

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2132)
HELD AT HERETAUNGA COLLEGE (BOARDROOM)
ON TUESDAY 2nd MAY 2023 AT 6.20PM**

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

1. WELCOME

1.1 Apologies

Abbie Spiers

1.2 Declaration of Interest on Agenda Items

None.

2. STRATEGIC DECISIONS AND DISCUSSIONS

2.1 2023 Review Programme

Interim Triennial Review Programme

The NZSTA Interim Triennial Review Programme was presented at the meeting for the Board reference. Some clarification is needed about certain items in the review programme however SchoolDocs has a Review Programme; it was agreed that when SchoolDocs becomes operational the Board will consider both options and decide if the NZSTA Triennial Review Programme or the SchoolDocs Review Programme is the best option for the school.

The school is in the process of completing the questionnaire to get SchoolDocs operational. There is a lot of work involved and Fiona Craven advised that the sections have been divided up between SLT to complete.

Any policies updated now, can be dropped into SchoolDocs once it is operational.

SchoolDocs – Physical Restraint Policy

The Physical Restraint Policy was presented. This has been discussed within SLT - Heretaunga College is not a school that restrains students and as such policy is to be used not as a day-to-day procedure and to be used under extreme circumstances. The Schools Docs Physical Restraint Policy will be an interim policy as Siobhan Pike, Deputy Principal is working on the wording, which will be presented to SLT and then presented again at a Board Meeting for approval. There is a requirement that all staff (both teaching and support staff) undertake restraint training, (which needs to be completed by January 2024) and this aspect needs to be worded in the physical restraint policy.

The Board are also required to view the video on physical restraint.

Action: Fiona Craven to have a look at the access/login for the Board to view the video.

***Fiona
Craven***

The wording in the interim policy to be changed to: All teaching staff **who** are authorised to apply restraint. This is under the heading Staff Authorisation.

Recommendation: The current Physical Restraint Policy approved as per the above changes and to be reviewed at the next board meeting on 6th June 2023.

Moved: Rachel de Lima
Seconded: Shaun Blackler
All Approved

CARRIED

Heretaunga College Policies and Information: ChatGPT and other AI (for NCEA Assessment)

Information for ChatGPT and other AI (for NCEA Assessment) was presented to the Board for information only. This will be discussed further at the next meeting on 6th June 2023.

2.2 Strategic Plan Community Consult Evening

The Strategic Plan Community Consult Evening; emails have been sent out to parents/caregivers with the survey link. Information has also been placed on the Heretaunga College Social Pages – Facebook and Instagram. Rachel de Lima has also set up sheets based on the survey questions for the evening.

The target audience is anyone who has an interest in the school. The questions will also be sent out to the Upper Hutt Schools. Shaun Blackler advised that the Year 11 students will be completing the survey.

Will require someone to collate the data, which once collated Board and SLT will meet to develop the draft strategic plan.

NZSTA are running a workshop on “Giving Effect to Te Tiriti o Waitangi Part 1” which will be valuable for consultation with our Māori community. The next online workshop is scheduled for 30th May 2023. Board members are encouraged to attend the workshops.

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

It was suggested to get a clear aspect of the achievement data, that the information should be in a percentage format.

ERO will be visiting the school from Tuesday 23rd May to Thursday 25th May 2023.

Objective 2: Barrier Free Access

Some points from Objective 2:

- A fixed term Teacher Aide will be appointed.
- Currently have 19 ORS funded students, two high health needs students, one high and complex needs student and two intensive wraparound service students.
- The English and Maths departments will be running a practice CAA before the ‘real’ CAA exams during Term Two/Week Eight.

Objective 3: Quality Teaching and Leadership

Some points from Objective 3:

- Attendance is being strongly messaged to students during assemblies. This is led by Siobhan Pike, Deputy Principal.
- Have a vacancy for the HoL Science position which is temporarily covered and will be readvertised.
- The Digital Technology teacher position is vacant and arrangements are being made to cover classes for 19 weeks.

Objective 4: Future of Learning and Work

Some points from Objective 4:

- Red Shirts placements have started.
- Upper Hutt Job Fair has been scheduled for Wednesday 3rd May 2023.
- There are about 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 28 standdowns.

3.2 Finance and Property Report

The Financial Management Report (31st March 2023) and the Creditors Listing (as at 31st March 2023) were presented.

Phil de Greve provided an update:

ICT Initiatives:

- Lifecycle management of devices such as Chromebooks, and staff laptops
- ICT Strategic Plan – will need to support the school's Strategic Plan
- Wi-Fi in Hall – will be required for NCEA Online Exams
- Hardware Replacement – two physical servers need to be replaced. Requirements to be looked at in June 2023 for possible December 2023 replacement
- Cybersecurity – Multi-Factor Authentication (MFA) being looked at for KAMAR; information has been sent to parents/caregivers advising that their KAMAR passwords will need to be changed.

Finance:

- Water Meter –The Executive Officer is working with the Accounts Receivable person at the Upper Hutt City Council around the invoice, and asking the council to help us understand where the very large volume of water is sporadically going. There was no spike during the Easter holiday break.

Property:

- Asbestos has been removed from the library at an estimated total cost of \$3.5million. The library will still be unavailable until December 2023 whilst the remainder of the repairs are completed.

