

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2120)
HELD VIA ZOOM
ON WEDNESDAY 9th MARCH 2022 AT 6.30PM**

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

1. APOLOGIES: None received.

Ara Te Pohe welcomed Mike Munro to his first Board of Trustees meeting as the new Staff Rep.

2. CONFIRMATION OF PREVIOUS BOARD MINUTES:

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

Moved Nicole Banks, Seconded Rachel de Lima-Brinkley that "The Minutes of 25th January 2022 be approved.

CARRIED

3. MATTERS ARISING:

Phil de Greve asked about the AISCORP Contract and where that was going. Ara Te Pohe asked Phil de Greve if he had a chance to attend a meeting with AISCORP. Phil de Greve responded and advised that he had reached out to Gil Hunter and had not heard anything, saying that Fiona Craven had looped Phil de Greve into the emails and would be interested in receiving the feedback on where the contract is in the process. As part of the previous minutes, there was talk about two sets of classroom chrome books for \$30,000. Phil de Greve would be interested to see where Gil Hunter is at with this. Phil de Greve would like to know where he sees the contract in this point in time and how the contract could differ in order for the schools' capabilities that they are trying to implement.

Fiona Craven responded and advised that she has had the meeting with Gil Hunter (which was requested urgently), as she had already tried to set up a meeting with Gil Hunter. He (Gil Hunter) brought along their Financial Manager from AISCORP, and Fiona Craven talked to them about some of the things that she would like. One of the key things was about having a staff member on site for four and half days per week, with the hours being visibly onsite (not starting at 7am and finishing in the afternoon). When students are staff are at school is the time that we need the support. Gil Hunter advised Fiona Craven that if they were to provide the extra staffing, then they would like the contract to go through to the end of 2022, this is due to employing an extra staff member. Gil Hunter then advised Fiona Craven that they would go away and see if they had the extra funds available to compensate this request. Gil Hunter has not responded back to Fiona Craven to date.

Fiona Craven went on to say that she has requested from AISCORP the number of chrome books that we have at Heretaunga College. The spreadsheet should be up to date and updated regularly; the information provided saying that there are 70 chrome books in Grace Wing, and when counted with staff, there were only 54 chrome books. This provided some frustration with Fiona Craven, as she needed to have the correct information that day. Then after speaking with SLT today about the issues, Fiona Craven will be looking at putting the ICT services out for tender.

Phil de Greve thought that he would be working on the ICT issues together and asked what the reason was that he was not invited to the meeting, as he works from home and is available every day.

Fiona Craven advised that she had sent out the contract (via email) to Phil de Greve and sent an invitation for a meeting to Gil Hunter and had not received a response. Fiona Craven then sent an email to say that an urgent meeting was needed. Gil Hunter then got in contact with the school and said he was available for the meeting (this was less than 24 hours' notice).

Phil de Greve advised that a more comprehensive agreement needs to be looked at and would have a lot of questions to ask Gil Hunter about the contract agreement, because if he is looking at hiring an extra staff member for a year then we need to better understand the contract and what we are paying for, and what is this new person actually going to be doing, in respect to the things that need the most attention in the school right now.

Fiona Craven advised that at the meeting, the Financial Manager said that they need to have a look to see if they have the person power to provide the service of 4 ½ days on site.

Ara Te Pohe asked when the contract will end with AISCORP and are they meeting the contract requirements or what is in the contract and who else could we approach for the Tender to be able to provide the services we need as a school.

Fiona Craven advised that it is a Rolling Contract, that requires two months' notice.

Phil de Greve responded and said that it would be good to understand from their perspective, how AISCORP can see how they can better support the school. It seems to be very confrontational with AISCORP and it would be good to get all the perspectives on what has been happening, what the school is contracted for and what AISCORP is contracted for and what AISCORP's delivery is, because this could be a miscommunication in regards to expectations or AISCORP could not be doing what they need or maybe we need to change it up, so if there is the rolling schedule, it would be good to start having the conversations with AISCORP.

