

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2131)  
HELD AT HERETAUNGA COLLEGE (BOARDROOM)  
ON TUESDAY 4<sup>th</sup> APRIL 2023 AT 6.30PM**

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

**1. WELCOME**

**1.1 Apologies**

None.

**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 and Policy)**

The Strategic decisions and discussions are the three-year triannual plan, ensuring that these are updated regularly. The contract for SchoolDocs has been signed and it will take a couple of weeks to transfer the information. The documents on the SchoolDocs website will be downloaded and we will progressively transfer them into the Heretaunga College SchoolDocs, with the policies being reviewed as per the triennial plan.

SchoolDocs do not provide the Principal Delegations, Board Responsibilities and Board Code of Conduct.

The Delegations of Authority from the Heretaunga College Board of Trustees to the Principal of Heretaunga College was presented. This is the powers and responsibilities that the Principal can follow.

Point 5: *'Approve the ordering of fixed assets whose value does not exceed \$10,000'* – Fiona Craven requested that Heads of Learning (HoLs) have a delegation of signing up to \$1,000 (currently at \$500).

**Action: Fiona Craven to check the Heretaunga College Staff Manual on the financial delegations for HoLs, and relay the information at the next Board meeting (2<sup>nd</sup> May 2023) to see whether this sits under the Principal's Delegations.**

**Fiona  
Craven**

Fiona Craven explained that the Science and Technology Departments purchase a number of items, whereas the English and Maths Departments do not. The departments do not have their own department budget, as any purchases come under the school budget.

Point 10: Was changed from 'Suspending any employee' to *'Suspending an employee'*.

Moved: Rachel de Lima  
Seconded: Rob Houghton  
All Approved

**CARRIED**

### **The Conflict-of-Interest Policy**

The NZSTA Conflict of Interest Policy was presented.

This is for Board members to sign and/or update as needed if a Board member's circumstances change.

It was agreed that the Presiding Member would manage the Conflict-of-Interest policy.

Recommended change: Under Expectations and Limitations – In the course of Board meetings, Board members will disclose any interests in a transaction or decision where their family and/or partner, employer or close associate will receive a benefit or gain – to add '*or directly involved in a process*'.

Moved: Rachel de Lima  
Seconded: Shaun Blackler  
All Approved

***CARRIED***

### **The Board Responsibilities**

To be carried over to the next meeting on Tuesday 2<sup>nd</sup> May 2023.

### **The Board Code of Conduct**

To be carried over to the next meeting on Tuesday 2<sup>nd</sup> May 2023.

## **2.2 Strategic Plan Proposed Timeframe**

The Strategic Plan – Community Consult will be held on Wednesday 3<sup>rd</sup> May 2023 (Term 2/Week 2). The evening will start with the first session at 5.30pm, with further sessions at 6.00pm and 6.30pm.

**Action: Information to be placed on the School Calendar and food arranged**

***Ingrid Watts***

**Action: Phil de Greve to email out the draft Google Form to Board members**

***Phil de Greve***

**Action: After approval of the Google Form, this will be emailed out to parents/ caregivers, students (during mentoring) and then placed on the Heretaunga College Socials (Facebook and Instagram)**

***Ingrid Watts***

The Google Form will be open for about three to four weeks for responses. It was suggested that when parents/caregivers come into the school for a meeting with either the Dean/teacher or a SLT member, then they will be encouraged to complete the Google Form.

The Google Form to be translated into both Te Reo Māori and Samoan.

## **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***

Phil de Greve asked about the Senior Traffic Lights. Fiona Craven explained that this is how the senior students (Years 11 to 13) are monitored in their learning/assessment.

The Traffic Lights are:

- Red: Student is not on track within class learning, understanding, and progress towards assessment/s is **at risk** of not achieving.
- Orange: Student is **behind** within class learning, understanding, and progress towards assessment/s and
- Green: Student is **on track** within class learning, understanding, and progress towards assessment/s.

Fiona Craven advised that she has had a meeting with the Ministry of Education (MoE) around two directed enrolments. These are for students who require high needs. The MoE did not contact the school prior, to have a conversation about the student's needs and what resources are needed to ensure that the students succeed. One of the directed enrolments – the student will be starting at the beginning of Term Two, 2023.

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

Some points from Objective 2:

- Student Support has provided the staff with PD about Neurodiverse students and strategies for them – both diagnosed and un-diagnosed.
- Have three more Teacher Aides who are all fixed term.
- Currently have 20 ORS funded students; two high health needs students; one high and complex needs (HCN) student and one intensive wraparound service (IWS) student.

