

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2121)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 5th APRIL 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

IN ATTENDANCE: Kayne Good, Director – Office of the Deputy Secretary | Te Tai Runga (Ministry of Education (left meeting at 7.00pm)

1. APOLOGIES: None received.

2. CONFIRMATION OF PREVIOUS BOARD MINUTES:

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

Moved Rob Houghton, Seconded Rachel de Lima-Brinkley that "The Minutes of 9th March 2022 be approved.

3. MATTERS ARISING:

Phil de Greve advised that he has had a meeting with AISCORP and have gone through all the issues. The main issue is the Wi-Fi. There are 40 Wi-Fi access points, but only 20 licences. Staff are happy to wait and put up with the Wi-Fi issues for Term 2 and then get the upgraded Wi-Fi system.

There was discussion around who would take ownership of the AISCORP Tickets, as AISCORP are not actioning other incidents, and they are only focusing on the Wi-Fi issues.

Fiona Craven advised that she would get a SLT member to check the AISCORP Tickets (in a spreadsheet format) on a weekly basis and then provide a report to the Board.

Phil de Greve suggested that we have an ICT Portal, with FAQ, but in the meantime, we need to have a look at the whole management of AISCORP and their Contractual Agreement. AISCORP need to provide support on-site for four days per week.

There was a suggestion that we could look at least three different IT companies who can provide a better service.

Action: Mike Munro to set up a Google Form to see what the staff issues are with AISCORP (i.e., Wi-Fi, connection issues, etc). Mike Munro to develop the questions with the help from Phil de Greve.

A question was raised in regard to the amount of money that was fundraised in 2021 and what they money was spent on. The money has been spent on sport uniforms.

Action: A repost of the information to be placed on Heretaunga College Facebook and Instagram

CARRIED

**Mike
Munro/
Phil de
Greve**

**Fiona
Craven**

4. CORRESPONDENCE

- 4.1 Letter from Bronson Tuhoro (Heretaunga College Student) re: wearing of white socks for both males and females.

Action: Ara Te Pohe to respond to Bronson Tuhoro's letter

**Ara Te
Pohe**

- 4.2 Letter re: Leave Request (to be discussed In-Committee)

5. REPORTS

5.1 Finance and Property Report

Finance

Ara Te Pohe presented the Financial Management Report (28th February 2022) and the Creditors Listing (as at 28th February 2022)

Phil de Greve suggested inviting the Executive Officer (once every three months) to explain some of the aspects to the Financial Reports.

Fiona Craven advised that the Executive Officer is looking at setting up processes in regard to the financial aspect of the school, i.e., school trips, OTC, etc.

5.2 **Property**

Ara Te Pohe advised that the four new classrooms are on site. One is located by the current languages block and one by the armoury area. They should be ready to go within four to six weeks around Term Two. We are just waiting for the furniture (tables and chairs). We have funding for about \$39,000 to complete the classrooms, which includes the locks for the doors. The funding amount of \$39,000 has been exhausted.

The quote for the Whiteboard Cabinets was presented. Request for four Whiteboard Cabinets for the four new classrooms at \$7,197.56 each.

Discussion around the budget and if there were sufficient funds to purchase the Whiteboard Cabinets. Fiona Craven advised that in the long term, purchasing the cabinets now would save money, as later down the track we would have to bring in carpenters to install the whiteboard cabinets, which would add extra costs. The cost would be sorted out as an Operational cost by the Finance Department.

Moved: Rob Houghton
Seconded: Rachel de Lima-Brinkley
All Approved

CARRIED

5.3 **Principal's Report**

There was no Principal's Report presented.

Action: Fiona Craven to email a mini-Principal's Report out to Board Members.

**Fiona
Craven**

6. GENERAL BUSINESS

6.1 Kimi Ora Satellite School

Kayne Good (Director – Office of the Deputy Secretary | Te Tai Runga (Ministry of Education)) attended the Board meeting to discuss the proposal of a Kimi Ora Satellite School onsite at Heretaunga College. Shirley Jones, Principal at Kimi Ora School was unable to attend the meeting.

The proposal for the Kimi Ora Satellite School started with discussions with Heretaunga College and Upper Hutt College in August 2021.

