

**MINUTES OF THE HERETAUNGA COLLEGE
SCHOOL BOARD MEETING (NO: 2141)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 5th MARCH 2024 AT 6.30PM**

PRESENT: Rachel de Lima (Presiding Member), Abbie Spiers (Deputy Presiding Member) (via telephone call), Nicole Banks (via zoom), Roz Mexted (LSM), Phil de Greve, Rob Houghton, Nopera Hauwaho (via zoom), Deidre Leith, Oliver Moreland, and Ingrid Watts

1. WELCOME

Rachel de Lima welcomed Deirde Leith to her first meeting as the Staff Rep.

1.1 Apologies

Fiona Craven

1.2 Declaration of Interest on Agenda Items

None

2. STRATEGIC DECISIONS AND DISCUSSIONS

2.1 Limited Statutory Manager (LSM) – Update

Roz Mexted provided an update. Reports are uploaded onto the School Board Share Drive for the School Board's information and feedback.

Roz Mexted is continuing to meet with staff. The HoLs will be having a PL session with Roz Mexted on Wednesday 6th March 2024.

The NCEA data was discussed with the overall results from 2023 and how each department will be working to ensure that improvements are made for 2024.

2.2 ICT Contract

The school will be tendering out for a new ICT Contract.

The current contract has expired, and is rolling over on a month-by-month basis.

The school will need to work on an ICT Strategy that will support the Strategic Plan.

Recommendation: An ICT Project Group to be set up to include a representative from the School Board, SLT and the Principal.

Action: Phil de Greve to draft up a proposal for the ICT Project Group.

Action: After the ICT Project Group proposal has been written, the School Board to meet at the beginning of term two 2024 to discuss the ICT Contract.

Action: ICT Contract to be carried over to the next School Board meeting on Wednesday 3rd April 2024.

Phil de Greve

ICT Project Group

Ingrid Watts

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

As presented in the Principal's Report.

Action: The 2023 NCEA Results to be re-sent to the School Board.

**Ingrid
Watts**

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

Points from Objective 1:

- The HoLs have been presented with the strategic plan and are working through what it means to them as middle leaders and for their curriculum areas.
- HoLs are working on their achievement goals and targets. These are being submitted with their department reports.
- Roz Mexted continues to work with the HoLs.
- The 'phones away for the day' policy started on Monday 4th March 2024. There were minor issues on the first day.
- SLT have identified departments who have low levels of achievement and are working through the evidence.

Objective 2: Barrier Free Access

Points from Objective 2:

- The school currently has 17 ORS funded students.
- The school has three students with Intensive Wraparound Support (IWS).
- The school has re-allocated some teachers to ensure we are covering our requirements for Learner Support.

Objective 3: Quality Teaching and Leadership

Points from Objective 3:

- The school has some vacancies which are filled by relievers. These positions have been re-advertised.
- The school is still settling the timetable and are looking at a few modifications to increase student choice.
- New staff have had a check in meeting with the Pastoral Deputy Principal.

Objective 4: Future of Learning and Work

Points from Objective 4:

- Staff have had some PLD from the Pathways Department.

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 2024

In Term One 2024, there were five suspensions and five standdowns.

The project management company that the school has employed is currently not on the Ministry of Education project management list. They are working on getting the company back on the list.

There were aspects in the Principals Report that will need further clarification as part of the Annual Report.

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

3.2 **Finance and Property Report**

Draft Board Finance Report (as at 31st December 2023).

The Draft Board Finance Report as at 31st December 2023 was presented.

The report is showing a deficit of \$97,733, but this is subject to change.

Action: Phil de Greve to have a conversation with Kirsty Fraser who will provide an explanation on deficit.

Phil de Greve

Recommendation: It was agreed that a Terms of Reference is set for the Finance and Property Committee. The School Board members to have an active role in the decision making of financial aspects.

