

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2130)  
HELD AT HERETAUNGA COLLEGE (BOARDROOM)  
ON TUESDAY 7<sup>th</sup> MARCH 2023 AT 6.30PM**

**PRESENT:** Rachel de Lima (Presiding Member), Nicole Banks, Fiona Craven, Phil de Greve, Rob Houghton, Abbie Spiers, Shaun Blackler and Ingrid Watts

**1. WELCOME**

**1.1 Confirmation of Presiding Member / Deputy Presiding Member and Committee Roles for 2023**

Fiona Craven started the meeting and called nominations for the 2023 presiding members roles.

Two members nominated Rachel de Lima as Presiding Member, which Rachel de Lima accepted.

Two members nominated Nicole Banks as Deputy Presiding Member, which Nicole Banks accepted.

Finance and Property Sub Committee: Phil de Greve and Rob Houghton were happy to continue as members of the Finance and Property Sub Committee.

*All Agreed*

**CARRIED**

**1.1 Apologies**

Tuan Dinh

**1.2 Declaration of Interest on Agenda Items**

None

**2. STRATEGIC DECISIONS AND DISCUSSIONS**

**2.1 2023 Review Programme (Principal Delegations, Board Responsibilities and Board Code of Conduct)**

The draft Principal Delegations were presented.

**ACTION: Rachel de Lima to send out the existing Principal Delegations via email**

***Rachel de Lima***

**ACTION: The Board to provide their comments/feedback to Rachel de Lima (to be approved by e-resolution)**

***All Board***

The Principal Delegations should be presented and approved at the first meeting of each year.

Fiona Craven asked if the delegations of financial value of anything less than \$1000 can be reviewed by the Finance and Property subcommittee so that HoLs (Head of Learnings) can sign invoices.

Until we have School Docs up and running, Rachel de Lima to locate a similar version of the Principal Delegations and drop the school information into this version.

Board Responsibilities and Board Code of Conduct: these documents need to be signed by each Board Member.

**ACTION: Rachel de Lima to update the Board Responsibilities and Board Code of Conduct and send these out to the Board via email**

*Rachel de Lima*

**ACTION: If the Board is happy with the documents (Board Responsibilities and Board Code of Conduct), please sign the documents and email back to Ingrid Watts**

*All Board*

## 2.2 Strategic Plan Proposed Timeframe

Rachel de Lima advised that the Strategic Plan Proposed Timeframe was presented in 2022. At this stage we are behind in the timeline in sending out a community (parents/caregivers) consultation. We have completed a staff consultation (in 2022); the parent one will be based on the four to five questions (that came out of the staff consultation). Looking at either face-to-face, a google form (Phil de Greve to set up), or an online consultation meeting. A date for the consultation needs to be set as soon as possible, so that a draft strategic plan can be completed.

At the meeting, agreed that Tuesday 21<sup>st</sup> March 2023 is set for the community consultation, with the Board and Fiona Craven attending the evening.

**Action: Shaun Blackler to report back to staff to advise that the Board is moving forward with the community consultation and advise if anyone is interested in attending the evening, they are welcome to attend**

*Shaun Blackler*

**Action: Information to be emailed to the school community advising of the date of the community consultation evening**

*Rachel de Lima/  
Ingrid Watts*

**Action: Food to be arranged (via SoH) and Staffroom booked**

*Ingrid Watts*

Suggestion to have a rotation of times for the community to attend, with different timeslots, with the last timeslots being a zoom timeslot. The times for the evening would be: 5.30pm to 6.30pm and 6.30pm to 7.30pm and the zoom timeslot at 7.30pm. These timeslots would be bookable. Information to state that there is limited space available (approximately 50 people per timeslot).

The consultation will then go out to the students. The student leaders to be present on the evening of the 21<sup>st</sup> March, and then they can run the student consultation (with the help of one of the board members).

**Action: Phil de Greve to create the Google Form (using the questions that Rachel de Lima will provide)**

*Phil de Greve*

A question was asked why are we doing a community consult? It was explained that under the Education and Training Act 2020, the Board needs to consult with the community, as well as Stakeholders, i.e., Kickstart, other schools (within the area), local NGOs (non-governmental organisations), various organisations within the community.

A separate meeting to be organised for the working on the planning for the evening.

## 2.2 **Code of Conduct**

The staff Code of Conduct has been updated and approved by the Board. The document to be reviewed on 7<sup>th</sup> March 2026.