Ara Te Pohe asked if we have a copy of the AISCORP Contract. Fiona Craven replied that we do, and that Phil de Greve has a copy as well.

Phil de Greve advised that the wording on the contract is very loose, and it is not in a great detail – it does not specify what days of the week, or any specific times – the contract is very wishy washy. Technology has changed significantly. The contract looks like it is rolled over for five years. It is a very old contract that no one has updated. Now is the time to have a good look at the contract, since we are doing digital learning, how does this contract support the learning needs now compared to when the contract was created five years ago.

Phil de Greve is very happy to meet with Gil Hunter and Fiona Craven, either in person or online.

Action: Fiona Craven (via Ingrid Watts) to arrange a meeting for next week

***Fiona
Craven***

Ara Te Pohe suggested that when the appointment is made, that the Board is wanting to meet with Gil Hunter and that Phil de Greve will be the representative from the Board. Ara Te Pohe is happy for Phil de Greve to speak on behalf of the Board. If after the meeting it is not productive, then the school will need to look around at other ICT services/providers.

4. **CORRESPONDENCE**

4.1 Letter from Daniel Ayele and Amer Al Tamimi re: Facial Hair for students at Heretaunga College.

Ara Te Pohe said that there was a lot of reference to culture in the letter.

Nicole Banks did some research on the web and found that there was a cultural link to Jewish, Islam and Sikh being a cultural significance. Nicole Banks found a link to a high school in Canterbury that had the same student body approach in 2018. The students who first suggested the facial hair, were asked to present to the student leaders for them to consider the request and then potentially put their stamp of approval before it went to the Board. Then the students, parents and staff were consulted, but they did have restrictions. Facial hair needed to be clean and tidy and no longer than 3cm, with no hair on the neck and to be worn in a way that is safe and practical settings.

The article continued to say that for work safe requirements in certain jobs you would require a clean-shaven face so that the protective equipment can form a proper seal.

Nicole Banks continued and said that it is more a personal choice to have facial hair in most cases.

Rachel de Lima-Brinkley asked the question 'what would be the school reasons be not allowing the boys to have nicely presented facial hair'. Do we know the answer around the original policy?

Fiona Craven said that she believes it is around 'what is clean and tidy facial hair'. It needs to be easy for the school to say, 'that is not school uniform'. Then the students cannot dispute, otherwise this is where the challenge would be on deciding what is tidy and something else is not tidy. We do have staff members who have beards, and these are not tidy. This would depend on the person's description of what tidy is.

Nicole Banks responded and said is facial hair as you want to wear it no matter what or facial hair with restrictions, and that would include the staff, as the staff are role models. Having the wording 3cm, this provides a safe setting, because if a student has a goatee or a beard that is too long, this could get in the way of technology-based classes.

Rachel de Lima-Brinkley advised that at the DHB having a beard prevents a good seal of your mask, meaning all the staff at the DHB had to have their beards trimmed and no facial hair under the chin.

Phil de Greve said that the letter is about cultural purposes, and we need to look at keeping the rule as it is but have an exception for cultural purposes.

Fiona Craven advised that this already happens.

Phil de Greve said that if the school goes ahead with this, then the student would need to meet the requirement – the student can do it with exception and to apply for the exception, and the student meets the exception, the student will need to meet the criteria for the exception. It would not be a ZZ top all the way down to the knees to see who can grow the longest beard for any situation (or something like Movember).

Nicole Banks referred back to the letter in which the students said that the school consistently talks about being individuals and promoting being yourself.

Nicole Banks continued and advised that there is a picture chart online, showing all the different types of facial hair, so if this request was to go ahead, the student leaders would have options on what is appropriate facial hair for the school, from the different options.

Fiona Craven advised that from a practical perspective, the real challenge would be ensuring that staff are on the same page and have the same consistency. The school understands what the students are saying but we need to have a process to manage this. This would be a bit of a challenge for SLT to monitored.

