

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2138)  
HELD AT HERETAUNGA COLLEGE (STAFFROOM)  
ON TUESDAY 7<sup>th</sup> NOVEMBER 2023 AT 6.30PM**

**PRESENT:** Rachel de Lima (Presiding Member), Roz Mexted (LSM) (left meeting at 7.00pm), Fiona Craven, Phil de Greve, Rob Houghton, Abbie Spiers, Kathryn Munro (Staff Liaison) (left at 8.25pm), Nopera Hauwaho, Oliver Moreland, and Ingrid Watts

**1. WELCOME**

The meeting was opened by acknowledging Shaun Blackler and his contribution to the Board and the school. This is the first meeting without the representation of Shaun Blackler as Staff Representative.

The Board welcomed Roz Mexted (Limited Statutory Manager) to the Board Meeting.

The Board agreed for Roz Mexted to have speaking rights to all meetings.

Moved: Rachel de Lima  
Seconded: Phil de Greve  
All Approved

***CARRIED***

The Board welcomed Kathryn Munro to the Board Meeting as the Staff Liaison (until a new Staff Representative is elected).

The Board agreed for Kathryn Munro to have speaking rights on a meeting-by-meeting basis.

Moved: Rachel de Lima  
Seconded: Abbie Spiers  
All Approved

***CARRIED***

1.1 **Apologies**  
Nicole Banks

1.2 **Declaration of Interest on Agenda Items**  
None

**2. STRATEGIC DECISIONS AND DISCUSSIONS**

**2.1 Limited Statutory Manager (LSM)**

Roz Mexted advised that she has started the scoping process. Has worked very closely with Fiona Craven, as well as meeting members of the Senior Leadership Team, Heads of Learning and other teaching/support staff.

Roz Mexted's next step is to identify the issues and work on strengthen the leadership in the school. The next part of the LSM process is to put in a plan, which will be a six-month process. The scoping report will detail the who, the what and the cost of the plan. The plan will be available for the next Board Meeting on the Tuesday 5<sup>th</sup> December 2023. The start of the plan will be around end of December 2023/early January 2024.

Roz Mexted mentioned that the Strategic Plan is important, and this is a priority for the Board

## 2.2 **Policy Review:**

### **Appointment of SLT Staff**

Appointment of SLT staff policy was not discussed at meeting. To be carried over to the meeting on 5<sup>th</sup> December 2023.

### **Approval of Exit Interview**

Abbie Spiers advised that an Exit Interview has been completed and this has helped to determine the details required for the Exit Interview policy.

**Action: Abbie Spiers to send a draft Exit Interview policy to the Board for approval at the next Board Meeting on 5<sup>th</sup> December 2023.**

***Abbie  
Spiers***

Fiona Craven requested clarification around the Staff Leave Policy – this is the amount of leave a Principal can approve (which is up to ten days), and for leave over ten days, the Board would need to approve.

**Action: Staff Leave Policy to be carried over to the meeting on 5<sup>th</sup> December 2023.**

The Board have been working on a one-year work plan – now that SchoolDocs is in place, and the Board will be using the SchoolDocs policies over the three-year plan and will be using them from 2024.

## 2.3 **Strategic Plan Update**

This is currently sitting with the Board and SLT. Rachel de Lima has received some comments about the Strategic Plan document, but this is still a work in progress. The document will be sent to SLT for them to input the operational themes. SLT will meet on Monday 20<sup>th</sup> November 2023 to complete the Strategic Plan. The Board to complete their part of the Strategic Plan before the 12<sup>th</sup> November. Kaupapa Māori will also need to be included in the Strategic Plan.

## 2.4 **NCEA Internal Assessment Update**

Fiona Craven advised that the NCEA Internal Assessment update is for 2023 and this has been included in the Principal's Board Report. The results have improved since the last Board meeting. Students have been able to come back into school (during the NCEA Exam period) and finish off the work before the end of the year. Teachers have tidied up the Markbooks, which has increased the number of assessments against the students.

Heads of Learning are working with their departments to ensure that the results of assessment have been inputted into Markbooks on time.

A timeline for 2024 will be created, to ensure that the assessment results are inputted by following the Assessment Timeline. From 2024, there will be changes for NCEA Level 1 results, including fewer external standards.

A question was asked about the accountability to ensure that the assessments are marked and entered in sufficient time before the information is required for prizegiving awards and the Dux.

There was further discussion around the process and how to make improvements for future years and the trending patterns for teachers or departments who have not put in the assessments over the last couple of years.

Kathryn Munro explained that with the teacher strikes, rolling home and the absence of staff, have all contributed to the low pass rates to date. Departments do have rigorous plans/timelines and these processes need to be tighter for 2024.

