

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2134)  
HELD AT HERETAUNGA COLLEGE (BOARDROOM)  
ON TUESDAY 4<sup>th</sup> JULY 2023 AT 6.25PM**

**PRESENT:** Rachel de Lima (Presiding Member), Nicole Banks, Fiona Craven, Phil de Greve, Rob Houghton, Abbie Spiers, Shaun Blackler, Tuah Dinh (arrived at 6.38pm) and Ingrid Watts

**1. WELCOME**

- 1.1 Rachel de Lima advised that Nopera Hauwaho has agreed to be co-opted onto the Board. This will be for the current Board's term until September 2025.

Moved: Rachel de Lima  
Seconded: Rob Houghton  
All Approved

**CARRIED**

1.2 **Apologies**

None.

1.3 **Declaration of Interest on Agenda Items**

None.

**2. STRATEGIC DECISIONS AND DISCUSSIONS**

2.1 **Policy for Review**

See below – Physical Restraint Policy.

2.2 **Heretaunga College Physical Restraint Policy**

The Heretaunga College Physical Restraint Policy was presented. Wording changed to **student** and not child. Wording changed to **caregiver** (not parent/caregiver). Wording changed to **staff** (not teachers).

There was a discussion around the use of the de-escalation techniques and how these fit in with the school's no restraint policy. All staff and Board will be required to complete the online training. There was a question around the physical restraint applied by an unauthorised staff member is not covered by the Education and Training Act. In this case, other legislation or common law may apply.

**Action: The Board to complete the online training by 7<sup>th</sup> February 2024.**

**All Board**

It is noted that the school will not be holding a restraint register as this information is held by the Ministry of Education.

Recommendation: Under the paragraph: The Ministry of Education has issued, Aramai He Tētēkura | Arise our Future Generations: A guide to understanding distress and minimising the use of physical restraint. Wording added **that all staff read the guidelines and familiarize themselves with the de-escalation techniques**. The guideline link to also be included.

**Action: Above changes are made to the Physical Restraint Policy and sent out to the Board for an e-resolution**

**Ingrid  
Watts/  
Board**

The next policy review will be the Health and Safety Policy.

### 2.3 **Strategic Plan Community Consult Update**

Thank you to Phil de Greve for all the work over the last couple of weeks with collating the data from the community consult.

On Monday 10<sup>th</sup> July 2023, from 3pm to 6pm, SLT and the Board will meet to work on the Strategic Plan, with a follow up meeting to be scheduled within the next couple of weeks.

The Vision needs to be in place before the Strategic Plan can be finalised. Two Whānau Hui's have been arranged, one for 27<sup>th</sup> July 2023 and another for 24<sup>th</sup> August 2023.

### 2.4 **Board Members Code of Conduct**

The Ministry of Education Code of Conduct for School Board Members was presented (via website [link](#)). The Code of Conduct is the same one that NZSTA have put in place.

**Recommendation: The Board will use the new version of the Board Members Code of Conduct**

Moved: Rachel de Lima  
Seconded: Shaun Blackler  
All Approved

**CARRIED**

### 2.5 **Changes to Planning and Reporting**

The Changes to Planning and Report document was presented. Fiona Craven advised that the Springboard Trust is working with the MoE.

### 2.6 **Heretaunga College Uniform Consultation**

The Heretaunga College Uniform Consultation feedback/data was presented.

Fiona Craven advised that the school is looking at an order for the boys' grey socks for 2024. Currently there are 259 units in stock, the cost to the school if we were to stop selling the socks now would be \$2,590 (including GST). There is an option to stop making the wool socks and produce cotton ones (these would cost the same).

**Recommendation: The Board agreed to phase out the grey socks. Students can wear either plain black or plain white socks.**

**Recommendation on the Uniform Consultation feedback/data: That Jacqui Lucas work alongside a Board member to formulate the final recommendations for any changes to uniform and appearance expectations/propose new wording for appearance expectations aligned with any changes to appearance items might include:**

- That the school investigates alternative colour and hoodless options
- That the school consider plain black shoes (not boots or high tops) including trainers (no logos, no colour) as a shoe option and explore Birkenstocks as an alternative to sandals.
- That the school explore fitting of girls' trousers and skirts with NZ Uniforms.

Shaun Blackler advised that from the staff feedback, the English department wanted the students to wear their traditional Pasifika ai faitanga skirt. It was agreed that these are not part of the school uniform.

