

**MINUTES OF THE HERETAUNGA COLLEGE
SCHOOL BOARD MEETING (NO: 2140)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 13th FEBRUARY 2024 AT 6.30PM**

PRESENT: Rachel de Lima (Presiding Member), Abbie Spiers, (Deputy Presiding Member), Nicole Banks, Roz Mexted (LSM) (left at 8.19pm), Fiona Craven, Phil de Greve, Rob Houghton, Oliver Moreland, Kathryn Munro (left at 8.15pm) and Ingrid Watts

1. WELCOME

Fiona Craven welcomed everyone to the first School Board meeting for 2024.

1.1 Confirmation of Presiding Member / Deputy Presiding Member and Committee Roles for 2024

Fiona Craven called for nominations for the 2024 presiding members roles.

Five members nominated Rachel de Lima as Presiding Member, which Rachel de Lima has accepted and is duly elected unopposed.

Three members nominated Abbie Spiers as Deputy Presiding Member, which Abbie Spiers has accepted and is duly elected unopposed.

Rachel de Lima nominated Phil de Greve for the role in the Finance & Property Committee (looking after the finance aspect). Rachel de Lima nominated Rob Houghton for the role in the Finance & Property Committee (looking after the property aspect). Phil de Greve and Rob Houghton were happy to continue as members of the Finance and Property Sub Committee.

Recommendation: It was agreed to start the year with a review of the Terms of Reference of the Finance & Property Committee.

All Agreed

CARRIED

Other committees will include: Policy Review Committee, a Principal Recruitment Committee, and other ad hoc committees, i.e. Suspension Committee, Complaints Committee.

It was agreed that Abbie Spiers will set up and lead the Policy Review Committee, with the help from Oliver Moreland. A SLT member plus another Board member will also be required to be on the committee.

1.2 Apologies

Nopera Hauwaho

1.3 Declaration of Interest on Agenda Items

None

2. STRATEGIC DECISIONS AND DISCUSSIONS

2.1 Limited Statutory Manager (LSM) – Update

Roz Mexted has sent the January Report to the Board. Any queries/questions, the Board to email to Roz Mexted.

Roz Mexted advised that she has had a session with the Heads of Learning on Monday 12th February 2024.

2.2 **Policy Review:**

Appointment of SLT Staff

The Appointment of SLT staff policy will be delegated to the Policy Committee for further discussion.

Roz Mexted advised that as the school now has SchoolDocs, she will look at the schedule of policy reviews and send this through to the Abbie Spiers (Policy Committee).

2.3 **Approval of Exit Interview**

The Exit Interview policy will be delegated to the Policy Committee for further discussion.

2.4 **Approval of Strategic Plan Update**

Rachel de Lima advised that the Strategic Plan document that has been presented to the Board is now approved.

Action: The Annual Plan to be reviewed and approved at the meeting after the 31st March 2024 (by Wednesday 3rd April 2024).

Moved to Accept the Strategic Plan Document

Moved: Rachel de Lima

Seconded: Oliver Moreland

All Approved

CARRIED

2.5 **Regular NCEA Internal Assessment Update (via Principal's Report)**

The NCEA Assessment update – the 2023 results are in the Principal's Report. The 2023 NCEA results have been sent to the Heads of Learning.

The NCEA Results 2023 – Analysis Report has been emailed to the Board. If there are any concerns/questions regarding the report, the Board to email Fiona Craven.

Fiona Craven advised that the NCEA Results Analysis Report still requires discussion within SLT and with the Heads of Learning.

2.6 **Election of Board Staff Rep (Notification that the process has started)**

Have received three nominations for the Board Staff Rep position. Voting papers will be sent out to staff by Friday 16th February 2024, with the election date being Tuesday 27th February 2024 (4pm).

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

- NCEA Achievement Data provided.
- Te Ara Whakamana have come into the school and presented to a group of staff their programme which focuses on a mana enhancing process with students.

- Roz Mexted has worked with the Heads of Learning to develop their leadership within the school.
- Teachers are starting on the Professional Growth Cycle for 2024.
- The school is working on the 'Phones away for the day' policy.

Objective 2: Barrier Free Access

Some points from Objective 2:

- The modifications to the Learning Resource Centre are still in progress.
- Will Pike has been appointed as SENCO.
- Year 9 students are being assessed in Reading, Writing and Numeracy.
- Year 10 students are being prepared for the CAAs in Literacy and Numeracy.

Objective 3: Quality Teaching and Leadership

Some points from Objective 3:

- Working through some timetable issues, by using two relievers to cover classes.
- We have welcomed the following new staff into Heretaunga College for 2024:
 - Briony Hibberd, Assistant Principal
 - Sebastian Pau, Guidance Counsellor
 - Emma Drinnan, PE, and Health Teacher
 - Elias Aboud, Social Science Teacher
 - Sophie Sargent, English Teacher
 - Kayley Scully, Sports Coordinator
 - Mike Munro, Social Studies Teacher (returning back to Heretaunga College)

Objective 4: Future of Learning and Work

Some points from Objective 4:

- The Trades Academy programmes has started.
- Gateway programmes will be up and running shortly, as will Work Experience.

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 One 2024, there were two suspensions and two standdowns.

