

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2119)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 25th JANUARY 2022 AT 6.30PM**

PRESENT: Ara Te Pohe, Fiona Craven, Nicole Banks, Rachel de Lima-Brinkley, Phil de Greve, Rob Houghton, Kathryn Munro, Lesley Monzora and Ingrid Watts

1. **APOLOGIES:** None received.

2. **CONFIRMATION OF PREVIOUS BOARD MINUTES:**

The previous minutes were deemed to be a correct and true record.

Moved Kathryn Munro, Seconded Rachel de Lima-Brinkley that "The Minutes of 19th October 2021 be approved.

CARRIED

Ara Te Pohe started the meeting and welcomed everyone to the postponed meeting from 6th December 2021. Ara Te Pohe welcomed Lesley Monzora to the first Board meeting as the Student Rep. Ara Te Pohe explained the meeting process including the different parts of the meeting (general/public and In Committee) to Lesley Monzora.

3. **MATTERS ARISING:**

Under 5.1: Phil de Greve has received the AISCORP Contract from Fiona Craven and is happy to meet with Fiona Craven and Gil Hunter from AISCORP within the next few weeks. Fiona Craven to advise Phil de Greve of the meeting date.

**Fiona
Craven**

Under 6.2: Proposal for the Policy for the use of the School Van for personal use. The questions to be clarified at the next Finance and Property Meeting and reported back to the Board Meeting on 1st March 2022 by Ara Te Pohe.

**Ara Te
Pohe**

4. **CORRESPONDENCE**

4.1 Letter from Jan Tinetti, Associate Minister of Education re-engaging learners in the classroom

Fiona Craven advised that from the letter, the whole school focus will be on student attendance (90%) for 2022; this includes both at school and in class. The results will be reported back to the Board on a regular basis.

The Attendance Codes used are J: Justified, U: Unjustified etc

Students should be at school unless their GP has suggested that they stay at home. The school will not be providing any online learning, but teachers will still be required to put their class resources onto Google Classrooms.

4.2 Letter from Siobhan Pike re: Request for Heretaunga College to have 2.2 Full Time Guidance Counsellors (to be discussed In-Committee).

4.3 Email re: Extension to Maternity Leave (to be discussed In-Committee).

4.4 Letter re: Suspension (to be discussed In-Committee).

4.5 Letter re: Youth Suicide (to be discussed In-Committee).

5. REPORTS

5.1 Finance and Property Report

Finance

Ara Te Pohe presented the Financial Management Report (31st October 2021) and the Creditors Listing (as at 31st October 2021)

If anyone has any questions regarding the financial reports, please email these to Ara Te Pohe.

2022 Proposed Asset Purchases (plus Quotes)

The 2022 Proposed Asset Purchases were presented for the Board consideration. These are:

2 Classroom sets of Chromebooks @ \$15,000 each (including COW)	\$30,000
3 Sanding Tables for Hard Materials @ \$5,990 each	\$18,000
4 TVs for new modules	\$8,5000
3 TVs for replacement projectors	
Boardroom Table and 12 Chairs (guided price from various websites)	\$5,600
Decking safety strips for Callaghan 5-7	\$8,000
4 Cameras for Library / Quad (As per the Quote attached to the Agenda from Select Electrical & Security)	\$5,000
Power Socket Trips (Charging Units)	
• Grace Wing	\$1,140
• Morgan Wing	\$1,352
• Callaghan Wing	\$886
(As per the Quotes attached to the Agenda from Hayne Electrical)	
Wi-Fi SNUP TBA if any cost from MoE	\$?

TOTAL \$78,478

Moved: Ara Te Pohe
Seconded: Phil de Greve
All Approved

CARRIED

Draft 2022 Budget

The Draft 2022 Budget was tabled at the meeting. Board Members to review the Budget and advised Ara Te Pohe no later than Tuesday 1st February 2022 of any changes.

ALL

At the meeting, the Board Members agreed to:

- \$1,500 Staff Christmas Lunch

Moved: Ara Te Pohe
Seconded: Nicole Banks
All Approved

CARRIED

Library Upgrade, Cameras

Ara Te Pohe has spoken with Michael Schneider regarding the specifications required for the cameras. Quote received from Electrical and Security dated 1st December 2021. The total cost is \$5,580 plus GST.

