

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2137)  
HELD AT HERETAUNGA COLLEGE (STAFFROOM)  
ON TUESDAY 10<sup>th</sup> OCTOBER 2023 AT 6.30PM**

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

**IN ATTENDANCE:** Jacqui Lucas, Deputy Principal; Shirley Jones, Kimi Ora Principal and Jeremy Hollis, Delivery Manager, Ministry of Education

**1. KIMI ORA**

Jeremy Hollis from the Ministry of Education (MoE) provided an explanation of the MoE's aspect of the Kimi Ora Satellite School. The satellite school will be located on Heretaunga College grounds, with the teaching spaces and staffing the responsibility of Kimi Ora, and the buildings owned by the MoE and Heretaunga College.

The project is very much in the earlier stages; the modulars will be built by Niche Construction. The location of the Kimi Ora Satellite School will be behind the Sports Centre and should be ready for completion around Quarter 4 (Term 4), 2024.

There was a previous discussion with the Board around 18 months ago, and the Board are happy with the aspect of the Kimi Ora Satellite School, but there were some questions around staffing and maintenance.

Jeremy Hollis explained that the satellite school would be an asset of Heretaunga College and will receive additional maintenance and 5YA funding, around \$35,000 over three years. If there were any issues with the building, then this would be covered by a warranty. The buildings are easy to maintain, and there should not be any maintenance within the first five years. The exterior and interior of the building is the responsibility of the MoE and Heretaunga College, with Shirley Jones confirming that if there was any damaged by Kimi Ora students, then Kimi Ora would pay for the repairs.

There was an example explained that with the TPU having recently repainted at a cost of \$30,000 and with the funding of \$35,000 over five years, this would be exhausted very quickly.

A Property Occupancy Document (POD) would need to cover the costs of power, water, re-painting. A concern was raised about what additional help would be supplied for the Heretaunga College Property Manager (as he is already overloaded with the number of school projects). The response was that there is no allocation for extra funding to help with the maintenance or property management of the building. It is noted that the funding (\$35,000) would not be received until after five years.

There were some concerns raised around the building having a fence around it and who would be maintaining the grounds on the inside and the planting around the fence line.

The other issue raised was the driveway (as this is shared access with residents) if this needs to be repaired to a standard; the MoE advised that they would fund this. The MoE advised that if there is anything that needs that needs to be relocated, then it would be reciprocated exactly how it was before, i.e. cricket nets, pitch.

Shirley Jones advised that Kimi Ora will fund all the furniture, whiteboards, blinds, for inside the building.

The Kimi Ora considerations – checklist for responsibilities was presented. This would be used to clarify the details of the Kimi Ora school.

Shirley Jones advised there are currently 71 students waiting for places to attend a Kimi Ora school. The Kimi Ora Satellite School on Heretaunga College grounds would have no more than 16 students. The students attending would come from the Wellington area and not necessary just from Upper Hutt.

A question was raised that if Kimi Ora do not need to use the building, what will happen to the building. It was explained that the building is an asset of Heretaunga College, and the depreciation of the building is around 50 years.

Jeremy Hollis advised that the next step is to look at the project scope, i.e. driveway, site plan for where the building will be located.

The Kimi Ora students would be part of the Heretaunga College community, so when there are HC Days and/or Be Active Days the students (if they can) will participate with the Heretaunga College students.

The groundbreaking is scheduled for June 2024, with the construction of the building starting approximately 31<sup>st</sup> July 2024.

**Action: A meeting to be organised with Shirley Jones, Phil de Greve, Rob Houghton, Kirsty Fraser, and Michael Schneider to start the initial discussion around the details of the POD, and a meeting with Jeremy Hollis, Fiona Craven and Jacqui Lucas to discuss the MoE details, i.e the plans.**

*Finance &  
Property  
Committee*

**MoE**

Thank you to Shirley Jones and Jeremy Hollis for attending the meeting and providing an explanation of the Kimi Ora Satellite School.

Fiona Craven has requested a copy of the satellite school plans via Jeremy Hollis.

