

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2135)  
HELD AT THE TEEN PARENT UNIT (MEETING ROOM)  
ON TUESDAY 1<sup>st</sup> AUGUST 2023 AT 7.00PM**

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

**IN ATTENDANCE:** Neroli Field (TPU), Danielle Robinson (TPU), Kristina Moloney (TPU), Brenda Strauchon (TPU) and Sarah Samson (ECE)

**1. WELCOME**

1.1 Rachel de Lima opened the meeting and welcomed the staff from the Teen Parent Unit (TPU) and Early Childhood Education (ECE) and for showing the Board around the TPU and ECE. The Board acknowledged the apologies from Debbie Whiteley (Head Teacher, TPU).

1.2 **Apologies**  
Nopera Hauwaho.

1.3 **Declaration of Interest on Agenda Items**  
None.

**2. TEEN PARENT UNIT**

2.1 **Titiro Whakamau Teen Parent Unit – 2023 Annual Progress Report**

The 2023 Annual Progress Report from Titiro Whakamau Teen Parent Unit was presented.

The TPU and ECE staff provided an overview of the Annual Progress Report including the number of students enrolled and the number of babies/children at the ECE. Currently there are 22 babies/children on the ECE roll, with 11 babies/children from TPU students and 11 babies/children from staff at Heretaunga College.

There was a discussion around the agencies that support (by way of funding) the TPU and ECE as well as the running costs. The opening hours are limited to school hours, so this would not make is sustainable for community enrolments at the ECE. The TPU and ECE are looking at ways to ensure the sustainability long term, by increasing the enrolments.

The TPU and ECE staff left the meeting at 7.35pm

**3. STRATEGIC DECISIONS AND DISCUSSIONS**

3.1 **2023 Review Programme**  
No policies required for review.

3.2 **Strategic Plan Community Consult Update**  
The Board will be meeting on Sunday 6<sup>th</sup> August to work on the Vision.

Fiona Craven advised that the Senior Leadership Team (SLT) have received the feedback from Rongohia Te Hau.

## 4. MONITORING

### 4.1 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 would like a breakdown of the achievement data and Rob Houghton requested if the data could be broken down with an expectation line showing the credits the students should have achieved to date. Fiona Craven advised that the above data requests will be available in her next Principal's Report for the 5<sup>th</sup> September 2023 meeting.
- Phil de Greve requested an explanation on the Active As programme. Fiona Craven advised the programme is around attendance and engagement for students in sports related activities. The funding will be available from the beginning of 2024.

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

Some points from Objective 2:

- The Whānau Hui was held last week on Thursday 27<sup>th</sup> July 2023. Need to look at ways of engaging the community for the next Whānau Hui scheduled on Thursday 24<sup>th</sup> August. The information for the hui needs to be widely advertised. There was a suggestion to hold the hui on the same night as the three-way Conversations/Kōrero/Talanoa, with the Board setting up a table, so that the school community can ask questions. The next three-way Conversations/Kōrero/Talanoa are scheduled for Tuesday 22<sup>nd</sup> and Wednesday 23<sup>rd</sup> August.

**Action: Rachel de Lima to send an email to the parent community with information about the Whānau Hui**

***Rachel de Lima***

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

Some points from Objective 3:

- The PD for 2024 will be focused on Cultural Relationships for Responsive Pedagogy.
- The Year 11 Dean interviews will commence shortly.
- The Year 9 2024 family meetings have commenced.

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

Some points from Objective 4:

- Term Three is extremely important for all of our learners as it is the time when we look to the future and our courses/plans for 2024.

#### ***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 Three 2023, there were no suspensions and five standdowns.

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

The Upper Hutt Boards Cluster Meeting will be held at the Cossie Club is on Thursday 10<sup>th</sup> August, from 6.30pm to 7.30pm.

**Action: Ingrid Watts to send out a meeting calendar request.**

***Ingrid  
Watts***

#### **4.2 Finance and Property Report**

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

Rob Houghton advised that there are still ongoing issues around the water invoice. The Upper Hutt City Council Water Invoice dated 22<sup>nd</sup> September 2022 has a balance of \$11,850.30. Emails dated 22<sup>nd</sup> March 2023 have been sent to the Upper Hutt City Council and Wellington Water, advising that there was an inconsistency of water usage from the data received and that the school had exhausted all avenues trying to resolve the issue. As at 9<sup>th</sup> May 2023, the school was still waiting on a reply from Upper Hutt City Council and Wellington Water.