There was suggestion that changes could be made for 2024, with looking at the timing of working out the criteria for the Dux and Proxime Accessit, senior prizegiving, student leadership process and the CAA.

### **3. MONITORING**

#### **3.1 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:

Enrolment numbers are lower in comparison to this time in 2022. As at 7 November 2023 we have received 149 enrolments. For 2022 we had received 191 enrolments.

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

- As discussed under NCEA Internal Assessment update.

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

Some points from Objective 2:

- There is an inequity around the achievement for Māori students. This will need to be monitor in 2024.
- Māori Achievement to be included on the Board Agenda.

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

Some points from Objective 3:

- A current Heretaunga College teacher will be training as a Te Reo Māori Teacher.
- The Assistant Principal position has been advertised, with interviews being held on Friday 3 November 2023.
- Working through the final stages of the Surplus Staffing process.

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

Some points from Objective 4:

- The Pathways Department are working through all the preparations for 2024, including Trades Academy enrolments and possible Gateway programmes.

#### ***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 Four 2023, there was one suspension and 12 standdowns. There was discussion around the ethnicity of the number of students compared from Stand-Downs to Suspension.

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 (30<sup>th</sup> September 2023) and the Creditors Listing (as at 30<sup>th</sup> September 2023) were presented.

The school recently had a practice Lockdown Drill. The Sports Centre did not get the alert notification. The school needs to upgrade the alarm system at a cost of approximately \$6,500. Quotes to be presented at the Board meeting on 5<sup>th</sup> December 2023.

The fire panel needs to be replaced, as there are a lot of defects with the current fire panel. Over the last couple of weeks, there have been about eight defects which created a call out at a cost of \$200 per call out. The power source has been replaced at \$1,000. The whole panel needs to be replaced at a cost of \$6,000 to \$8,000 plus installation costs (\$1,000). This has been occurred due to the extra classrooms.

A meeting will be held on Thursday 9<sup>th</sup> November to discuss the Kimi Ora Property Occupancy Document (POD). The Kimi Ora unit will be operating from 2025. To date, the school has not seen the plans of the buildings or the location of the buildings.

The proposal for Turnitin was discussed. This will be included in the 2024 budget. It was discussed that Turnitin is a need for teachers and long term would save teachers' time. The cost would be \$11,500 per year; including a PLD component to train teachers on the use of Turnitin. This is about future proofing the school.

Moved: Phil de Greve  
Seconded: Rachel de Lima  
All Approved

***CARRIED***

With the increase of prices at the school café, this has shown a better return to date. The building works are scheduled to commence around January 2024. The school is looking at alternative options for providing food for students and staff during the building works.

### 3.3 **Staff Liaison Report**

Kathryn Munro presented the Staff Liaison Report.

Staff are feeling very fragile and tired. They are feeling the destabilising factors of:

- The CAA expectations and resourcing this.
- Exams and a lack of space for the increasing number of SAC students.
- The lost of our IT guru (Evan Sutherland).
- Impact of sickness is still an administrative issue across the school.

The recent loss of Shaun Blackler has hit a lot of staff hard and the grief certainly brings with it some perspective and appreciation of our colleagues and where we work. It has had a galvanising effect.

The presence of the Board members and their care for staff throughout the week of Shaun Blackler's passing and at the funeral was important for staff.

Year 13 Spirit week was a success. The Year 13 students were very thankful for our efforts with them.

There is a sense of pride in our student's success at prizegiving.

### 3.4 **Student Rep Report**

Oliver Moreland presented the Student Rep Report.

The students are tired, especially having to do the CAA in term four. The Year 9 students are anxious about sitting the CAA's next year.

The Upper Hutt College Board Student Rep asked if we would be part of a fundraiser with Upper Hutt College. Oliver Moreland to talk further with Ross Douglas.

## 4. **OTHER BUSINESS**

### 4.1 **Board Dinner**

The Board Dinner has been set for Tuesday 12<sup>th</sup> December at 6pm. Venue to be confirmed.

### 4.2 **Staff Feedback**

Staff Feedback was not discussed at meeting. To be carried over to the meeting on 5<sup>th</sup> December 2023.

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

Moved Rachel de Lima/Seconded Abbie Spiers *"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 Abbie Spiers *"that the Board come out of In-Committee"* Moved Rache de Lima/Seconded Abbie Spiers *"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 Oliver Moreland that "The Minutes of 10<sup>th</sup> October 2023 (No. 2137) be approved.*

**CARRIED**

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

The actions sheet to be updated.

**6.3 Correspondence**

7.3.1 No correspondence presented at the Board meeting.

**6.4 Date of Next Meeting**

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

The meeting closed at 8.45pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 13<sup>th</sup> November 2023