MINUTES OF THE MEETING OF THE ONSLOW COLLEGE BOARD

Location: Onslow College Staffroom

Date: 29 June 2026 AT 5:30 PM

Present: Ezra Shaw, Piripi Evans (arrived at 6:30), Tim Dagger, Jono Wyeth, Marianne Taylor, Sarah Barnett, Gianni Martin, Craig McWilliam (Speaking rights), Sarah Gardner, Bronwyn Raybould, Ben Wynyard-Terry, Chris Albertson (Chair)

Apologies:

Guests: Kuda Paradza (LAL Science), Rebecca Cottis (Guidance), Kirsty Holden (LAL Learning Support), Tim Dagger (LAL Technology)

Welcome

Minutes and Matters Arising

Motion:

The minutes of the meeting held on 25 May 2026 were confirmed as being a true and accurate record of the meeting.

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

Disclosure of Conflicts of Interest
No Conflicts disclosed

Correspondence

Leave Request

The Board acknowledged the leave requests submitted by:

- Ben Rogers
- Jan Szydlowski

The Principal will follow up with the respective staff members to confirm.

Rowing Coaching

The board acknowledged this correspondence and confirmed it was an operational matter and referred it back to the Director of Sport, and will respond to confirm this with the correspondent.

Staff Resignations

The following resignations have been received:

- Sean Tholen
- Deno Hoske

The board acknowledged the resignations and wish them all the best for their future endeavours.

Overseas International Trip - Daiji Kataoka

The Board approved the international trip.

Moved: CO Pa'o **Seconded:** Marianne Taylor **I CARRIED**

Status of Actions

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

Moved: Chris Albertson **I CARRIED**

Principal's Report

The Board reviewed and accepted the Principal's report, with key discussions and actions summarized below:
The Board discussed the current phase of the whare project. Questions were raised about perceived risks for the Board if other campus buildings are opened while the whare remains unopened.

The project is guided by Huia, Ihaia, and Te Whatanui, and the utilisation of the space is expanding. The rākau is expected to arrive in the second week of the holidays. While the Board discussed concerns over the current pace, it was agreed that doing things properly requires careful cultural consideration. To mitigate risks, the school plans to increase day-to-day teaching and learning in the space as part of the adornment learning.

It was suggested that a positive update be shared with the community when the rākau arrives to highlight its intended use and build positive engagement. Proactive communication is recommended to ensure stakeholders share the Board's understanding. Establishing a clear narrative and timeline over the next three months will ensure the whare is launched in a supportive environment. It was noted that some Year 10 students used the whare last year and this year.

Action Items:

- Jono to share the broader picture with the Board to ensure aligned and unified community messaging.
- Ben to collaborate with Huia and Ihaia to draft the community communications.

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

Finance Update / Resolutions

It is recommended that the Onslow College Board:
1. Note the finance report for the month ended 31 May 2026 and year to date.
2. Note the status of the financial statements for the year ended 31 December 2025.

The Board discussed the decrease in teacher salaries. It was confirmed that these expenses will rise, as a significant portion of the teaching salary budget has been allocated to fund additional guidance, learning support teachers, and fixed-term relief teachers to support current staffing levels. While the school expects to reduce staffing levels next year, it has aggressively staffed the school for the current period to meet immediate needs.

International income is typically seasonal, peaking during terms 1 and 3. The school has 28 new international enrolments starting next term.

The board unanimously approved the finance report

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

Property Update

The blessings and official opening of the Z Block, Staffroom, and whare kai are scheduled for the early morning of Monday, 20 July. This will be followed by a pōwhiri at 8:30 am to welcome new international students and Assistant Principal Grant Henderson.

David Hoburn held a successful meeting to address contractual issues between the Ministry of Education (MOE) and Watts & Hughes (W&H). A productive design review followed, showcasing a 3D model walkthrough and color presentations, which led to positive interactions with both the design team and Watts & Hughes.

A question arose regarding the timeline for the sliding doors opening from Te Ara to the whare. It was clarified that this would normally be managed under a 5-Year Agreement (5YA) project. If the Board wishes to accelerate this, they would need to utilize their own funds. The next 5YA rollover is next year, and while the Board is committed to the project, the schedule depends on these timelines.

Regarding the building consent for the new block, the delay was due to a late submission by those involved. This poor communication was reportedly linked to ongoing contractual discussions.

Moved: Gianni Martin **I Seconded:** Tim Dagger **I CARRIED**

Policy Update

Agreement on Grants Committee Terms of Reference

The Board agreed to the revised Terms of Reference for the proposed Grants Committee.

A discussion was held regarding the committee's composition, specifically why it includes two sports representatives but only one cultural representative. It was resolved that any funding approvals must be unanimous. If the committee is unable to reach a unanimous decision, the application will be referred to the Board.

Grants Committee Board Member - Marianne Taylor was appointed as the Board representative for the Grants Committee.

The Board subsequently voted unanimously to approve the Terms of Reference for Grant Applications.

The Policy Committee's view that the existing travel policy is appropriate and sufficient.

Regarding the International Travel Policy, the Board discussed that the current policy in SchoolDocs is appropriate, making a separate policy unnecessary. To streamline operations, it was suggested that a specific delegation for international marketing trips would be beneficial to avoid requiring special board approval for each trip.

The Board agreed that the authority to approve international marketing trips can be delegated to the Principal, on the condition that the trips remain within the approved budget and align with current policy guidelines.

Action - Update the delegations framework to reflect this decision.

The Board reviewed and approved the revised terms of reference for the Student Suspension Committee.

Following a discussion of the sample complaints policy, the Board formally approved the Policy report.

Moved: Chris Albertson **I CARRIED**

Communication Strategy Paper

The draft Risk Register has been prepared. Once Marianne and Jono have completed their review, we will walk through it at the next board meeting.

The Board moved into committee at 8:54 pm

The Board moved out of committee at 8:58pm

Approved as a true and correct record:

Chris Albertson

Signed:

Audit trail

Details

FILE NAME	2026_06_29_Board Minutes - 21/08/2026, 12:01
STATUS	Signed
STATUS TIMESTAMP	2026/08/21 02:54:14 UTC

Activity

SENT	katrina.brell@onslow.school.nz **sent** a signature request to: • Chris Albertson (ocb.chris@onslow.school.nz)	2026/08/21 00:01:26 UTC
SIGNED	**Signed** by Chris Albertson (ocb.chris@onslow.school.nz)	2026/08/21 02:54:14 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/08/21 02:54:14 UTC

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