Action: Abbie Spiers and Rachel de Lima to meet with Kirsty Fraser and Michael Schneider to discuss the purpose of the Finance and Property Committee and include the discussion around the level of decision making from the committee members.

Abbie Spiers & Rachel de Lima

Recommendation: School Board members to undertake the training as provided by NZSTA to have a further understanding of the financial aspects as set by the Ministry of Education.

Funding for Heat Pump in the School Hall (cost \$8,200)

The School Board have approved the funding for the heat pump in the school hall at a cost of \$8,200 for 2024.

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

CARRIED

Action: Ingrid Watts to notify Michael Schneider the School Board's decision so that he can arrange the installation of the heat pumps.

Ingrid Watts

The gym court marking lines are all sorted; the decision required by the School Board was just a change of the supplier to install the court marking lines.

It was suggested that Kirsty Fraser present to the School Board meeting and provide an explanation on the school finances.

Action: Rachel de Lima to invite Kirsty Fraser to the next School Board meeting on Wednesday 3rd April 2024 to present the school finances.

Rachel de Lima

3.3 **Staff Rep Report**

The Staff Rep Report was not presented from Deidre Leith, as this was Deidre Leith's first meeting.

3.4 **Student Rep Report**

The Student Rep Report was presented from Oliver Moreland.

There are about 60 students who are making comments to Oliver Moreland about the 'phones away for the day'.

Students need to be reminded that this is a government decision and not a school decision.

Recommendation: Oliver Moreland to set up a suggestion box for students to make suggestions which can be brought to the School Board meetings.

4. **OTHER BUSINESS**

4.1 **Heretaunga College Mobile Phone Procedures 2024**

The School Board was presented with the Heretaunga College Mobile Phone Procedures from 2024. This is for the School Board's information. The procedures have been sent to parents/caregivers, students, and staff.

4.2 **Principal Recruitment Subcommittee**

The School Board agreed to move to form a Principal Recruitment Subcommittee.

Moved: Rachel de Lima
Seconded: Oliver Moreland
All Approved

CARRIED

The School Board will work on the Terms of Reference for the Principal Recruitment Subcommittee. This will include a survey to be sent to staff and students, as well as advice from Roz Mexted (LSM).

The next steps: a survey to go out to students and staff. The survey would have set questions (as the suggestions shown below), with open answers (including a word limited of the number of characters for the answer).

- What are the attributes of a principal.
- What values would you like a principal to bring to the school.
- What strengths would a principal have.
- What is the principals' vision and focus for the school.

Action: Phil de Greve and Abbie Spiers to create the survey.

**Phil de
Greve &
Abbie
Spiers**

Once the Terms of Reference has been sorted, then this will form part of the Strategic Plan.

Two secondary school recruitment contacts have been contacted. The school recruitment contact has outlined the process for the School Board, including the timeframe. The School Board is working on the Principal Position Description and the attributes of the person who be the Principal of the school. Will be looking for a term three appointment for a new principal.

An email has been set to staff for their information providing an update of the principal recruitment process.

NZSTA Advice for a Principal Recruitment Subcommittee is to have four core Board members; including a Te Reo Māori perspective, but all School Board members can attend meetings. If any School Board member has a conflict of interest, then they will abstain from the committee.

4.3 **Ministry of Education School Roll Return – March 2024**

The Ministry of Education School Roll Return for March 2024 was presented for the School Board information.

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 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 13th February 2024 (No. 2140) 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 Email from Amy Johnson requesting permission to apply for a Ministry of Youth Development Funding Grant (\$1,000) and a One Foundation Funding Grant (\$3,000) for the costs of the Senior Students Wellbeing Conference, which will occur during Youth Week (Term 2 / Week 4).

The Board approved Amy Johnson applying for the two funding grants.

Moved: Rachel de Lima
Seconded: Oliver Moreland
All Approved

CARRIED

6.4 **Date of Next Meeting**

The next Board Meeting is **Wednesday 3rd April 2024 at Heretaunga College.**

The meeting closed at 8.46pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 6th March 2024