Mike Munro advised when he was a student at Heretaunga College before becoming a teacher and remembered being marched down to the office as a Year 9 boy who had hit puberty quite early and just the humiliation that comes with the fact that he was forced to shave. The main thing is 'are we being a culturally responsive school' and the Board has put up with some of the reasons to have facial hair, and to include students' personal identities. When students look out in the public, there are a lot of people having facial hair. Understands the aspect of the facial hair being clean and tidy, but keeping the status quo, as this comes up year after year and the school will just keep perpetrated it.

Ara Te Pohe advised that he is hearing the arguments for and against the facial hair and understands Fiona Craven aspect that with the number of staff all having a different take on facial hair and the different expectations of what this would look like, so the question would be 'are we making make a rod for our back'

Fiona Craven advised that she does not mind either way, but if we are going to have facial hair then it would need to be clean and tidy facial hair, but this would be the sticking point for Fiona Craven. If it is going to be clean and tidy, this would be a challenge for Fiona Craven and the rest of SLT. It needs to be 'we have facial hair' or 'we do not have facial hair'.

There were further conversations between the Board members on facial hair and how this would impact on the school.

Fiona Craven advised that with the uniform changes around nail polish for the hospitality students, they are unable to wear nail polish when they are doing their assessment.

Recommendation: The Board suggested to get a community voice based on three different options:

- Allow facial hair
- Allow if with exception
- Do not allow facial hair it at all

Mike Munro would like to see the student voice as part of the mentoring programme.

Fiona Craven advised that both students who wrote the letter have since left Heretaunga College.

Ara Te Pohe asked Lesley Monzora if he heard of students talking about facial hair. Lesley Monzora advised that he could talk with the students.

Action: Ara Te Pohe to write a letter to Lesley Monzora and have a discussion with the other Student Leaders to get some student voice.

Lesley Monzora suggested that a survey could be sent out to the students' community.

The Board agreed with this.

After the meeting Fiona Craven and Ara Te Pohe conversed on the subject of facial hair and discussed that they felt they did not need to hear back on the student voice. From a Governance perspective, the Board needs to make a decision either Yes or No.

If the Board say Yes, then the students would be allowed facial hair with no restrictions.

If the Board say No, then the current uniform rule stands.

From Email conversations between Board Members, it is confirmed that facial hair has past by a majority in favour of facial hair with no set standard. To be ratified at the Board Meeting on Tuesday 5th April 2022.

4.2 Letter from Olivia Turner re: Heretaunga College Homework Policy – Social Action Policy Change Assessment.

Nicole Banks asked the question 'it is the need of homework that is set or is it work that needs to be finished in class'.

Mike Munro advised that it would need to be formulate homework and as a school we do not do this, so would not fit our school policy.

Need to reword/update the policy which is in the parent handbook.

Action: Rachel de Lima-Brinkley to provide the wording for the policy and presented back to the Board.

5. REPORTS

5.1 Finance and Property Report

Finance

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

The Finance and Property Committee meet on Thursday 24th February 2022, but as Kirsty Fraser (Executive Officer) was unable to attend the meeting, there was not a lot of financial aspects discussed.

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

Phil de Greve asked the question about the \$31,832 deficit for the 12 months to 31 December 2021, with every budget line item blown out, and asked is this because the 2021 budget was not scaled correctly and the 2022 budget will be scaled correctly. Would like to know why every single budget line item was overspent, in some cases over 200%.

Fiona Craven explained that the expenses listed are the ones that have blown out. It is not every single budget line, the ones listed are the ones that the Board needs to keep an eye on.

Phil de Greve asked the question 'did they blow out because they were under scoped, or did they blow out because of exception reasons and the scope that we expected, would this be the same for 2022.

Ara Te Pohe advised that he will contact Kirsty Fraser to get clarification on the questions raised by Phil de Greve.

Phil de Greve expressed that as a Board we have a future responsibility that if we are over on the budget lines, we need to ask the questions why we are over and that as a Board we need to be aware of these situations. The reason could be that they were not scoped correctly initially, which is fine, and then to ensure for future budgets that they are scoped correctly.