Moved: Rachel de Lima

Seconded: Nicole Banks

All Approved

**CARRIED**

## 3. **MONITORING**

### 3.1 **Principal's Report**

The Board read the Principal's Report (the objectives are part of the NELPS (National Education and Learning Priorities). Below are some brief aspects from the report:

#### ***Objective 1: Learners at the Centre***

Fiona Craven gave an explanation on the use of SOLO. The school is continuing with the engagement with Martyn Reynolds. HoLs have had two sessions to unpack the school data and feedback. The school will need at least one more session.

#### ***Objective 2: Barrier Free Access***

The student support department have provided staff with a rundown of students and their learning/behaviour support processes and practices.

NZQA have given the school the dates for the 2023 Literacy and Numeracy Common Assessment Activity (CAA). These are Term 2/Week 7 and Term 4/Week 4.

#### ***Objective 3: Quality Teaching and Leadership***

There was a question about the PD on the Mātauranga Maori and how this would affect staff and that some might find confronting. The school will continue to develop our tikanga, with teachers working on their pepeha.

Poutama Pounamu has been booked in for the next PD for staff.

#### ***Objective 4: Future of Learning and Work***

A question was asked about how Pathways works with trades and how this fits in with the future learning. It was explained that Pathways is about learning and the educational steps that students need to work towards. The students are achieving credits whilst they are learning.

#### ***Health and Safety (Health and Safety at Work Act 2015)***

The Health and Safety Report is presented to SLT on a weekly basis.

### ***Suspensions and Stand-Downs Data for 2023***

In Term One 2023, there have been three suspensions and 17 stand-downs.

Rob asked the question on why there was no feedback to the other Board members after a suspension meeting is completed. This will be discussed further at the next meeting on the processes and consistency of suspension meetings.

Noted that the only information that was not on the Principal's Report is the Upper Hutt Principal's Cluster. The information will be included in the next Principal's Report for the next meeting on 4<sup>th</sup> April 2023.

## **3.2 Finance and Property Report**

The Financial Management Report (30<sup>th</sup> November 2022) and the Creditors Listing (as at 30<sup>th</sup> November 2022) were presented.

Phil de Greve advised that the Finance and Property Committee had a quote presented for painting the inside of the library at a cost of \$17,729.28. If the painting work was undertaken in a couple of years, it would cost approximately \$35,000.

The Sports Centre roof is still leaking. The painting of the floor will not be completed until the roof is repair.

The library project is about a week ahead of schedule. All asbestos has been removed. The outside will be re-cladded. This will be funded by the Ministry of Education (MoE).

The 2022 Budget had a lot of blowouts. Need to ensure that the 2023 Budget does not have the same number of blowouts on unpredicted costs.

Income for Gateway Students – the students need to achieve an average of 20 credits; if the students do not achieve the 20 credits, then we might have to return some of the funding back to TEC (Tertiary Education Commission). The Pathways department are monitoring the students and tracking their credits.

A lot of money has been allocated for the water meter in the 2023 budget. The water meter is still tripping and was reading over 6000 one week and then the next week it was 21000. New security cameras have been put in the front of the school to monitor to see if anyone is using the water.

### ***Draft 2023 Budget***

The Board approved the Draft 2023 Budget. There is no extra funding i.e., COVID Funding for 2023.

Budget Item: Staff Christmas Lunch \$1,500

Moved: Rachel de Lima  
Seconded: Nicole Banks  
All Approved

***CARRIED***

2023 Draft Budget Approved

Moved: Rachel de Lima  
Seconded: Phil de Greve  
All Approved

***CARRIED***

### 3.3 **ICT Report**

The Board read the ICT Report.

Some of the key points from the report:

- The upgraded phone system has been switched over. There are still some issues with the call quality
- Staff and AISCORP are now working well together.
- Evan Sutherland, Assistant Principal is working on the ICT Plan.
- Security Cameras around the school have been replaced.
- Server will be replaced.
- Working together with AISCORP with their billing – providing estimates before the work is completed not after the fact’.

Suggestion to have a calendar of the plan of tracking of all the items on the ICT Report and when this would be completed. The ICT strategy needs to work in with the Strategic Plan.

### 3.4 **Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

Raised an issue from a staff member regarding potential staff turnover.

Staff would like more action on Mātauranga Māori.

