for the 2026 school year.

The board unanimously approved

Moved: Gianni Martin | **Seconded:** Ezra Shaw | **CARRIED**

Agree that the Finance and Risk Committee be divided into two committees for 2026, so that the development of the Risk Register can be completed.

The board unanimously approved

Resolution the approval to write off bad debts as noted in the financial report circulated at the last board meeting.

The board unanimously approved

Moved: Gianni Martin | **Seconded:** Ezra Shaw | **CARRIED**

Property Update

A few staff members approached the staff representative to discuss the move of the staff room to block J. The staff rep advised them that a detailed process was followed as well as consultation with the Te Reo department. They signalled that they did not want to take this further.

Chris, Barry, Craig, Jono, and Huia met to discuss and explore alternative options for the staffroom. Jono also included the Te Reo Māori Learning Area Leaders in these discussions.

We are developing communications for the wider community to ensure people understand the process the school and the Board have followed in making this change. When communicating the decision, we should also explain the rationale for how the decision was made.

New windows to Block O, some of the windows are being replaced as budget allows, completed by end of January 2026.

Laundry, replacement laundry to Block O to replace the laundry in Block C, complete end of January 2026.

Kitchenette to hall foyer, this new kitchenette is due to be completed at the end of January 2026.

Block N cladding, replacement of rotten weatherboards is underway, this is progressing better than expected and is due to complete at the end of January 2026.

Table Mountain Toilets, these are due to be landed on site on Wednesday this week, decking and connection to services to complete with all works due to complete prior to Christmas. WCC signoff in early January.

Artificial Turf, installed underway with groundwork by Ultra Contracting, Turf due to be laid early in the new year and available to use early in term 1.

Block Z, under construction and due to complete early in term 2. Maycroft are working to deliver this project.

Fire Alarm upgrade due to complete this week with testing commencing early next week.

Block X, tenders received and currently under review, hopefully a preferred contractor will be selected prior to Christmas with a contract signed early in the new year.

Policy Update

The Policy requests the Board to agree to Policy Terms of reference

The board unanimously approved

Moved: Chris Albertson **I CARRIED**

Student Suspension Committee TOR

The Board discussed the appropriate structure for student suspension hearings, debating whether the full Board should be involved or if a subcommittee would be better.

Some members preferred a smaller subcommittee, expressing concern that having the entire Board present could be too intimidating and confronting for the student. A smaller group was considered more sensitive and better aligned with restorative practices.

The proposed composition for a subcommittee was the Presiding Member or Deputy Presiding Member, along with two other Board members.

This matter was subsequently referred back to the policy committee.

Human Resources Terms of Reference (TOR)

The discussion centered on the complaints process, with some members expressing a preference not to be informed of the names of the individuals (student or staff member) involved. This anonymity is considered a measure of protection for those who must work with the student or staff member in question.

The HR subcommittee members are: Marianne, Chris, Bronwyn, and Piripi.

The complaint, and what is delegated regarding it, will then be brought before the full board.

A clear policy will be developed to ensure whānau engagement when the process is being conducted, leaving no ambiguity about the procedure.

Subcommittee Chair Appointment

Jess nominated Ezra as the new Chair, and this motion was carried by Piripi.

General Business

Confirmation of Board Subcommittees

Subcommittee	Members	Notes
Finance	Sarah G (Chair), Jono, Marianne, Craig, Gianni, Ezra	
Property	Chris A (Chair), Marianne, Gianni, Ezra	
Policy	Ezra (Chair), CO, Gianni, Sarah B, Bronwyn	Meeting on Wednesday, one before each board meeting.
Risk	Piripi (Chair), Bronwyn, Marianne, Gianni, Ezra, Sarah B, Jono	Meeting scheduled for February to discuss timings.

Grant Applications: Several applications are expected soon. It was agreed that these will be discussed in an offline approval.

The Board moved into committee at 7:34 pm

The Board moved out of committee at 7:46 pm

Approved as a true and correct record:

Signed: 

Audit trail

Details

FILE NAME 2025_12_08_BoT MINUTES OF THE MEETING - 02/03/2026, 11:21

STATUS ● Signed

STATUS TIMESTAMP 2026/03/01
22:29:54 UTC

Activity



SENT

katrina.brell@onslow.school.nz **sent** a signature request to:
• Bronwyn Raybould (ocb.bronwyn@onslow.school.nz)

2026/03/01
22:21:49 UTC



SIGNED

Signed by Bronwyn Raybould (ocb.bronwyn@onslow.school.nz)

2026/03/01
22:29:54 UTC



COMPLETED

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

2026/03/01
22:29:54 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.