Fiona Craven explained that the Water/Drainage budget line was well over due to a massive water leak, which we did not know about. Even the Upper Hutt City Council was not aware there was water meters where we had them.

Phil de Greve to email Ara Te Pohe about the concerns raised from the financial report / budget lines and then Ara Te Pohe will get clarification (from Kirsty Fraser) and respond back to Phil de Greve.

Ara Te Pohe

Phil de Greve / Ara Te Pohe

Rob Houghton asked the question around the \$80,000 variance, from the income that was received from sport, when tournaments were cancelled in 2021 and the funds were not returned back to the sport teams. Another question raised: 'how do we report this considering the money collected in 2021 was not spent.

Fiona Craven responded to Rob Houghton's question and advised that the amount raised was not \$80,000. A lot of the funds were returned to the families, i.e., accommodation (the accommodation providers gave us full refunds, and these were given back to the families), it was just the fundraising that was not returned to the families. The money owed for accommodation and travel; this was all returned to the families. The only funds that did not go back to the families was the Admin Fees for the tournaments. Kirsty Fraser would be able to get the exact amount that was left over and what was not returned to the families.

The money/funds raised via fundraising for tournaments goes back to the teams, not the individual person/family.

Ara Te Pohe clarified that any money funded raised for tournament week from 2021 cannot be transferred to tournament week in 2022. The wording in the Fundraising Policy is that 'funds raised for a particular tournament week won't necessary go back to the following year if the event is cancelled, it goes to the school'.

This is another conversation to have at another time. The money has gone into uniforms and equipment for the teams. It was suggested that photos be placed on social media showing the new uniforms, i.e., Dragon Boating, etc.

Ratification of the Draft 2022 Budget

The Draft 2022 Budget was tabled at the meeting on 25th January 2022. This is ratification that the Board Member approve the Draft 2022 Budget.

Moved: Nicole Banks
Seconded: Phil de Greve
All Approved

CARRIED

5.2 *Property*

Ara Te Pohe advised that we have new buildings/classrooms arriving onto the school shortly.

Fiona Craven advised that due the increasing number of COVID-19 cases, there is a lack of personal from the construction company, to start the work of digging out the mounds and then in turn this has delayed the delivery of the new buildings/classrooms. It was supposed to be mid-March 2022. The new classrooms will be located by the Language area and behind the Armoury. Te Honiana Ataria has dug out some of the trees from around the Armoury area so that we can save them. These are being replanted around the school.

Fiona Craven advised that Niche Construction have been contracted to prepare the groundwork.

Fiona Craven advised that there is a masterplan for Upper Hutt around secondary schooling. In the 2018 Census, the biggest growth in Upper Hutt was the 25-34 year age bracket, this group grew to more than 1300 people and is typically the age of young families, so by 2022 this age group would be having children at secondary school level or very shortly. Wallaceville Estate is hugely popular and is completed ahead of schedule for the housing development. Upper Hutt City Council have said that there is 700 similar size and shape to the Wallaceville Estate will be going in around Upper Hutt. There are some Apartments that will be constructed in the Racecourse area, which will be in the Heretaunga Zone. There are housing developments in the Plateau and Mangaroa areas. There are 250 dwellings planned for Maymorn area, which will be built shortly.

Fiona Craven continued and advised with the four classrooms that are coming that would have our capacity at 895. Within 5 to 6 years the capacity will be around 1300.

The roll growth would cause a lot of implications for the school. We would need to have about 20 further classrooms; some classrooms would need to change from generic classrooms to specialist classrooms, will need further toilets, need more administration areas, need more guidance areas, need more student support areas, might need to think of another facility for the PE Department. Will also need more carparking spaces. This would have an impact on the operational needs of staff, students and SLT.

The MoE has put forward a bid, which the school is part of, then this will go to the budget, with the budget coming out in May 2022. We will find out by May or June 2022 what the school will receive. The Ministry Advisor (Alana McCorry) has advised that it is the initial stages of SEED Funding. The MoE will be project managing the growth of the school to ensure that all the new buildings fit within the complex of the school and fits all the needs required for the school.