Moved: Ara Te Pohe
 Seconded: Nicole Banks
 All Approved

CARRIED**5.2 Property**

Ratification of Health and Safety Request for the Technology area – Sanding benches

The Board have agreed to the purchase of the Sanding benches, as per the advice of Kirsty Fraser based on the 2022 Budget. The cost of the Sanding Benches are:

The upgrade of the set-up of the current machines \$6,950 plus GST

The purchase of five DD benches \$5,990 plus GST/Unit

Moved: Nicole Banks
 Seconded: Kathryn Munro
 All Approved

CARRIED**5.3 Principal's Report**

The Principal's Report was tabled as read.

Fiona Craven advised that the NCEA results from NZQA should be received at the school by Wednesday 26th January 2022. These will be emailed out to the Board.

Fiona Craven

There were several staff resignations towards the end of 2021.

Fiona Craven advised that she would be looking at having SLT working from home for ½ a day.

Ingrid Watts will be working from home on the morning after the Board meeting to get the minutes circulated in a timely manner.

Just waiting on the Careers Department to move into their new office space, then the Deans can move into the current Careers room.

Currently have two international students for 2022.

Moved: Rob Houghton
 Seconded: Lesley Monzora
 All Approved

CARRIED

6. GENERAL BUSINESS

6.1 Health and Safety Update: Technology Woodwork Room – Quotes received from Egmont Air and Windsor Engineering re: High level of air-borne respiratory dust in workshop

Ara Te Pohe advised that he is happy to approve and to let the school work out the budget when this needs to be purchased.

The two quotes received:

Egmont Air	\$6,950 plus GST
Windsor Engineering	\$6,136 Plus GST

Moved: Ara Te Pohe

Seconded: Rachael de Lima-Brinkley

All Approved

CARRIED

6.2 Heretaunga College International Policy: *International Student Policy for Managing the Vaccination Status of Residential Caregivers and International Students*

No issues with the policy presented.

Moved: Ara Te Pohe

Seconded: Nicole Bank

All Approved

CARRIED

6.3 Heretaunga College International Policy: *Designated Caregiver Agreement*

No issues with the policy presented.

Moved: Ara Te Pohe

Seconded: Nicole Bank

All Approved

CARRIED

6.4 Heretaunga College International Policy: *COVID-19 Vaccination Declaration*

No issues with the policy presented.

Moved: Ara Te Pohe

Seconded: Nicole Bank

All Approved

CARRIED

6.5 Report from Jade Eru, PRIDE Facilitator

The Report from Jade Eru, PRIDE Facilitator was tabled and read.

ACTION: Ara Te Pohe to respond to Jade Eru

Ara Te Pohe

6.6 Response from Matt Lambert re: Executive Student Leaders Events & Budget

The Leadership calendar was presented, showing the Events for each year level. This does not show the actual costs for each event.

ACTION: Fiona Craven to request Matt Lambert to provide the actual costs for each event. The calendar and the costs to be brought back to the Board for consideration for the \$10,000 that he has requested.

Fiona Craven

6.7 Health and Safety Report (including Incident Report)

The Health and Safety Report presented. There are no major issues with the report.

6.8 Staff Rep Report

At this was the last meeting for Kathryn Munro, no Staff Rep Report presented.

6.9 Student Rep Report

As this was the first meeting for Lesley Monzora, no Student Rep Report presented.

6.10 Meeting Dates for 2022

The Board Members are happy with the meeting dates for 2022.

ACTION: Ingrid Watts to send out calendar invites.

**Ingrid
Watts**

6.11 Staff Representative Board Election – Appoint the Returning Officer

The Board approved Ingrid Watts as Returning Officer for the upcoming staff representative Board Election.

*Moved: Ara Te Pohe
Seconded: Kathryn Munro
All Agreed*

CARRIED

6.11 General

Rachael de Lima-Brinkley advised that the School Trustees Association Annual Conference will be held in Christchurch on 22nd to 24th April 2022. Rachel de Lima-Brinkley has put in her apologies for the next Board Meeting.

If any other Board Members would like to attend, please contact Ara Te Pohe.

6.12 In-Committee

Moved Kathryn Munro/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 Phil de Greve/Seconded Rachel de Lima-Brinkley *"that the Board come out of In-Committee"* Moved Phil de Greve/Seconded Rachel de Lima-Brinkley *"that the Board ratify the decisions of the In-Committee"*

CARRIED

7. NEXT MEETING:

The next Board Meeting is **Tuesday 1st March 2022 at Heretaunga College.**

The meeting closed at 9.10pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Ara Te Pohe – Chair

Date: 26th January 2022