Staff would like a shift in culture (prioritised) and have the resources to do this.

ICT: Computers for Taylor 1 have arrived on Tuesday 7<sup>th</sup> March.

Staff would like the Board to have a relook at the cell-phone policy.

### 3.5 **Student Rep Report**

The Student Rep Report was not presented as Tuan Dinh was absent from the meeting.

#### 4. OTHER BUSINESS

##### 4.1 Counsellor's Report (*carried over from 13<sup>th</sup> December 2022 meeting*)

The Counsellor's Report was presented. The Board will acknowledge the report back to the Counsellor.

**Action: Rachel de Lima to write to the Counsellors, acknowledging the report**

*Rachel de Lima*

**Recommendation: Rachel de Lima to request that the report be shared with SLT.**

##### 4.2 Draft TPU Operational Budget 2023

Presented as an information only for the Board.

##### 4.3 Ratification of phone system option

The new phone system was approved by email. This is now ratified.

All Approved the phone system.

**CARRIED**

##### 4.4 SchoolDocs

It was agreed that the school will go ahead with SchoolDocs – the cost is \$2,300 excl GST.

Moved: Rachel de Lima

Seconded: Nicole Banks

All Approved

**CARRIED**

##### 4.5 Update on School Rules around Personal Appearance

It was requested that the wording 'Tattoos are not to be visible' needs to be removed. There was discussion around what tattoos would be deemed offensive.

**Recommendation: The Personal Appearance to be presented as part of the school uniform review with the consideration of removing the wording 'Tattoos are not to be visible'.**

##### 4.6 NCEA Report 2023: Principal's Nominee Report to the Board of Trustees

Jacqui Lucas presented the NCEA Report 2023. Following on from the MNA (Managing National Assessment) visit, NZQA come into the school and met with Jacqui Lucas as the Principal's Nominee. The MNA is like the NZQA representative. The NCEA internal assessments are handed over to the school, which is a massive obligation on behalf of the school to ensure that all assessment processes are credible, and all processes followed as NZQA would expect them to be. As part of the MNA visit, they come into the school and look at all the policies that are written. The NCEA Booklet was recently sent out to all the senior students' parents and caregivers, which outlines all the information around assessments and how processes are completed at Heretaunga College, which is standard across the country.

In 2019 (when Jacqui Lucas took over the Principal's Nominee role), the processes were not good. At that time, the school had received two bad MNA Reports, where a lot of the feedback had not been addressed previously, so Jacqui Lucas spent a lot of time with NZQA in the first year and was able to strengthen what the school was doing, however there were still some areas to be improved.

The policies have all been rewritten and are updated every year.

In 2022, the new Senior Relationship Manager from NZQA (Daniel Dyer), visited and reviewed all the NZQA policies and processes. When internal assessments are completed, these need to be moderated (either internally or externally), then samples of the moderation are sent away to NZQA, Heretaunga College then gets a report back saying either that we are either consistent, or not yet consistent, or definitely not consistent with the National Standard. The HoL (Head of Learning) role is to complete a report for the Principal's Nominee which identifies any areas that the moderator has given them advice on or actions required to make sure that Heretaunga College is assessing appropriately. On the MNA visit, they also interviewed selected students (from Years 11 to 13) as well as a couple of HoLs.

The MNA visit identified no concerns about the policies and procedures, but expressed the inconsistency in their application. As an example, there are discrepancies between staff/departments in deadlines, provision of feedback between classes, or meeting the three-week turnaround for inputting marks or marking assessments. These inconsistencies are the next step in being tightened up in school practices. The Principal's Nominee has requested meetings with the HoLs and/or the SLT Mentors to work on this and improve accountability.

The MNA visit was also critical of the school's NCEA results and one of the feedforwarded from the Report, was to report this back to the Board. The school needed to report back to the Board around the outcomes of the MNA visit and we needed to analyse the results with a little bit more scrutiny and these needed to be shared with the Board at least once a year.

A process needs to be put in place for at least the next two years, to ensure that the issues raised from the NCEA Report 2023 (inconsistency and accountability) are actioned. This needs to be led by the Principal, and the Board would be requesting regular updates from SLT (via Fiona Craven) to ensure that this will happen. The Board will also appreciate any feedback from Jacqui Lucas (as Principal's Nominee) around June 2023 to see if there have been any improvements. The feedback from SLT and HoLs is to be presented within the Principal's Report.