Rachel de Lima-Brinkley asked that as a Board/School, we do not have any say in this project and is it a MoE directive.

Fiona Craven advised the buildings are because of the permanent roll growth.

There was discussion around the use of the land at Heretaunga College being taking up by the extra buildings and how this would impact sports, etc.

Fiona Craven advised that we are still looking at Kimi Ora Satellite school at Heretaunga College, as well as one at Upper Hutt College. This would be sited by the Blockhouse. Kayne Good, Director – Office of the Deputy Secretary | Te Tai Runga will be invited to the next Board Meeting on Tuesday 5th April 2022.

***Fiona
Craven***

With the Board owned buildings in the Pavilion, Kickstart are doing some really good work, with plans in place with redeveloping the buildings. Malcolm Gillies is on board by putting in a sizeable amount of money to help with the redevelopment the buildings. This would redevelop the whole Kickstart area, which in turn Heretaunga College can piggyback off for all the different programmes they offer. When Fiona Craven has spoken with the MoE they see the school as being part of the community for the area/a community resource.

There was further discussion around the size of the schools in Upper Hutt and how this would impact on families making a decision whether to enrol at Heretaunga College.

Upper Hutt College does have empty classrooms and they have a roll capacity of about 1200 to 1300 students.

Fiona Craven advised that her next step would be to go out to staff and say, 'this is what has been put to us' and 'what do you think it will look like for us from a people, a resourcing, and a building perspective'. Staff would discuss this within their curriculum areas (including student support and administration areas). The information would be relayed back to Fiona Craven, and we can see what the thinking is amongst the staff.

Fiona Craven advised that she is also working with Tina Sims (in 2021 the Ministry provided some money) who is helping Fiona Craven in the work of project planning. Tina Sims expertise is in Finance and Property. Fiona Craven will be working with Tina Sims on what the school's Charter will look like.

Phil de Greve asked how this relates to the Charter of the school. Is this more of a vision on how we would like to operate the school as opposed to what the Ministry is doing.

Fiona Craven explained that this is why the questions will be going out to the staff, as the Charter is out of date, and we need to work out how this is going to look. Our vision for the school and what it looks like, as being part of the community and being a real community resource – does that fit in with the Charter.

Phil de Greve asked how out of date is the Charter?

Fiona Craven advised that it is from 2021.

There will be a meeting in the near future with the MoE and the Board to work through all the changes.

Rob Houghton asked for Fiona Craven's opinion about the roll growth and how this would impact on the school.

Fiona Craven has not thought much about this and needs to talk to the staff first before we proceed with anything. Fiona Craven does feel nervous about it but was nervous around the change of Enrolment Zone and this worked out.

Rachel de Lima-Brinkley asked about reinstating the out of zone ballot with all the uncertainty around the school's growth.

Fiona Craven advised that on the Library and E-Block Redevelopment, we are waiting on the MoE to release the budget before the projects can commence.

5.3 Principal's Report

The Principal's Report was tabled as read.

Curriculum (Nag 1)

Fiona Craven advised that the school is working through a process with the Heads of Learning and the 2021 Kaiārahi cohort, so that they can see if there is any insight to the NCEA Results. There were some Year 13 students; NCEA Level 3 was not on the plans for them. It is about gathering the information to see what the cohort is like and what the expectations were. If the students have left school with what they need, then that is a success story. Just because the students have left school without NCEA Level 3, does not mean that they have failed. The Deans from the year levels will be providing information as they have a lot of knowledge and information about the students.

A 'Near Miss Report' will be completed early on in the year, to see what work the students still need to complete. A near miss is about 10 credits (two standards) under what a student needs to complete NCEA. There were some students who only got 79 credits, and this should not have happened.

Phil de Greve questioned about the NCEA numbers going down for the last three years and over the course of this three-year period have these same NCEA results being presented to the Board on a regular basis and what is the plan in place, and how is the plan changing now by looking at the results. Seeing the results from Upper Hutt College, they are significantly better than Heretaunga College. What has been put in place as far as the Board being involved. As the results are under the heading of NAG 1, this is the Board's responsibility to ensure that the students are gaining the correct amount of NCEA credits when they leave school.

