

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2133)  
HELD AT HERETAUNGA COLLEGE (BOARDROOM)  
ON TUESDAY 6<sup>th</sup> JUNE 2023 AT 6.25PM**

**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**

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

The ChatGPT and other AI policy was presented. There was a discussion around the aspects of the policy and how this would work within the school. The students and the school community would need to be aware of the ChatGPT and other AI policy. The policy is a work in progress. It was agreed that the school would not be banning ChatGPT and other AI, it is about how it is managed within the school.

**2.2 Strategic Plan Community Consult Update**

The deadline for the Strategic Plan Community Consult (survey responses) is 18<sup>th</sup> June 2023. Phil de Greve advised that as at 6<sup>th</sup> June 2023, 260 responses have been received. The final email reminder will be sent out on Friday 9<sup>th</sup> June 2023.

Next Steps: SLT and the Board to work through the responses and data. A meeting with SLT and the Board to be held on Saturday 8<sup>th</sup> July 2023.

**Action: Fiona Craven to speak with Deidre Leith regarding catering**

*Fiona  
Craven*

**2.3 Tiriti o Waitangi and Education and Training Act 2020**

Rachel de Lima advised that she has attended the NZSTA Tiriti o Waitangi and Education and Training Act 2020 training session with Fiona Craven. The training session was very informative. The Board are encouraged to attend the training session.

**2.4 ERO Follow Up**

ERO visited the school from Tuesday 23<sup>rd</sup> May to Thursday 25<sup>th</sup> May 2023. The draft School Profile Report was presented. If required, the Board can provide further feedback to ERO regarding the draft School Profile Report.

The key things moving forward and the aspects that the school needs to prioritise:

- developing shared understandings of the school's responsibilities to enact Te Tiriti o Waitangi
- strengthening community connections and partnerships particularly with iwi and whānau Māori
- fostering effective, culturally responsive teaching practices
- strengthening assessment practices and the analysis of achievement information to better know about progress and achievements in Year 9 and Year 10

ERO has concerns about:

- The ongoing review of operational policies and the alignment of practice to related procedures. The school has recently purchased a policies and procedures framework and is in the early stages of customising this to the school context

The recommendations from ERO:

- Trustees and school leaders need to prioritise the customisation of the new school policy framework; adhere to the regular review schedule; develop their understandings of appropriate assurance reporting and support staff to engage meaningfully with procedures

## 2.5 Education Outside the Classroom Policy

The Board need to be familiar with the Education Outside the Classroom (EOTC) policy. The policy will be updated once we have SchoolDocs in place.

**Action: Fiona Craven to have a conversation with Gerald Carter regarding the EOTC policy for the upcoming Outdoor Pursuit Centre (OPC) trip.**

***Fiona Craven***

**Recommendation: Staff will be required to consult with at least two SLT members if any decisions or change of activity (especially with extreme weather conditions) is required on EOTC.**

**Action: Rachel de Lima to send the EOTC SchoolDocs policy to the Board.**

***Rachel de Lima***

## 2.6 SchoolDocs Update

Fiona Craven advised that the questionnaire part of SchoolDocs is near completion. This is a work in progress.

# 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***

- Level 1 achievement is probably a little early to tell if it is tracking as expected. It is a different cohort, and we always need a little more evidence before making any judgement. This is their first year of a national assessment for these students and they need more time to focus on what is required this year.
- Level 2 achievement looks to be a little down on 2022 however there has been good progress for this cohort compared to the April data. There have recently been some Trades Academy and Red Shirts credits earned. These will have a positive impact on the achievement levels.
- Level 3 achievement is looking better than 2023. 20 Students are currently waiting for just a few credits to get to 60 credits for their Level 3 certificate.

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

Some points from Objective 2:

- The school is fully staffed with Teacher Aides.
- Currently have 20 ORS funded students (one in the TPU), two High Health Needs Students, one High and Complex Needs (HCN) Student, and two Intensive Wraparound Services (IWS) Students.
- The school's Property Manager and the Principal have had an initial meeting with the Kimiora Principal, Niche Construction, and the Ministry of Education. A space has been identified on the school grounds for the satellite classroom.

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

Some points from Objective 3:

- Attendance is still a focus for the school.
- The school is in the middle of our Rongohia Te Hau process. Classroom walk throughs have been completed.
- Still have a vacancy for the Head of Learning, Science, however a staff member has come forward and shown interest in the position.
- The Head of Learning, Digital Technology will be returning from maternity leave early – beginning of Term Three.

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

Some points from Objective 4:

- Red Shirts placement have been completed with another group of students due to commence next week.
- The Upper Hutt Job Fair held on Wednesday 3<sup>rd</sup> May 2023, was successful.
- Currently have 63 students on Trades Academy placements. We were predicting 38 students. This has an impact on our Staffing Entitlement, and it makes it look as if we are vastly overstaffed.

### ***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 Two 2023, there have been two suspensions and 13 standdowns.