Kayne Good advised that his initial role was the Manager, Learning Support in the Wellington area, but has since changed and is now working in the National Office, but will continue to work through the set-up of the Kimi Ora Satellite School.

Kayne Good gave a background explanation to the Board Members. Across New Zealand there are specialised schools that provide support to students who are verified with ongoing resourcing needs to be able to access the school curriculum – in Wellington there is Kimi Ora School and another facility based in Porirua.

Across the country, parents have the choice of sending their child to a normal school or a school like Kimi Ora. After some research, a child should have an age and stage appropriate choices within their own community, which means that a child would not have to leave Upper Hutt to go to a Kimi Ora place site in Lower Hutt. If they are wanting a specialised education, then they should have the facilities in their community.

A bid was put forward to the Ministry of Education, and funding was received for eight classrooms for Kimi Ora. They then worked out where the new classrooms would be sited, and the Upper Hutt area was identified.

Conversations were had with the primary principals of the group and had identified a couple of schools in Upper Hutt that would be suitable. Have worked with Karen Wellington (Principal, Te Kura o Hau Karetu) to see if a satellite school would be suitable onsite, and they are working to get this underway.

A satellite school is a purpose build funded class for up to 15 students (the participating school would not have to come up with any cash), the students would be on Kimi Ora's roll, but for all intents and purposes the students would be Heretaunga College students, i.e., they would be wearing the Heretaunga College uniform. The buildings (modulars) would be owned by Heretaunga College property entitlement, but Kimi Ora would supply all the classroom resources, teachers, teacher aides, supervision in the playground, etc. They would adjust the heating, lighting, maintenance costs to accommodate the building.

The staff are FTEs and are employed by Kimi Ora.

The idea would be to have the buildings integrated within the school and not sitting separately to the rest of the school. Students with very high needs would go to the base schools and they would bring their own therapists (speech, physio), etc. Students would mix between the different classes and the within the mainstream of the school. Would be looking at approximately 15-20 students.

The timeline is very precious, and they would like to get the project underway as soon as possible. Shirley Jones is happy for Heretaunga College to talk with Pomare School (as they have a Kimi Ora Satellite School onsite).

For students to enrol at Kimi Ora they would need to have a Specialised Agreement, meaning that some ORS funded students who are at Heretaunga College could enrol at Kimi Ora.

For the current Kimi Ora primary school, the students do not have to be living within the school's Enrolment Zone-Home Scheme.

If the Kimi Ora school closes, then the buildings would be handed over to the participating school.

The programme started in the late 1990's in Auckland and are looking at long term relationships with participating schools. Currently working with Taita College for the students who are at Pomare and Wainuiomata High School. Looking at sites in the Eastern suburbs and Masterton.

The next step would need a decision from the Heretaunga College Board of Trustees and see if in principle this is the right thing for the school.

Kayne Good to email some information around the structure of the proposal. Then the next step is to have a discussion with Shirley Jones and her Board Chair.

The decision about whether Kimi Ora would be a good fit for Heretaunga College would need to be made July/August 2022.

Students can stay at Kimi Ora until they are 21 years, with 18–21-year-old students participating in transition classes based in Lower Hutt.

The Governance is under Kimi Ora. The buildings would be under Heretaunga College, and Kimi Ora would ensure the Health and Safety of their staff

Their programme looks like it can work in tandem of what Heretaunga College already has.

Recommendation: The Heretaunga College Board of Trustees agree with the principle of having a Kimi Ora Satellite School on site. A meeting to be arrange between Shirley Jones and the Board Chair.

Action: Ara Te Pohe to respond to Kayne Good and advise that Heretaunga College would like to discuss the proposal further.

6.2 Ratification on decision re: Facial Hair

The decision on Facial Hair as discussed at the Board Meeting dated 9th March 2022 and emailed out to board members is hereby confirmed that Facial Hair has passed by a majority in favour of facial hair with no set standard.

This is ratification that the Board Member approve the Facial Hair decision.

Moved: Mike Munro
Seconded: Lesley Monzora
All Approved

CARRIED

6.3 Project Proposal – Benches

A project proposal for two sheltered benches that students can use during break time was presented. The bench would be perfect to sit under during all types of weather (rain or sunshine).