Ara Te Pohe asked Phil de Greve how he would like the data presented, and what information from the data given, would he like to see. It is not productive to go say that we have been declining for the past three years, the question is what would he like to know now and has the school identified and found ways to get through this. It is not good to go back from the last three years and find fault as to why the results are going down. It would be good to look at what information Phil de Greve would need as a Board Member to understand moving forward.

Ara Te Pohe continued and said that Fiona Craven has identified the issues and noted that there were some students who were almost achieving the NCEA credits.

Phil de Greve responded saying that in comparison with other schools, the numbers are different so to move forward it would be good to understand why the numbers are different between the two schools and what is the plan moving forward and how is that measured.

Mike Munro explained that as a school we would be reflecting on our pathways and ensuring that we are not setting students up to fail. The pathways set up should reflect the cohort of students. Not every student will go onto university and for some students' success is about achieving NCEA Level 2 and then going onto other tertiary study. The results might look different now, as we have a lot of students staying until Year 13, whereas in previous years students left after Year 12.

Phil de Greve responded and said that he was not putting any blame on anyone, just wanted to understand the results and where we got to this point today.

Fiona Craven said that making comparisons with other schools is not particularly valid, as we are not aware of the processes that go on within the other schools. The results presented are just one measure of how a school is. The question for the success rate, would be is how many students who wanted NCEA Level 3 ended up getting NCEA Level 3. The school has identified the areas that they need to be reviewed and to ensure the school gets the students over the line.

Phil de Greve asked if Fiona Craven is working with the Heads of Learning to see how these results can be turned around. Fiona Craven advised that she would be working with the Heads of Learning in their curriculum learning. Year 13 students will not be getting any NCEA Recognition Learning Credits.

Ara Te Pohe asked if the Board is happy with the way the NCEA Results were reported / presented. The numbers from 2017 were helpful in the comparison between the years.

Personnel (Nag 3)

Staffing

All our staff are double vaccinated, with many now boosted as well.

Teachers are finding the expectations by Te Mahau/Ministry of Education to be challenging during this COVID-19 wave. MoE are pushing for hybrid learning which is different to the face-to-face learning.

Fiona Craven made a decision that Heretaunga College would follow the advice given by PPTA for leave during the pandemic and apply this to all of our staff (teachers and support staff).

Governance & Self Review (Nag 2)

Fiona Craven advised that she is still waiting for ERO to contact her for the follow up meeting.

Finance & Property (Nag 4)

The finance and property were discussed as above.

Health & Safety (Nag 5)

Ara Te Pohe asked about when a student tests positive for COVID-19 and how they can access their learning. Fiona Craven advised that the school has sent a lot of messages via email, Facebook and Instagram in regard to how students can access their Google Classrooms while

they are isolating. We are tracking students COVID-19 status via a spreadsheet to keep an eye on when they should be returning back to school.

Currently as of 9th March 2022 we have 80 household isolating and 37 positive cases, this includes staff and students. The staff cases are seven – three teachers and four support staff).

We will look at combining classes, especially some of the senior classes and will be doing this until the end of the week. Will also look at rostering Year Levels home for Year 12 and 13. Year 9 and Year 10 to stay at school. If we need to roster Year 11 students' home, we could. We need to see how the Omricon wave goes.

Administration (Nag 6)

The current roll numbers are:

2022	February 2022
Year 9	158
Year 10	190
Year 11	183
Year 12	164
Year 13	142
Total	837

International

Currently have two international students.

Teen Parent School (TPU)

Currently have nine enrolments.

If you have any question regarding the Principal Report, please email to Ara Te Pohe.

6. GENERAL BUSINESS

6.1 College Uniform

Fiona Craven advised that there are some uniform changes as noted in red on the document presented as part of the Agenda. The faitaga (for the pasifika boys) needs to be listed on the Uniform Items.