Heretaunga College Uniform Exceptions

Fiona Craven advised that she has received a query from a parent in regard to her daughter having different shades of highlighted hair and their reasoning is that it is of natural colour.

The regulations state hair should be natural hair colour shades only (blonde, black, auburn, brown). If hair is dyed, ONE natural colour is permitted.

Action: Fiona Craven to contact the Uniform Review Committee to see if the wording should be changed/clarified, as per the discussion with the Board.

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

***Fiona
Craven***

3.2 Finance and Property Report

Draft 2024 Budget

The Draft 2024 budget was presented. This is a deficit budget, as there is no extra funding (i.e. COVID Funding for 2024).

The budget approves the Staff Christmas Lunch of \$1,500.

Moved: Rachel de Lima

Seconded: Nicole Banks

All Approved

CARRIED

Action: Kirsty Fraser to provide an overview and breakdown of costs from the 2023 budget to the 2024 budget for Phil de Greve.

Kirsty Fraser

The ICT Contract still needs to be confirmed.

The Water Rates invoice is on hold pending payment.

The Board Approves the Draft 2024 Budget, as presented.

Moved: Rachel de Lima

Seconded: Nicole Banks

All Approved

CARRIED

Action: To discuss the ICT Contract at the 5th March 2024 Board Meeting.

All Board

Gym Court Marking

Quote presented for the gym court marking, which includes three volleyball courts (red), one volleyball court (blue), four badminton courts (white), and one basketball/netball court (black and green) at a cost of \$8,970.00 (including GST).

There was a discussion around whether there needed a coating over the lines.

Action: Phil de Greve to follow up with Michael Schneider around the coating on the lines and to ensure that this is not a short-term fix.

Phil de Greve

Hall Heat Pump / Carpet Swap

A quote from Select Electrical & Security for heat pump installation in the school hall (looking at installing five large Mitsubishi gs71 heat pumps). The cost of the heat pumps will come out of the 5YA funding. This is for the hall project which has already started.

Based on the suppliers comment about effectiveness of the system quoted for, the Board felt they need more information in order to make a decision. There was a discussion around the possibility of having different heating options for the hall.

Action: Phil de Greve to have a conversation with Kirsty Fraser on the additional cost of the Heat Pumps (as part of the 5YA funding) in the capacity of the finance side for the Finance and Property Committee.

Phil de Greve

Action: Rob Houghton to email to Michael Schneider around the clarification of the cost of the five heat pumps. The Board will do an E-Resolution if necessary.

Rob Houghton

Recommendation: The school to provide other quotes from different companies and also provide different options of heating.

3.3 **Staff Liaison Report**

The Staff Liaison Report was presented by Kathryn Munro.

It was definitely an interesting start to the week with Fiona Craven's resignation announcement. Change is always a bit unsettling and the staff appreciate the support of the School Board being on site when big things are happening in the school.

There is a general feeling that there is still a lot of work to do, looking forward, to strengthen our school and we are keen to see the Strategic Plan to help us move forward.

We have acknowledged issues around our timetable structure and whether this best suits the needs of our students.

We have also acknowledged the concerns around our results. The staff are concerned about this too. We are working on processes, and adapting our planning at all levels of the school, to ensure that we are meeting the academic needs of our students.

My department (English department) is feeling really positive about the new NCEA standards and can see that the new focus on language learning will see an improvement in outcomes for our students.

Departments are having robust discussions around the NCEA results – working on assessment calendars, and due dates. The HoL's see the patterns of what is working and what not working – would like to see the Strategic Plan to ensure that the timetable and curriculum meets the needs of the students.

The feeling with the 'Phones Away for the Day' is working well within the classes and that there has provided some positive learning in the classrooms.

There is a shortage of chrome books for the school. Students are encouraged to bring their own device to school.

Rachel de Lima thanked Kathryn Munro for stepping up as Staff Liaison over the last couple of months.

3.4 **Student Rep Report**

Student Rep Report was presented from Oliver Moreland.

Students are already working on how they will be using phones during breaktimes. Feels that there are bigger concerns with vaping in the school.

Sausage Sizzle fundraiser for the fire fighters of Upper Hutt. Oliver Moreland checked with the Board to see if they are still happy to help out. It was felt that this should be organised by the Community Committees, and that there would be a fundraising policy that should be followed.

4. OTHER BUSINESS

4.1 NZSTA Conference

The NZSTA Conference will be held in Wellington (6th to 9th June 2024). Rachel de Lima advised that there is potentially funding available for two Board members to attend. Information to be shared when it is released.

4.2 Resignation from Fiona Craven

The School Board has received and accepted the resignation of Fiona Craven from her position as Principal at Heretaunga College. Fiona Craven's last day will be Friday 12th April 2024.

5. IN-COMMITTEE ITEMS

Moved Rachel de Lima/Seconded Oliver Moreland *"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 Rache 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 Abbie Spiers that "The Minutes of 5th December 2023 (No. 2139) be approved."

CARRIED

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

The actions sheet to be 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 5th March 2024 at Heretaunga College.**

With the following Board Meeting on: **Wednesday 3rd April 2024 at Heretaunga College.**

The meeting closed at 8.47pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 14th February 2024