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

Some points from Objective 3:

- No progress so far with the whānau group.
- Staff briefings on Mondays start with a karakia and Friday staff briefings finish with a waiata.
- Have appointed a Restorative Lead Facilitator – Alisha Windsor; an Assistant HoL Social Science – Julie Sarros and a new Assistant HoL Technology – Deidre Leith.

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

- Students are engaging well with the Trades Academy Courses.
- Have approximately 60 students wanting to do the Gateway Programme.

### ***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 four suspensions and 27 standdowns. A question was asked about what the rest of the year would look like. Fiona Craven explained that the current Year 9 cohort have more challenges with managing boundaries and intrapersonal issues more than in other years, and this seems to be happening across all of the other schools in the Hutt Valley. This group of students have had disrupted schooling in the last few years, due to COVID. The Year 9 Dean and Assistant Principal have worked with the students and advised that the group are settling in as the year has progressed. Meetings with the two feeder intermediates (Fergusson Intermediate and Maidstone Intermediate) will continue throughout the year.

### 3.2 **Finance and Property Report**

The Financial Management Report (31<sup>st</sup> December 2022) was presented.

Two quotes were presented for the replacement hall projector, from TenFour-AV & UC Partners. An Epson projector for \$10,968.70 and a Panasonic projector for \$11,951.95. The recommendation from the Finance and Property Committee is that the Panasonic projector would be preferred.

A suggestion was made that we could look at have a big TV instead of using a projector screen.

The Board agreed to go with the Panasonic Projector.

Moved: Rachel de Lima

Seconded: Abbie Spiers

All Approved

***CARRIED***

Library Update: the outside of the building requires recladding. This has now been approved as at Thursday 30<sup>th</sup> March 2023.

#### **Project Proposal – Gazebo:**

Alvin Prakash, Head of Learning, Technology has put forward a project proposal to construct a gazebo, so that students can use it during break times. The gazebo will be a great investment especially in wet weather conditions, and it can also be used as an open classroom for smaller classes during summer. The cost of materials for the gazebo will be taken out of the curriculum budget. A project for next year could be constructing seating for under the gazebo.

Rob Houghton suggested to source the building supplies for the project from an alternative supplier.

**Action: Rob Houghton to have a conversation with Michael Schneider.**

***Rob  
Houghton***

#### **Water Meter Update**

On 16<sup>th</sup> March 2023 we lost about 13,000 litres of water, which was unusual as there were no students at school on this day (due to the PPTA Strike).

The water will be turned off from Friday 7<sup>th</sup> April 2023 (Good Friday) until Tuesday 11<sup>th</sup> April 2023 (Easter Tuesday) to see if the water was connected to other surrounding properties. The water invoice still has not been paid and has been put in as an outstanding creditor.

**Action: To advise the Upper Hutt City Council and Wellington Water that the water will be turned off during the Easter Break**

***Ingrid  
Watts***

### 3.3 **Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

Has received feedback via the staff digital voicebox. These range from day-to-day school activities to school leadership/governance. From the feedback, it is noted that a uniform review is needed. Any changes to the uniform would need to be considered under the Human Rights

Legislation. The stocks held at NZ Uniforms would also need to be considered if making any major uniform changes.

**Action: Uniform Review to be discussed at the next meeting on Tuesday 2<sup>nd</sup> May 2023**

*All Board*

**Action: Shaun Blackler to provide operational issues feedback from the staff digital voicebox to Fiona Craven**

*Shaun Blackler*

### 3.4 **Student Rep Report**

Tuan Dinh presented the Student Rep Report.

Received an anonymous email regarding an LGBTQ+ student feeling very uncomfortable by all the pride flags around the school. The student feels that it is drawing unnecessary attention to the community, and feels that the school is doing nothing about the bullies and homophobes.

**Action: Tuan Dinh to work with the Staff Rep, Shaun Blackler for an appropriate response**

*Tuan Dinh/  
Shaun Blackler*

A request was received to consider adding black dress pants to the school uniform for girls. The boy's trousers do not fit as well on the girls and a lot of girls do not feel comfortable wearing the trousers because of this.

**Action: This will be discussed further at the uniform review**

*All Board*

It was suggested to have more accessible areas around the school to heat food, i.e. microwaves and kettles for students. There is only one accessible microwave located in the Sports Centre, that students can use.