SLT recently had a discussion around the uniform items and needed to have some clarification around some particular items. We need to be clear around the jackets and have removed all the genders around the uniform – there will no longer be boys' socks or girls' socks – it will just be grey socks with maroon bands and white socks. SLT have also talked about the white socks under the knee, instead of white ankle socks.

Nicole Banks mentioned that under 'Items not sold by NZ Uniform Shop', the white socks should be removed as it is listed in the top part of the section of Uniform Items.

Mike Munro asked about the wearing of Taonga. Fiona Craven advised that Taonga is permitted, and it does not need to be hidden, this can be worn on the outside of the school uniform. Mike Munro asked if the Taonga replaces the school tie. Fiona Craven advised that SLT have not had a discussion around this.

The wording 'uniforms are available online' to be included on the College Uniform information.

Ara Te Pohe asked the Board if they are happy with all the amendments that need to be made or do they need to see the amendments before they can be approved.

The Board responded and advised that they are happy with all the suggestion amendments to the Uniform Items being:

Sock: White below the knee (no logo)
Grey with Maroon Bands

The changes as noted in green are approved by the Board:

Jewellery

For Health and Safety reasons jewellery is not worn with school uniform with the exception of a watch and two plain studs or small sleepers in ears. Body and facial piercings are not allowed except for one (1) small spherical nose stud no more than 2mm in diameter. Bars, rings, loops, chains, spikes etc are NOT permitted. Where a departure to these rules is required for cultural considerations, this should be discussed with the Principal prior to enrolment. **Only appropriate tattoos to be visible.** Necklaces of cultural/religious significance may be worn (**inside clothing and not be visible-this is removed**). The wearing of Taonga is permitted.

Hair

The main criteria governing hair is that it shall be clean and tidy. **Extremes of fashion or colour are not permitted in hair styles or hair accessories** (to be removed). Boys must be clean shaven.

Makeup

Makeup that portrays a natural look or unobtrusive appearance is acceptable. **Nail polish is not permitted with uniform** (to be removed).

Hats

Caps, black only (for sun protection) may be worn in grounds **only, during Terms 1 and 4** (to be removed). **College** (to be removed) **All black** beanies only may be worn around the grounds **in Terms 2 and 3,** (to be removed) not in class.

The Board is happy with all the above amendments as presented at the meeting.

Moved: Ara Te Pohe
Seconded: Rob Houghton
All Approved

CARRIED

Ara Te Pohe raised the question around the new PE Uniform, that was sent out at the end of 2021 stating that this was the new PE uniform and questioned why this did not come through the Board. This will be discussed at a later meeting.

6.2 Cigarette and Smoking Laws (smoking/vaping)

Ara Te Pohe advised that smoking cigarettes and vaping on education grounds is illegal. The punishment is against the school and not the individual. The MoE guidelines around this is that it should not be used if someone is caught smoking or vaping on school grounds, it should not be a punishable offence, it should be a conversation starter with the family.

Ara Te Pohe has met with Michael Schneider and the school is meeting all the Smoking Act conditions.

Nicole Banks asked what documents do parents and student sign upon enrolment.

Fiona Craven advised that on the enrolment form there is a section that the parents and students sign saying that they agree to wear the school uniform correctly and they will agree to comply to all the school expectations.

Ara Te Pohe asked if the no smoking/vaping on school grounds might need to be worded separately on the enrolment form

Nicole Banks said that the biggest issue is that students are vaping in the bathrooms and other students are unable to use the toilets. Smoking has been around for years in secondary schools. This needs to be put back onto the students and asked how do you stop vapes coming into the school. Are we able to do a student bag check?

There was further discussion around smoking/vaping at school and how this is impacting students from using the bathrooms during break times. There was discussion around the legality around smoking at school and how the school can police this.

After a lot of discussion there was no resolution around vaping at school. If anyone has any ideas/suggestions, please email these to Ara Te Pohe.

