

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2136)
HELD AT HERETAUNGA COLLEGE (BOARDROOM)
ON TUESDAY 5th SEPTEMBER 2023 AT 6.30PM**

PRESENT: Rachel de Lima (Presiding Member), Nicole Banks, Fiona Craven, Phil de Greve, Rob Houghton, Abbie Spiers, Nopera Hauwaho, Tuah Dinh, and Ingrid Watts (arrived at 7.07pm)

1. WELCOME

1.1 Apologies

Shaun Blackler

1.2 Declaration of Interest on Agenda Items

None

2. STRATEGIC DECISIONS AND DISCUSSIONS

2.1 2023 Review Programme – Exit Interview Guidelines/Policy

The Exit Interview Policy was discussed. The Board agreed to implement this policy. The feeling is that the SchoolDocs template needs to be more specific to Heretaunga College and include appropriate tikanga, outlining further details around the options and format of an exit interview.

Action: Abbie Spiers and Nopera Hauwaho to draft and share an Exit Interview Policy with the Board at meeting on 10th October 2023, for approval.

*Abbie
Spiers/
Nopera
Hauwaho*

2.2 Strategic Plan Community Consult Update

The next Board-SLT Strategic Planning session will be held on Sunday 15th October from 1.30pm-4.30pm. The aim to is develop the theme from existing data into strategic goals.

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

- The graphs/data for the credit tracking were more comprehensive.

Objective 2: Barrier Free Access

Some points from Objective 2:

- The NCEA Change programme is continuing and departments have used the new standards to develop their new Level 1 courses for 2024.
- The Common Practice Model is currently in development by the Ministry of Education.

Objective 3: Quality Teaching and Leadership

Some points from Objective 3:

- We have appointed a new Year 11 Dean – Amy Johnson (who will commence at the beginning of 2024).
- Year 9 2024 enrolment/transition meetings are continuing.

Objective 4: Future of Learning and Work

Some points from Objective 4:

- Many of the Pathway's courses are completed by end of Term 3. This is when we receive a large number of credits for students – particularly Level 2 credits.

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 24 standdowns.

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

3.2 Finance and Property Report

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

No major issues to report from the Finance and Property Reports.

3.3 Staff Rep Report

The Staff Rep Report was not presented as Shaun Blackler was absent from the meeting.

3.4 Student Rep Report

Tuan Dinh presented the Student Rep Report.

Update on the mural proposal: Tuan Dinh advised that he has spoken with Michael Schneider about the location of the mural and presented a concept plan. A request to the Board from Alisha Windsor was 'where would the funding come from to cover the art supplies'. It was agreed that this project is part of the Give Project and that further discussion should be held between Matt Lambert and Kirsty Fraser (for the financial aspect).

Action: Tuan Dinh to email the information regarding the mural proposal to the Finance and Property Committee for further discussion.

Action: Rob Houghton to contact Michael Schneider to request approval for the placement of the mural on the side of the building.

***Tuan
Dinh***

***Rob
Houghton***

Request for Student Spells for Year 13 students: A proposal from a Year 13 student to have 'study spells' in place of subjects that the students do not want to take. An example would be instead of taking Physics, the student would have that allocated spell to independently study for their other subjects. These would only be for Year 13 subjects.

The main issues with the proposal would include: staffing, location of where the students would be for their study spells (classroom availability), and attendance tracking.

There are some students who have study spells, but these are for students who have some health issues, etc.

Recommendation: As this is an operational matter, it was agreed that the student/s would need to have a conversation with their Dean and the decision would be a case-by-case basis.

4. OTHER BUSINESS

4.1 Schoolground and In-Box Design Website

Looking at upgrading the Heretaunga College website. Two proposals were presented, with the Schoolground proposal being the most favourable, as they also include a School App.

Action: The website proposals to be discussed further between Ingrid Watts and Phil de Greve

*Phil de Greve/
Ingrid Watts*

4.2 New Terms and Conditions on Apple Volume Purchasing in Apple School Manager

Agreement for Apple School Manager, Apple's system for managing devices and apps; the new agreement was available to accept on 27th July 2023. This has been accepted by AISCORP on the school's behalf when they have logged into the Apple School Manager portal. *Presented to the Board for Information only.*

4.3 Official Information Act Obligations

School Boards are subject to, and have responsibilities under, the Official Information Act (OIA) 1982. Some Boards may have limited experience dealing with requests made under the Act or have limited capacity to respond. Any person or body corporate in New Zealand can request information held by the school Board, and the Board has an obligation to respond under the terms of the Act. This applies whether the request is made directly to the Board or transferred to the Board by another agency, such as the Ministry of Education. *Presented to the Board for Information only.*

4.4 **Student Representative Board Election – Appoint the Returning Officer**

The Board appointed Ingrid Watts as Returning Officer for the Student Representative Board Election (Ratification of Board Approval).

Five nominations have been received for the Student Representative. Election date set for Thursday 21st September 2023.

4.5 **Motion to Approve the Sale of Alcohol License**

The Board approved the sale of alcohol license for the Labour Party event held on Saturday 19th August 2023 (*Ratification of Board Approval*).

4.6 **Education Review Office – Unconfirmed Reports for Heretaunga College**

The Board approved the Education Review Office – unconfirmed reports for Heretaunga College (Ratification of Board Approval).

4.7 **Kimi Ora**

Fiona Craven advised that in 2022, there was a discussion around Kimi Ora having a satellite school Heretaunga College. The MoE are keen to get Kimi Ora on the school grounds.

Fiona Craven advised that the maintenance on the outside of the building is the host school's responsibility, and the equipment and maintenance on the inside of the building is the responsibility of Kimi Ora. The location of the classroom will be sited by the Sports Centre.

Kimi Ora have been invited to attend the next Board Meeting (10th October 2023).

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 Tuan Dinh that "The Minutes of 1st August 2023 (No. 2135) be approved.

CARRIED

It is noted that the following changes are made to the minutes of 1st August 2023:

The funding dilemma faced by the TPU's ECE, e.g. 'and/or resolving funding issues to improve the security and longevity of this service.' The best answer for the ECE may not be adding children, but rather fixing its funding issues.

Also, in the Staff Rep Report, please note that Abbie Spiers requested that our next agenda include a discussion about the Staff feedback form, to clarify its purpose, design, and our current/future use of the valuable information it could give us.

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

The actions sheet was updated.

6.3 Correspondence

6.3.1 No correspondence presented at the meeting.

6.4 Date of Next Meeting

The next Board Meeting is **Tuesday 10th October 2023 at Heretaunga College.**

The meeting closed at 8.50pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 8th September 2023