If the Board has any further questions regarding the Principal's Board Report, please email Fiona Craven.

## **3.2 Finance and Property Report**

The Financial Management Report (30<sup>th</sup> April 2023) and the Creditors Listing (as at 30<sup>th</sup> April 2023) were presented.

The School of Hospitality is currently running at a loss, with an overspend of \$4,100 to 30 April 2023. The school will need to consider raising the pricing of food items, as this is not sustainable long term.

The regular fortnightly site meeting was held on Thursday 25<sup>th</sup> May for the Library Infrastructure Project. Currently waiting on the Ministry of Education to sign off the work for the exterior bulkhead cladding (current bulkhead cladding was rotten and needed to be removed). The MoE had approved for the cladding to be removed but had not approved the final version of the cladding. Once this has been signed off, then Peryer Construction can bring in about eight to ten carpenters to complete the work. This might result in some problems in the delay of the library project completion.

## **3.3 Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

The anonymous suggestions and feedback results from the last five months were presented.

There was a lot of negative feedback. It was suggested that staff use the forum for positive suggestions.

### 3.4 Student Rep Report

Tuan Dinh presented the Student Rep Report.

A letter from the students of 13WD was presented. The students would like to paint a mural to be on display in the Languages Wing for the Give Project 2023, as well as a mural outside the school Memorial Garden in honour of the students, staff and Heretaunga College community who have passed away. The students would like to paint something meaningful, especially in honour of a student who passed away last year.

The students requested resources such as paint, waterproof varnish, paint brushes and wood canvas and approval from the Board.

Fiona Craven felt that it would not be a good idea to have a mural on the wall by the memorial garden.

There was a discussion around how and where the mural would be located. The Board is happy in principle for the mural's to be painted, as long as they are on plywood.

**Action: Tuan Dinh to provide further cost information (financial analysis), before a final decision is made**

*Tuan Dinh*

**Action: Fiona Craven to contact Michael Schneider in regard to affixing plywood to the buildings (as these are Ministry of Education owned buildings)**

*Fiona Craven*

**Action: Fiona Craven to advise SLT of the proposed student project**

*Fiona Craven*

**Action: Rachel de Lima to respond to the letter (students of 13WD via Tuan Dinh) and request further information, i.e. which wall will the murals be fixed to and the type of mural the students are looking at doing**

*Rachel de Lima*

## 4. OTHER BUSINESS

### 4.1 Annual Plan 2020-2022 – Analysis of Variance

The Annual Plan 2020-2022 – Analysis of Variance was presented. This shows the school's Vision and the Targets – showing what the school is trying to achieve, how the school knows that it has achieved the targets and the analysis of variance. This is the annual plan which is sent to the Ministry of Education each year.

### 4.2 Upper Hutt Cluster Principals (feedback on student and whānau surveys and share strategic direction and workstreams)

To be carried over to the next meeting on 4<sup>th</sup> July 2023.

### 4.3 Project Proposal – Covered Picnic Benches (*for Board information only – no action required*)

The project proposal – covered picnic benches was presented for the Board information only.

### 4.4 Partnership between Heretaunga College and College Sport Wellington (*for Board information only – no action required*)

The documents for the partnership between Heretaunga College and College Sport Wellington was presented for the Board information only.

This programme is to increase the students' physical activity. The school will receive \$100,000 per year from June 2023 to December 2026. The school is one of four schools: Tawa, Mana, and Porirua Colleges being the other three colleges. The money is to be used for sport participation.

#### 4.5 **Decision on Heretaunga College International Department/ Students**

The decision to start up an international department in 2024 was discussed. The school current does not have any staff or space to set up an international department in 2024.

The school has approximately \$40,000 sitting in the school accounts, but this is not sufficient enough for the start-up cost.

The school would need to think about how an international department would affect the school's Enrolment Scheme.

Need to think about the staffing, need to think about a recruitment drive.

**Action: To be reviewed annually for at least a two-year lead timeline. Next review – February 2024 meeting.**

*Ingrid Watts*

**Action: To collect data on the number of enquiries for the next six months and report back to the Board at the meeting on 30<sup>th</sup> November 2023**

*Ingrid Watts/  
Fiona Craven*

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

Moved Rachel de Lima/Seconded Shaun Blacker *"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 Shaun Blackler *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Shaun Blackler *"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 2<sup>nd</sup> May 2023 (No. 2132) be approved.*

**CARRIED**

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

- The Physical Restraint Policy to be presented at the meeting – Tuesday 4<sup>th</sup> July 2023.
- The Physical Restraint link to be re-sent to the Board

The Actions/Recommendations sheet was updated.

*Ingrid Watts*

#### 6.3 **Correspondence**

6.3.1 Letter from Michelle Marston re: disseminate information for her PhD research at the University of Waikato

**Action: The Board to reply to the letter as individual responses.**

**All Board**

6.4 **Date of Next Meeting**

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

The meeting closed at 8.46pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 7<sup>th</sup> June 2023