Action: Ara Te Pohe to contact NZSTA to see if there is any consequence around a student caught smoking/vaping on school grounds.

Ara Te Pohe

6.3 Student Toilets (his/her/them/it's)

Ara Te Pohe asked if the school will be continuing to have his and her bathrooms.

Phil de Greve said that having unisex bathrooms at the school would be interesting and would a year 9 girl be happy using the same bathroom that a year 13 boy is using.

Fiona Craven advised that it would be individual bathrooms (doors open onto a corridor) not cubicles in the same bathroom. The current bathrooms could be repurposed, but this would have an effect on the number of girl's toilets, and we currently do not have sufficient bathrooms available for female students.

Mike Munro advised that on the recommendations from the Human Rights and TKI (Ministry website), and in order to be inclusive we should be letting whatever gender students identify with is the bathrooms that they are able to use and if students feel uncomfortable with this, they are offered a different bathroom (i.e., one in the admin office). It is the student who is uncomfortable with this situation is allowed an out. If we make unisex toilets, then we are not being inclusive in the way they see it.

This issue came about from the student who is transiting from a male to a female and asking a student in year 9 a very inappropriate question.

There were discussions around alternatives and how the future roll growth will accommodate this situation. We can look at this when the redevelopment plans are released. The parent/student/staff community could be consulted on this issue.

This issue has been brought up as an information for the Board so that they can understand what the situation is and that the Board can support the school moving forward.

Ara Te Pohe to work with Lesley Monzora and the Executive Student Leaders around some solutions with the bathroom and the facial hair issue.

At the meeting there was no resolution in regard to the smoking/vaping around school. If anyone can think of anything outside of what the school is required to do, please email Ara Te Pohe.

6.4 Out of Zone Ballot for 2023 Enrolments

Ara Te Pohe suggested that we should not have an out of zone ballot for 2023.

Fiona Craven advised that we currently have a school roll of 895 and we are at our capacity. The new Enrolment Scheme has been successful in reducing the number of Year 9 students in 2022. Not having a ballot in 2021, proved very challenging with families who already had siblings at Heretaunga College.

Fiona Craven advised that we will not be part of the greater Wellington area ballot process in 2022 for 2023 (which will be administered by Wellington College in 2022). Heretaunga College could hold its own ballot and advertise this locally.

Board happy to go ahead with a Ballot for 2023 intake.

Recommendation: To work out the number of students the school will take at Year 9 and Years 10 to Year 13 for the next meeting on
Tuesday 5th April

***Fiona
Craven***

6.5 Ratification of increase to cost of TPU Kitchen

Debbie Whiteley emailed the information regarding the increase to the cost of the TPU Kitchen. The original quote from 2021 has gone from \$12,457 to \$17,057, but with the trade discount the cost is now \$15,705.

Moved: Nicole Banks
Seconded: Rachel de Lima-Brinkley
All Approved

CARRIED

6.6 Health and Safety Report (including Incident Report)

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

6.7 Staff Rep Report

As this was the first meeting for Mike Munro, there was no Staff Rep Report presented.

6.8 Student Rep Report

Lesley Monzora presented the Student Rep Report. There were some students who had mentioned that they had received a detention. The students would like to write to the Board about this issue.

Lesley Monzora also mentioned that there is a situation where students are taking chairs outside to sit on during Break time, as the students are not allowed in the wings at Break time. Need to have a specific eating area outside, especially when it is raining.

Ara Te Pohe advised Lesley Monzora to get the students to address their concerns in writing and provide a good solution to the issues and the Board can review them.

6.9 In-Committee

Moved Rob Houghton/Seconded Nicole Banks *"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 Rob Houghton/Seconded Nicole Banks *"that the Board come out of In-Committee"* Moved Rob Houghton/Seconded Nicole Banks *"that the Board ratify the decisions of the In-Committee"*

CARRIED

7. NEXT MEETING:

The next Board Meeting is **Tuesday 5th April 2022 at Heretaunga College.**

The meeting closed at 9.30pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Ara Te Pohe – Chair

Date: 15th March 2022