Concept drawings were presented.

The project specification – shelter will be 2.4m tall with a seating area of 2.6m long made of galvanized steel and decking timber.

The estimated cost - \$730 (excluding delivery charges).

The Board agree that the project is a good idea. The benches to be constructed by the students.

Moved: Nicole Banks
Seconded: Rob Houghton
All Approved

CARRIED

6.4 Proposed Recreational Area for Heretaunga College

To be discussed at the next meeting (Tuesday 3rd May 2022)

6.5 Review of School Policies

Rachel de Lima-Brinkley advised that with the recent Financial Audit, we need to update all the school policies.

The options are:

- Using SchoolDocs
- The NZSTA Governance Framework
- Design our own (not recommended)

It was agreed to use the NZSTA Governance Framework.

The Board to form a Policy Sub-Committee who will review the policies as per the NZSTA timeline.

Fiona Craven advised that ERO have contacted her, and they would like to review our policies. Fiona Craven will advise which ones they would like to review first.

Some of the policy updates will need to be in place for Term 2, 2022.

The Governance Manual also needs updating to show the show the new education training act – now Education and Training Act 2020.

The policy sub-committee: Fiona Craven, Ara Te Pohe and Rachel de Lima-Brinkley.

Action: Rachel de Lima-Brinkley to email the timeline and the policies that need to be reviewed. Board Member to put their name against the policy that they will review.

***Rachel de
Lima-
Brinkley***

6.6 School Nurse Clinic

The document presented was for an information only for the Board and to note that VIBE will be paying for the cost of the School Nurse Service.

6.7 Health and Safety Report (including Incident Report)

The Health and Safety Report presented. A staff member tripped over the chains in the carpark – these will be tightened. The potholes will be temporarily repaired until all the building works are completed.

6.8 Staff Rep Report

Mike Munro presented the Staff Rep Report. There is a concern around the wellbeing of staff. It is good that the students have been rostered home. Year 11 students this week (from Tuesday 5th April to Friday 8th April) with Year 12 students next week (Monday, 11th April to Thursday 14th April). Staff are still at school, using the time to catch up and are being allocated within the Relief pool. The rostering home will be reviewed in Term 2.

Fiona Craven advised that we are not keen for Year 9 and Year 10 students to be rostered home.

6.9 Student Rep Report

Lesley Monzora presented the Student Rep Report. A letter has been sent to Lesley Monzora from students requesting to extend the use of the school hoodies to include the wearing of sports hoodies as part of their school uniform.

Ara Te Pohe advised Lesley Monzora to send the letter to Ingrid Watts, and this will be presented as correspondence at the next meeting on Tuesday 3rd May 2022.

Lesley Monzora advised that there are students who are complaining about the number of subjects that they are taking – they are taking seven and would like to only take six. Ara Te Pohe advised that the students should be talking to their Kaiārahi in the first instance.

6.10 General Business

Out of Zone Ballot for 2023 Enrolments

Fiona Craven advised that Heretaunga College would not be participating in the greater Wellington area Ballot process in 2022 for 2023 enrolments.

As per the meeting on Wednesday 9th March 2022, the Board agreed to go ahead with the Ballot for 2023. Below are the numbers for each year level:

- Year 9 – 15 Out of Zone Enrolments
- Year 10 – 10 Out of Zone Enrolments
- Year 11 – 5 Out of Zone Enrolments
- No ballot for Year 12 and Year 13

Moved: Rachel de Lima-Brinkley
 Seconded: Ara Te Pohe
 All Approved

CARRIED

6.11 In-Committee

Moved Ara Te Pohe/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 Rachel de Lima-Brinkley/Seconded Nicole Banks *"that the Board come out of In-Committee"* Moved Rachel de Lima-Brinkley/Seconded Nicole Banks *"that the Board ratify the decisions of the In-Committee"*

CARRIED

7. NEXT MEETING:

The next Board Meeting is **Tuesday 3rd May 2022 at Heretaunga College.**

The meeting closed at 9.07pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Ara Te Pohe – Chair

Date: 6th April 2022