Shirley Jones and Jeremy Hollis left the meeting at 7.23pm

## **2. WELCOME**

Welcome to Oliver Moreland, incoming Student Board Rep for attending his first Board meeting. Thank you to Tuan Dinh for being a wonderful Student Board Rep over the last 12 months.

Rachel de Lima also thanked Jacqui Lucas for stepping up as Acting Principal, whilst Fiona Craven was away on leave.

### **2.1 Apologies** None

### **2.2 Declaration of Interest on Agenda Items** None

Rachel de Lima advised that a Register of Conflict of Interest to be created, with the first item stating that Rob Houghton disclosed that he has a commercial relationship with Peryer Construction.

**Rachel  
de Lima**

### 3. STRATEGIC DECISIONS AND DISCUSSIONS

#### 3.1 Policy Review:

##### **Appointment of SLT Staff**

Appointment of SLT staff policy was not discussed at meeting. To be carried over to the meeting on 7<sup>th</sup> November 2023.

##### **Approval of Exit Interview**

Exit Interview policy was not discussed at meeting. To be carried over to the meeting on 7<sup>th</sup> November 2023.

##### **SchoolDocs**

We have received formal notification that SchoolDocs will be going live.

#### 3.2 Strategic Plan Community Consult Update

The next Strategic Planning session is scheduled for Sunday 15<sup>th</sup> October 2023.

#### 3.3 Limited Statutory Management (LSM)

Rachel de Lima and Abbie Spiers have spoken with the Heretaunga College staff on Monday 9<sup>th</sup> October 2023 regarding the LSM. An email was sent to staff on Friday 6<sup>th</sup> October advising that the Board have requested the LSM. The LSM will be Roz Mexted. She will be managing the Employment, Complaints and Policies as part of the LSM. Attached is a copy of the notification from the Education Gazette. It should be noted that the Board requested the decision to have an LSM. Rachel de Lima and Fiona Craven will be meeting with Roz Mexted on Friday 20<sup>th</sup> October 2023. The Board will be invited to attend the meeting.

The information regarding the LSM will be shared with the parent community.

**Action: Rachel de Lima to draft an email and share with the Board. If the Board is happy with the content of the email, then this will be emailed out to the parent community via Ingrid Watts.**

*Rachel de Lima*

### 4. MONITORING

#### 4.1 Acting Principal's Report

The Board read the Acting 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 NCEA Internal Standards; Years 11 to 13, the Māori learner's completion was lower than European learners, but Pasifika learners in Year 13 were slightly higher. At the end of Term Three there should be at least 83% completion, but it is lower than that. There are a lot of learners still completing their internal assessments, whilst studying for their external assessments (NCEA Exams).
- The Year 11 progress report NCEA Level 1 Pass Rate for 2023 is 67% (68% in 2022). Year 12 progress report NCEA Level 2 Pass Rate for 2023 is 74% (57.1% in 2022) and Year 13 progress report NCEA Level 3 pass rate is 66% (66.4% in 2022). Staff have been requested to update the completed assessments into KAMAR. A plan to ensure these were met was requested at the

start of this year – Fiona Craven felt this had not worked as well as expected. A plan needs to be put in place for 2024 to ensure that learners are up to date with the deadlines of the assessments. **Recommendation: The Board requested that they would like to see that there are a number of assessments completed by the next board meeting (7<sup>th</sup> November 2023).**

- **Recommendation: The Board has requested to have a plan for 2024 for meeting all assessment deadlines and who is responsible for which. (HoL, Kaitiaki Dean, Kaiārahi, and teachers).**

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

Some points from Objective 2:

- Jacqui Lucas has met with Wikus Swanepoel (Principal, Maidstone Intermediate) to develop a plan around supporting further literacy and numeracy work across the cluster in transition between Maidstone Intermediate and Heretaunga College.
- We will need to advertise in Term Four for the fixed term Literacy and Numeracy leader positions for 2024.

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

Some points from Objective 3:

- Have received one application for the Te Reo Māori and Māori Performing Arts position. This is a current staff member. They would be working with Te Kura and would require five hours of release time to study. The Board would agree in principle (based on getting figures of the cost of study). An E-Resolution to be sent out to the Board.
- Cellphone survey – initial stages survey put out to students, staff, and community for feedback on students use and access to cellphones during school hours, including breaks and classtime. As at 29<sup>th</sup> September 2023, we have had 424 respondents to this survey.