**Recommendation: Nicole Banks, Shaun Blackler plus another staff member, Tuan Dinh, plus another student (either Year 11 or Year 12 student) to work alongside Jacqui Lucas, to determine any uniform changes.**

It was agreed that once any uniform changes are made that these are enforced and that all staff are on the same page of the uniform changes.

Once all the changes are made, then we get some photos sorted to present to the caregivers and students.

**Action: Rachel de Lima to put out communication (on behalf of the Board) to the caregivers to say thank you for the information/ feedback from the uniform consultation and that the Board is working on the suggested changes.**

*Rachel  
de Lima*

### 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:

Fiona Craven advised that Relief is an issue and this will be discussed further with Ross Hampton (MoE Advisor). There is a suggestion that the school could go to a four-skill day if teacher sickness becomes an issue in Term Three. Fiona Craven advised that she will be looking at the leave requests, especially any Professional Development Leave. Teachers will also be encouraged to submit their leave requests early so that Relief can be sorted in a timely manner.

Fiona Craven is the Greater Wellington Secondary Schools leader for the next six months (until the end of 2023). From 2024 this will be transferred to a principal in the Kapiti area. Fiona Craven will be working closely with Kate Gainsford (Aotea College) of Secondary Principal's Association as part of PPTA and Julia Davidson (Wellington Girls' College) from the Regional Principal's Association.

Appendix 1 of the Principal's Report: There is a request for a Teacher in Charge of Māori and Pasifika role visibility at Heretaunga College. Fiona Craven advised that the role does not currently exist. This proposal has been put forward as we do not have a Teacher in charge of Māori and Pasifika Events. Before any decisions can be made, the Board would like to see a position description and the seek advice from Kirsty Fraser to see if the school has the financial capability to manage the extra Management Unit. The Board would also need to know where the funding would be coming from to pay for this role. The question was asked why there is only a Māori and Pasifika teacher in charge and the role is not including other cultures, as the school is a multi-cultural school.

**Action: Fiona Craven to provide further information – position/task information and where the funding will be coming from.**

**Fiona  
Craven**

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

- Fiona Craven to provide a clear version of the Year 11 Credit Tracking, showing the number of students who are above the 25 to 30 credit range.

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

Some points from Objective 2:

- The school is fully staffed for Teacher Aides.
- The school currently have 20 ORS funded students (one in the TPU), one High and Complex Needs (HCN) student and two Intensive Wraparound Service (IWS) students. One new ORS funded enrolment will begin in Term Three.

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

Some points from Objective 3:

- The school is continuing with Attendance as a focus.
- Rostering home has not had an impact on our attendance as the students were not expected to be in school on those days. What it will have an impact on is achievement.
- We have filled the Head of Learning Science vacancy with Sap Saha. He will take up the position in January 2024. The Year 11 Dean position will be advertised to staff.
- The Year 9 Dean for 2024 is Cara Wood.

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

Some points from Objective 4:

- The following trips occurred during Term Two to support our students with their pathways:
  - Flight Attendant Course
  - Girls with Hi Vis
  - Year 12 Careers Expo at ASB Centre
  - Year 12 Victoria University of Wellington visit
  - In-Zone Careers Bus on-site

***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 four suspensions and 27 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 (31<sup>st</sup> May 2023) and the Creditors Listing (as at 31<sup>st</sup> May 2023) were presented.

The School of Hospitality (SoH) is current at -\$9,713.02 as at 31<sup>st</sup> May 2023.

SLT have agreed to increase the prices from Term Three. Further discussions to be held if SoH is to continue in 2024 and how we can market it to get more students to enrol in the programme.

There have been some costs of repairing equipment and it is worth looking at upgrading the equipment – to talk further in a Board meeting around September 2023. Might need to look at other options of funding to help with the programme.

### 3.3 **Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

The staff feedback from the last month was presented. The was a mixed of School Governance and School Leadership feedback.

**Recommendation: Shaun Blackler to send the feedback out prior to the Board meetings, so that the Board can read before the meeting.**

### 3.4 **Student Rep Report**

Tuan Dinh presented the Student Rep Report.

The Attendance Summary for Terms One and Two 2023 was presented.

Attendance has gone down slightly from Term One at 86% to Term Two at 84% (overall for the whole school). In Term One there were 140 students on 100% and Term Two there were 126 students on 100%.

### 3.5 **Ministry of Education – Roll Returns for June 2023**

The Ministry of Education – Roll Returns for June 2023 was presented. If the Board have any queries about the roll returns, please feedback to Rachel de Lima.

