

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2139)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 5th DECEMBER 2023 AT 6.30PM**

PRESENT: Rachel de Lima (Presiding Member), Roz Mexted (LSM), Fiona Craven, Phil de Greve, Rob Houghton, Abbie Spiers, Oliver Moreland, and Ingrid Watts

IN ATTENDANCE: Ross Hampton (Ministry of Education Advisor) (left meeting at 6.59pm)

1. WELCOME

Rachel de Lima welcomed Roz Mexted and Ross Hampton (Ministry of Education Advisor) to the meeting.

The Board agreed for Ross Hampton to have speaking rights at the meeting.

Moved: Rachel de Lima

Seconded: Oliver Moreland

All Approved

CARRIED

1.1 Apologies

Nicole Banks, Nopera Hauwaho and Kathryn Munro

1.2 Declaration of Interest on Agenda Items

None

2. STRATEGIC DECISIONS AND DISCUSSIONS

2.1 Limited Statutory Manager (LSM)

Roz Mexted spoke to the Scoping Report and provided a summary of the process to date. The Statutory Intervention Outcome Plan has been released to the Board and the results will be shared with Heretaunga College staff in a summary format in 2024.

The finalised roles and responsibilities for SLT will be in place for Term One 2024.

2.2 Policy Review:

Appointment of SLT Staff

Appointment of SLT staff policy: this policy has been used for the involvement of the Board in SLT appointments. It was agreed that there should be a sub-committee for appointments of SLT staff, with a Board member being part of the sub-committee. For consistency, ideally it should be the same Board member. There are some aspects that would need to be tightened up, i.e. clarity, communication etc.

The current SchoolDocs policy will be in place until the policy is up for renewal in 2024.

Action: Appointment of SLT staff policy to be reviewed in Term One 2024, with the Terms of Reference updated to clarify the process.

**Rachel
de Lima**

Approval of Exit Interview

The Exit Interview template has been emailed to the Board. Next step is the confirmation of a process to complete these.

Moved: Rachel de Lima

Seconded: Phil de Greve

All Approved

CARRIED

Action: To review the process part of the Exit Interview in 2024 and determine what the Board will do with the information from the Exit Interview (suggestion that a summary of the Exit Interview be presented during the In-Committee part of the meeting)

All Board

Staff Leave Policy

With the introduction of the SchoolDocs Staff Leave policy, the principal's delegation has changed from 10 days to 5 days. The principal has approval of up to five days and the Board has approval of more than six weeks.

Action: Fiona Craven to advise staff via email of the Staff Leave policy requirements

Fiona Craven

2.3 Strategic Plan Update

SLT have worked on a Strategic Plan; some clarification around the Māori wording of the document is required. The Strategic Plan will now be used for the school Annual Plan. Once this has been completed, it will be presented to the Board.

2.4 NCEA Internal Assessment Update

Fiona Craven presented the NCEA Internal Assessment Plan. This is a plan for HoL's to use to ensure that NCEA entries are completed at the correct timeline during the year. This is also to support teachers to meet their internal results entry requirements.

Action: Fiona Craven to provide a brief update at each Board meeting on the progress of the NCEA internal assessments.

Fiona Craven

Action: Fiona Craven to add a 'Check By/Accountability' column into the Assessment Plan

Fiona Craven

It should be noted that the document is a working document and if there are any changes these will be made along the way.

2.5 Election of Board Staff Rep

The Board agreed to hold a staff by-election for a Board Staff Rep at the beginning of 2024.

Moved: Rachel de Lima
Seconded: Oliver Moreland
All Approved

CARRIED

Action: Rachel de Lima to email staff and include the information regarding nominations for the Board Staff Rep

Rachel de Lima

The Board approved Ingrid Watts as Returning Officer for the staff by-election.

Moved: Rachel de Lima
Seconded: Rob Houghton
All Approved

CARRIED

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:

Objective 1: Learners at the Centre

- Brief discussion around out of zone for Year 9 2024 students. There were 45 out of zone applications received, after the ballot 15 Year 9 students were successful.
- The pass rates have all dropped. This would be due to the tidy up of the mark books – this has included internal assessments. An update/snapshot of the assessment results to be included at each Board meeting to ensure that the assessment plan is on target. The NCEA Principals Report is received in January (after the students receive their results), and this will be included in the 13th February 2024 Board meeting.
- It is noted that our Māori achievement as a comparison, as this is something that the Board need to be aware of in light of our Te Tiriti obligations.

Objective 2: Barrier Free Access

Some points from Objective 2:

- The school has advertised internally for a SENCO (Special Education Needs Coordinator). Once this position has been filled there will be a comprehensive review of the Student Support Department which will include a review of the spaces and how they can be used more efficiently.
- A number of positions of responsibility have been advertised to current staff.
- Modifications to the LRC are in progress.

Objective 3: Quality Teaching and Leadership

Some points from Objective 3:

- We have appointed Briony Hibbert to the Assistant Principal – Systems position.
- Surplus Staffing has been completed and we have managed to lose two teachers without going to a CAPNA.
- The timetable is in the final stages for 2024.

Objective 4: Future of Learning and Work

Some points from Objective 4:

- The principal has meet with Mike Doran who runs our driving lessons for our students. This programme will continue in 2024.
- Trades Academy credits are in and many of our students have been extremely successful on the courses.

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 19 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 October 2023) and the Creditors Listing (as at 31st October 2023) were presented.

Phil de Greve provided a summary from the recent Finance and Property meeting held on Thursday 30th November 2023:

- Kimi Ora Satellite School – waiting on a new property/delivery manager to be appointed before any decisions are made.
- Water Meter – have received a letter from the Upper Hutt City Council in response to the Board's letter.
- The School of Hospitality – the café has now closed; options for 2024 (food supply) are being investigated.
- With the possibility of the cellphone ban in schools, there was discussion around the aspects of insurance (i.e. if cellphones were lost or damaged).
- Phil de Greve requested that Vaping is included on the Board Agenda under Health and Safety. This is about providing a safe environment for all students.

Education Personnel Ltd Invoice (\$9,604.23) was presented. This is for recruitment agency costs for a new PE teacher starting in 2024. The school will receive approximately \$3,000 back from the Ministry of Education.

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

CARRIED

3.3 **Staff Liaison Report**

The Staff Liaison Report was not presented as Kathryn Munro was absent from the meeting.

3.4 **Student Rep Report**

No Student Rep Report was presented from Oliver Moreland.

4. **OTHER BUSINESS**

4.1 **Te Reo Māori Teacher – 2024**

The Board approved the proposal of the Te Reo Māori Teacher - 2024 (*Ratification of Board Approval*). Staff will be informed on Wednesday 6th December 2023 of the teacher who has been appointed and information will be placed on the school's social.

4.2 **Heretaunga College Library Annual Report 2023**

The Heretaunga College Library Annual Report 2023 was presented.

No major concerns or issues from the report were raised.

5. IN-COMMITTEE ITEMS

Moved Rachel de Lima/Seconded Phil de Greve *"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 Oliver Moreland *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Oliver Moreland *"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 7th November 2023 (No. 2138) be approved.

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

The actions sheet has been updated.

6.3 Correspondence

6.3.1 No correspondence presented at the Board meeting.

6.4 Date of Next Meeting

The next Board Meeting is **Tuesday 13th February 2024 at Heretaunga College.**

The meeting closed at 8.43pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 6th December 2023