A letter dated 4<sup>th</sup> May 2023 was sent to the Upper Hutt City Council advising that the school will not be paying the invoice until such time that an amicable solution can be reached.

An email dated 24<sup>th</sup> July 2023 was received from Upper Hutt City Council advising that the school would get a rebate of \$7,616.02, with the balance remaining being \$8,894.48.

The water issue is still unresolved; last week the school lost around 10,000 litres of water within a 12-hour timeframe.

**Action: Rob Houghton to draft a letter which will be sent to Upper Hutt City Council and Water Wellington. The letter will be signed by Rachel de Lima and Fiona Craven.**

***Rob  
Houghton***

**Action: Rachel de Lima to contact NZSTA about what are the Board/school's next steps on the water invoice.**

***Rachel  
de Lima***

The School of Hospitality (SoH) Café price will be increasing effective from Monday 14<sup>th</sup> August 2023. The school community have been advised of the increase via email on Tuesday 1<sup>st</sup> August 2023.

#### **4.3 Staff Rep Report**

Shaun Blackler presented the Staff Rep Report.

There are a lot of students wearing incorrect uniform, including black socks.

As agreed at the last meeting on 4<sup>th</sup> July 2023, the Uniform Review Committee to consist of Nicole Banks, Shaun Blackler, Tuan Ding, plus another student.

**Action: Shaun Blackler to contact Jacqui Lucas (Deputy Principal) to initiate the process of the Uniform Review Committee**

*Shaun Blackler*

#### 4.4 **Student Rep Report**

Tuan Dinh presented the Student Rep Report.

Tuan Dinh presented a letter from a Year 9 student, proposing the creation of a skating club at school. The goal of the club would be to provide fun and engaging physical activity for students while promoting health and safety.

The concerns raised from the proposal were that the skating would not be able to occur on the Netball Courts or at the Sports Centre (as per the request in the proposal). The area would need to be one that is not prone to damage.

The Board agrees in principle of the proposed skating club, but would need to think about the location for the skating.

**Action: Rachel de Lima to email Matt Lambert about the proposal.**

*Rachel de Lima*

**Action: Tuan Dinh to speak further with Matt Lambert.**

*Tuan Dinh*

#### 4.5 **Ministry of Education – Roll Returns for July 2023**

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

### 5. **OTHER BUSINESS**

#### 5.1 **Physical Restraint Policy**

Ratification that the Board approved the changes to the Physical Restraint Policy from the meeting held Tuesday 4<sup>th</sup> July 2023.

#### 5.2 **Guidance Counsellors Request**

From the Board meeting held 4<sup>th</sup> July 2024, Rachel de Lima has discussed with Siobhan Pike about the request for funding to support the counselling student's placement and supervision. The student guidance counsellors were offered supervision costs before they arrived but this was not entirely covered in the current years budget. Fiona Craven advised that the extra funding has now been sourced from the existing budget, therefore no additional funding is now required.

It was noted that the Board support these student placements at school, as it is of benefit to both the students and future school counsellors, however associated costs need to be proactively included in the annual budget.

**Action: Any further requests for funding to be discussed via the Principal and/or Finance Manager for operational matters, and if required they will bring it to the Finance and Property Meetings or Board Meetings.**

*Finance & Property Committee*

**6. 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 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****7. ADMINISTRATION****7.1 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 4<sup>th</sup> July 2023 (No. 2134) be approved.*

**CARRIED****7.2 Items for next meeting / carried over, plus actions/ recommendations sheet**

The actions sheet was updated.

Items for Staff Feedback to be placed on the Agenda for the next Board meeting on 5<sup>th</sup> September 2023.

**7.3 Correspondence**

7.3.1 No correspondence presented at the meeting.

**7.4 Date of Next Meeting**

The next Board Meeting is **Tuesday 5<sup>th</sup> September 2023 at Heretaunga College.**

The meeting closed at 8.45pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 2<sup>nd</sup> August 2023