Evan Sutherland is working alongside Jacqui Lucas so he can cover the role in the case of Jacqui Lucas's absence.

The Board was happy with the way the NCEA Report 2023 was presented, with the report being informative. It was noted that Educational Achievement is our core business and so this needs to be prioritised.

**Recommendations: The NCEA Report 2023 to be presented to the SLT and HoL Meetings. Outcomes from these meetings to be reported back to the Board.**

**Action: Fiona Craven to investigate within the professional standards for teachers to identify how there is accountability (that assessments are marked/inputted correctly).**

**Fiona  
Craven**

The school needs to follow the processes and need to ensure that this is being measured correctly.

A question was asked if there was a process being put in place to ensure that the targets will be back on track.

Fiona Craven has had a meeting with all the year level deans who will be working with the students to ensure that they are successful in their NCEA level.

Need to have an aspirational goal to ensure that the targets are met. SLT to work on a process and to ensure that it is monitored.

**Action: Fiona Craven to identify progress and report/feedback back to the Board.**

**Fiona  
Craven**

If there is further information required, then Jacqui Lucas can present at another meeting.

Suggestion to have conversations with other Boards from schools; primary and intermediate to see where they are at with their results. This also is discussed within the Principals/DP Cluster Groups.

Thank you to Jacqui Lucas for presenting a very comprehensive report.

## **5. IN-COMMITTEE ITEMS**

Moved Rachel de Lima/Seconded Shaun Blackler *"that in terms of Section 49 of the Local Government Official Information & Meetings Act 1987, the public be excluded from the meeting because the Board wished to discuss sensitive issues"*

Moved Rachel de Lima/Seconded Rob Houghton *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Rob Houghton *"that the Board ratify the decisions of the In-Committee"*

**CARRIED**

## **6. ADMINISTRATION**

### **6.1 Confirmation of Minutes of last Meeting**

The previous minutes were deemed to be a correct and true record.

*Moved Rachel de Lima, Seconded Abbie Spiers that "The Minutes of 13<sup>th</sup> December 2022 (No. 2129) be approved."*

**CARRIED**

### **6.2 Items for next meeting / carried over, plus actions/ recommendations sheet**

The Actions/Recommendations sheet was updated.

**Action: Abbie Spiers to email out the information on the cost of a second flagpole**

**Abbie  
Spiers**



### 6.3 Correspondence

- 6.3.1 Letter received from Lana Pennington re: Board proposal to not allow Year 9 and Year 10 students to have cell phones at school.

**Recommendation: This has not gone to SLT, and the Board will delegate it back to SLT for their consideration as this is an operational matter**

**Action: Rachel de Lima to acknowledge the letter from Lana Pennington**

***Rachel  
de Lima***

- 6.3.2 Letter received from Sara McKee re: request for funding for relief cover for attendance at Futsal Tournament (ratification on decision).

At the recent Finance and Property Meeting (held on 23<sup>rd</sup> February 2023), it was expressed that the funding for relief cost should not have been approved by the Board as the request was operational.

Future requests which have a financial implication, should be passed by Kirsty Fraser and Fiona Craven in the first instance.

Any similar future requests to the Board will be put back to the Finance Team as it will be classed as an Operational Matter, rather than a Governance one.

Rob Houghton asked a question on how the pricing of invoicing that is presented i.e. painting of the library, and as a member of a sub committee are we able to question the breakdown of invoices as this is part of the Board role.

The Board would like to receive quotes that provide a greater breakdown of costs.

The Board is happy for Rob Houghton and Phil de Greve to have the conversation with Kirsty Fraser and Michael Schneider and advise that we need a further detail quote/estimate on any work that is completed.

Rob Houghton asked the question if we can ask other people to help with some of the sub committees. Rachel de Lima to find the legislation around getting more people to co-opt into the Board.

- 6.3.3 Letter received from Simone Naylor, Sports Coordinator re: Application for Funding to the Lion Foundation – new Football Goals - \$9,574.34 (excluding GST).

Moved: Rob Houghton  
Seconded: Rachel de Lima  
All Approved

***CARRIED***

6.4 **Date of Next Meeting**

The next Board Meeting is **Tuesday 4<sup>th</sup> April 2023 Heretaunga College.**

The meeting closed at 9.34pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 13<sup>th</sup> March 2023