### 3.6 **Attendance Statistics – Term Two 2023**

As discussed under the Student Rep Report.

## 4. **OTHER BUSINESS**

### 4.1 **Donation Scheme**

The Board approved for the school to continue to opt into the Donation Scheme for 2024.

Moved: Rachel de Lima  
Seconded: Nicole Banks  
All Approved

**CARRIED**

### 4.2 **PPTA Strike Action for Week 8 to Week 10 (12<sup>th</sup> June – 30<sup>th</sup> June 2023)**

Ratification that the Board approved the PPTA Strike Action for Week 8 to Week 10 (12<sup>th</sup> June to 30<sup>th</sup> June 2023).

4.3 **Proposed 2024 Board Meeting Dates**

The 2024 Board Meeting dates presented with a February meeting. The meeting invites to be sent out to the Board.

4.4 **Upper Hutt Principals Board Meeting – Thursday 10<sup>th</sup> August 2023**

The Upper Hutt Principals Board Meeting on Thursday 10<sup>th</sup> August 2023 at the Cossie Club. All Board members are invited. Fiona Craven to share the information when she has received it.

4.5 **Moore Markham Audit Report 2022 – Audit Findings**

The Moore Markham Audit Report 2022 – Audit Findings – this was discussed at the Finance and Property Meeting on 29<sup>th</sup> June 2023. This was for an internal transfer for staff catering (via the SoH). An internal invoice is not normally created for internal transfers. This would have been explained to the Auditors if they had been onsite to view the transaction.

**Recommendation: Resolved audit issue and the change/motion is not required.**

The Board would like to thank Kirsty Fraser and the Finance Team for all their work with the Audit.

4.6 **Change of date for October Board Meeting to Tuesday 10<sup>th</sup> October 2023**

The change of date for the Board Meeting to Tuesday 10<sup>th</sup> October 2023. All agreed.

4.7 **Board Approval Request: Document Destruction of Personnel and Finance documents 2015 and prior**

Request from Jo Klaui for document destruction of personnel (fortnightly payroll/allowance submissions and EOY/SOY documentation, day relief schedules, SUE Reports, school leave reports and transaction reports) and finance documents (creditors and debtors, receipts and receipt books, bank statements, cheque and deposit books and term deposits. All IRD returns, reimbursement for expense claim, ledgers, transactions listings and monthly reports) from 2015 prior.

Moved: Rachel  
Seconded: Phil  
All Approved

**CARRIED**

4.8 **NZSTA Annual General Meeting Voting Papers**

Rachel de Lima advised that with the NZSTA Annual General Meeting being held on Saturday 22<sup>nd</sup> July 2023, the Board can delegate David Cooling (Wellington High School/Wellington and Wairarapa Regional Executive) to vote on behalf of the Heretaunga College Board.

There are 20 remits that are changing:

Rachel de Lima advised that she does not have an issue with any of the above remit changes. The AGM form is due by Friday 7<sup>th</sup> July 2023. Fiona Craven to share the NZSTA Annual General Meeting email and if there are any issues, the Board to feedback to Rachel de Lima.

**Recommendation: Approved the delegate proxy vote to David Cooling**

Moved: Rachel de Lima  
Seconded: Abbie Spiers  
All Approved

**CARRIED**

**4.9 NZSTA Board Elections**

The Heretaunga College Board to choose six people to go on the NZSTA Board. This information is due by Friday 28<sup>th</sup> July 2023.

**Action: Rachel de Lima to email the information to the Board**

**Rachel de Lima**

**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 Phil de Greve *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Phil de Greve *"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 Rob Houghton that "The Minutes of 6<sup>th</sup> June 2023 (No. 2133) be approved.*

**CARRIED**

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

The update on the mural – Tuan Dinh asked the teacher for a photo on where the mural is to be placed. The students would like to do some other give project that would be easier. Tuan Dinh to check in with the students/teachers.

**6.3 Correspondence**

6.3.1 Letter from Year 13 students – Blaze Wirihana-Terei and Lashae Hauwaho-Tiopira re: requesting that Heretaunga College consider allowing students to wear cultural Ei's as part of the school uniform.

This was presented for the Board information only.

6.3.2 Email from Johanna Reidy, Otago University re: research into school uniform.

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

**All Board**

6.4 **Date of Next Meeting**

The next Board Meeting is **Tuesday 1<sup>st</sup> August 2023 at the Teen Parent Unit.**

The meeting closed at 8.45pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

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