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

Some points from Objective 4:

- The Head of Learning, Pathways has returned from Maternity Leave at the beginning of Term Four. Discussions have begun around the employment conditions and contact hours 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 34 standdowns.

If the Board have further questions regarding the Acting Principal's Board Report, please email Jacqui Lucas.

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

The Financial Management Report (31<sup>st</sup> August 2023) and the Creditors Listing (as at 31<sup>st</sup> August 2023) were presented.

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

Service Quote for the Admin Block to install a new Dormakaba ED100 Automatic Swing Door was presented. The cost is \$5,734.35 + GST.

This was discussed at meeting with the Board requesting that this be carried back to the Finance and Property Committee to investigate further options like replace with normal door frames and costs. **Action: Fiona Craven to have a conversation with Michael Schneider.**

**Fiona  
Craven**

Property projects discussed:

- The library is due for completion around 29<sup>th</sup> January 2024.
- Hall project – roofing, windows, and cladding of the outside of the hall due for completion around 16<sup>th</sup> June 2024.
- Rates invoice has increased to \$13,000; this is due to the high-water usage. A letter will be sent to Wellington Water re: the water usage; using data that the school did not use the amount of water claimed.
- Sports Centre roof is on the urgent list with the MoE. Currently waiting on the next 5YA funding before we can proceed with the works. The lines on the Sports Centre floor will need updating.

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

Shaun Blackler was unable to present the Staff Rep Report, due to time constraints of the meeting.

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

Tuan Dinh was unable to present the Student Rep Report, due to the time constraints of the meeting.

Tuan Dinh thanked everyone on the Board for being welcoming and has enjoyed his time over the last year whilst representing as the Board Student Representative.

### 5. **OTHER BUSINESS**

#### 5.1 **2024 Budget**

Reminder for the Board that this will be coming up and requires Board approval. Rachel de Lima will propose an allocation for all Board members to attend the NZSTA Conference in Wellington in June 2024, as this is an excellent governance learning opportunity. If the Board requires anything else that needs to go into the Budget, please advise Rachel de Lima or Kirsty Fraser as soon as possible.

#### 5.2 **End of Year Board Dinner**

Date to be circulated to Board.

#### 5.3 **Staff Feedback**

Did not discuss at meeting. To be carried over to the meeting on 7<sup>th</sup> November 2023.

#### 5.4 **School of Hospitality for 2024**

The School of Hospitality (SoH) will not be running in 2024, due to the works being undertaken in the SoH Kitchen. The project work is scheduled to commence and completed in Term One, 2024, but the works could be extended if there are delays. The reason for not running the SoH in 2024 is due to the project works and in turn this would not provide sufficient time for the students to complete their practical work. This will also affect the Hockey Café, which operates on Fridays.

**Action: Notification via to be sent to parent community advising them that the SoH will not be running in 2024.**

**Fiona  
Craven**

#### 5.5 **Board Funded Teachers**

This was discussed In-Committee.

#### 5.6 **Ministry of Education – Roll Returns for September 2023**

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

#### 5.7 **TPU School Donations Scheme**

Email received from TPU advising that they will opt-in to the school donations scheme for 2024.

#### 5.8 **School Mural Design**

13WD presented an updated mural. This was for Board information.

### 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 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**

### 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 Nicole Banks that "The Minutes of 5<sup>th</sup> September 2023 (No. 2136) be approved.*

**CARRIED**

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

The actions sheet to be updated.

#### 7.3 **Correspondence**

7.3.1 Invitation to the Teen Parent Unit (TPU) Celebration of Learning – Monday 27<sup>th</sup> November 2023.

**Action: Rachel de Lima to send out the invite to the Board to attend the Teen Parent Unit Celebration of Learning. The Board to RSVP directly to the TPU.**

**Rachel  
de Lima**

**7.4 Date of Next Meeting**

The next Board Meeting is **Tuesday 7<sup>th</sup> November 2023 at Heretaunga College.**

The meeting closed at 8.49pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 11<sup>th</sup> October 2023