- Broken Glass Doors - \$2,500 for repairs. Doors are in Ministry of Education owned buildings so insurance for Board owned buildings will not cover. The cost will come out of the vandalism budget for these repairs.
- Projector in the Hall – LCD Screens were looked at, but could not compete with the screen size that the projector could provide.

3.3 **Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

Have continued to receive feedback via the staff digital voicebox. There was one operational feedback, which Shaun Blackler passed on to Fiona Craven.

3.4 **Student Rep Report**

Tuan Dinh presented the Student Rep Report which consisted of the attendance report this meeting.

The Attendance Summary for Term 1 2023 was presented. Overall there is 86% attendance for the whole school, with 140 students on 99% or above.

In 2022 the attendance was 33.9%. In 2021 it was 52.5%, in 2020 it was 72% (due to COVID) and in 2019 the attendance was sitting at 58.5%.

4. **OTHER BUSINESS**

4.1 **March 2023 School Roll Return**

The March 2023 School Roll Return as presented from Siobhan Pike, Deputy Principal.

Summary of the results presented – no major concerns.

5. **IN-COMMITTEE ITEMS**

Moved Rachel de Lima/Seconded Rob Houghton *"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 Phil de Greve that "The Minutes of 4th April 2023 (No. 2131) 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 Correspondence

- 6.3.1 Letter from Simone Naylor requesting permission to apply for a Pelorus Trust Funding Grant for Winter Tournament - \$33,336.

The Board approved Simone Naylor applying for this grant.

Moved: Rachel de Lima

Seconded: Rob Houghton

All Approved

CARRIED

- 6.3.2 Letter from Gerald Carter requesting permission to apply for a Funding Grant for Hilary Outdoors (OPC) from Sunday 13th August to Friday 18th August 2023 (Term 3/Week 5) - \$1,207 per student – 10 students.

Recommendation: The Board approves in principle that he can apply for the funding, but require the name of the organisation before we can approve the resolution with the name of the organisation.

Action: Ingrid Watts to email Gerald Carter and advise the Board's recommendation.

Ingrid Watts

- 6.3.3 Letter from Nopera Hauwhao regarding proposal for Māori Dean.

The proposal was put forward for a Māori Dean as a way forward that best serves the Māori Community and the ongoing success for the student and whānau Māori.

Some other schools have a Māori Dean, which is a pastoral role (not fully a teaching role) looking at the pastoral care of the Māori students. This would not necessarily be a full-time role, but it would need to be a funded position.

Some questions were: do we have sufficient funding to set up this position and how would we go about setting up this position.

Recommendation: The Board agrees the proposal in principle but this would need to fit within the strategic plan.

Action: Fiona Craven to approach Nopera Hauwaho and Orongomai to have further discussions and advise the Board at the meeting on 4th July 2023.

Fiona Craven

Action: Rachel de Lima to reply to Nopera Hauwhao's letter.

Rachel de Lima

- 6.3.4 Letter from NZQA regarding Online Exams (Digital Assessment)

Fiona Craven advised she felt that as a school we were not confident with the infrastructure and that it would not be able to cope with the NCEA online exams and did not want to put the students at risk. This was the main reason why NCEA Online exams were not offered in 2022.

For 2023, the school are offering a range of online exams now that the Wi-Fi has been upgraded.

The school does not have sufficient devices for all students to undertake online exams, therefore students would need to bring their own device to exams. There is an issue with the Wi-Fi in the Hall, which will need to be upgraded before the online exams commence.

Any further issues with the NCEA Online exams, then the Board need to be aware.

Under the *What can you do?* As a Board are you aware of the plan for enabling all ākonga to undertake external digital assessment.

Action: Fiona Craven to consult with SLT and provide the feedback to the next Board meeting.

Fiona Craven

Recommendation: To consult further with the Principal's Nominee for their advice on Online Exams.

6.3.5 Email received from PPTA Te Wehengarua regarding PPTA Notice of Strike Action.

The strike action will begin at **7:00am on 4 May 2023** and will end at **11:59pm on 8 June 2023**. The action will take place on the following days over that period:

Week 2	Thursday 4 May - Year 11
Week 3	Tuesday 9 May - Year 12
Week 3	Thursday 11 May- Year 13
Week 4	Tuesday 16 May - Year 9
Week 4	Wednesday 17 May - Year 10
Week 5	Thursday 25 May - Year 11
Week 6	Tuesday 30 May - Year 13
Week 6	Thursday 1 June - Year 12
Week 7	Tuesday 6 June - Year 10
Week 7	Thursday 8 June - Year 9

Recommendation: The Board approve the Rolling Strike/PPTA Strike Action for the different year level.

Action: Fiona Craven to ensure an email is forwarded to parents/caregivers signed by the Board have approved the PPTA Strike Action.

Fiona Craven

Moved: Rachel de Lima
Seconded: Nicole Banks
All Approved

Recommendation: The Board unanimously approve the closure of the school on the regional Strike Action Day on the Wednesday 10th May 2023.

6.4 **Date of Next Meeting**

The next Board Meeting is **Tuesday 6th June 2023 Heretaunga College.**

The meeting closed at 8.39pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 5th May 2023