Some of the issues raised: where the microwave/s would be located, who would take care of the cleaning, and how to prevent students from putting items in the microwave that they should not, i.e. cutlery.

A request received from a student for the school to consider un-gendered uniform sock options for non-binary students.

**Action: This will be discussed further at the uniform review**

*All Board*

## 4. **OTHER BUSINESS**

### 4.1 **Library Annual Report 2022**

The Library Annual Report 2022 was presented.

No major concerns or issues from the report was raised.

**5. IN-COMMITTEE ITEMS**

Moved Rachel de Lima/Seconded Nicole Banks *"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 Nicole Banks *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Nicole Banks *"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 Nicole Banks that "The Minutes of 7<sup>th</sup> March 2023 (No. 2130) be approved.*

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

No items carried over from the last meeting.

The Actions/Recommendations sheet was updated.

**6.3 OCTA Services: Continuing with providing Project Management Services to Heretaunga College**

Fiona Craven advised that Michael Schneider and Kirsty Fraser are happy with the services provided by OCTA.

The Board are happy to continue with the Project Management Services to Heretaunga College as provided by OCTA.

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

**CARRIED****6.4 NZEI and PPTA Strike Action: 16<sup>th</sup> March 2023**

The NZEI and PPTA Strike Action from 16<sup>th</sup> March 2023, has been Approved by the Board via email ratification.

All Approved

**CARRIED****6.5 PPTA Strike Action: 29<sup>th</sup> March 2023**

The PPTA Strike Action from 29<sup>th</sup> March 2023, has been Approved by the Board via email ratification.

All Approved

**CARRIED****6.6 Future Strike Action**

Fiona Craven advised that there are proposed rolling one-day national strikes in Week Three of Term Two, 2023 with the Wellington Region on Wednesday 10<sup>th</sup> May 2023. There is also Rostering Home Plan in Term Two as follows:

Week Two: Thursday – Year 11

Week Three: Tuesday – Year 12, Thursday – Year 13

Week Four: Tuesday – Year 9, Wednesday – Year 10

Week Five: Thursday – Year 11

Week Six: Tuesday – Year 13, Thursday – Year 12

Week Seven: Tuesday – Year 10, Thursday – Year 9

The school day is from 8.40am to 3.00pm, therefore teachers cannot attend any meetings outside of school hours.

The relief ban will continue from day one of Term Two.

If the school is going to be closed then the Board will need to approve.

**6.7 School Records that require Board approval to be destroyed**

**Suspensions: 2004 – 2011**

**Stand-Downs: 2004 – 2011**

The School Records – Retention and Disposal Schedule states "Keep until they are no longer administratively required and all reporting requirements have been met. Then they can be destroyed with the permission from the Board.

The Board agreed that the Suspensions and Stand-Down information from 2004 to 2011 be destroyed.

Moved: Rachel de Lima  
Seconded: Rob Houghton  
All Approved

***CARRIED***

**Board Correspondence/Reports: 2003 – 2007**

The School Records – Retention and Disposal Schedule states "Keep for 7 years from the date of last entry. Then they can be destroyed with the permission from the Board.

The Board agreed that the Board Correspondence/Reports from 2003 to 2007 be destroyed.

Moved: Rachel de Lima  
Seconded: Rob Houghton  
All Approved

***CARRIED***

**6.8 Māori Plan for Heretaunga College**

Fiona Craven advised that she has had conversations with Nopera Hauwaho about assigning a staff member to specially look after the Māori students at Heretaunga College.

**6.9 Correspondence**

**6.9.1 Japan Trip 2024**

Mikki Wallace, Teacher of Japanese has put forward a request to take a group of Heretaunga College students to Japan in April 2024. The cost of the trip will be paid for by parents/caregivers, with any other costs raised by fundraising.

The trip is scheduled from Saturday 13<sup>th</sup> April to Sunday 28<sup>th</sup> April 2024 (during the April school holiday break).

The intention of the trip will incorporate a homestay/school experience in Osaka to strengthen relationships with the schools in Japan. There will be sightseeing in Osaka as well as visiting Tokyo. Accommodation would be at homestays or hostels.

Around 14-16 students with a maximum of 20 students will be on the trip, with up to three staff members.

Moved: Rachel de Lima  
Seconded: Nicole Banks  
All Approved

***CARRIED***

6.10 **Date of Next Meeting**

The next Board Meeting is **Tuesday 2<sup>nd</sup> May 2023 Heretaunga College.**

The meeting closed at 8.40pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 6<sup>th</sup> April 2023