

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2122)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 7th JUNE 2022 AT 6.30PM**

PRESENT: Rachel de Lima-Brinkley (Chair), Fiona Craven, Nicole Banks (via phone), Phil de Greve, Rob Houghton, Mike Munro, Lesley Monzora and Ingrid Watts

1. APOLOGIES: Ara Te Pohe

2. CONFIRMATION OF PREVIOUS BOARD MINUTES:

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

Moved Rachel de Lima-Brinkley, Seconded Rob Houghton that "The Minutes of 5th April 2022 be approved.

CARRIED

3. MATTERS ARISING:

Phil de Greve requested some clarification on the financials. As per the suggestion from the meeting held 5th April 2022. An invitation to be sent to the Executive Officer to attend the next meeting on 5th July 2022.

Action: Ingrid Watts to invite Kirsty Fraser to the meeting on 5th July 2022.

**Ingrid
Watts**

A question was raised if the fundraising information has been reposted to the Heretaunga College socials.

Action: Fiona Craven to ensure that the information is reposted to the Heretaunga College Facebook and Instagram pages.

**Fiona
Craven**

Mike Munro advised that the Google Form has been sent to staff re: staff issues with AISCORP.

Mike Munro brought up about the consultation around facial hair and when this will be relayed to the student/staff and parent community.

Fiona Craven advised that if it is not going to have an impact on students i.e. putting in a rule that it is going to impact on students in the fact that they cannot come to school because they would be stood down or suspended, then the school would have to do full consultation. NZSTA have advised that if it is something that we are taking out, then we do not have to do consultation.

**Mike
Munro**

Action: Mike Munro to advise the staff at the Staff Briefing on Friday 10th June.

Action: Fiona Craven to convey the information to the student and parent/caregiver community (after staff have been advised)

**Fiona
Craven**

Rachel de Lima-Brinkley has sent out the Governance Policy Framework to the Board. A sub-committee has been set up, consisting of Fiona Craven, Ara Te Pohe and Rachel de Lima Brinkley. The Curriculum Delivery Policy will need to be updated first. The Governance Policy Framework needs to be in place before the new Board is elected in September 2022.

From the minutes of 5th April, the request presented to Lesley Monzora re: students requesting to extend the use of the school hoodies to include the wearing of sports hoodies as part of their uniform. To date the letter has not been presented to the Board. Lesley Monzora was reminder that all correspondence for the Board to be presented so that it can be included with the Agenda.

Fiona Craven advised that any uniform changes would have an impact on the stocks held at NZ Uniforms, as uniform items are ordered at least 12 months in advance. Any discussions around uniform changes would need to be by the end of Term 1 for a change the following year. It is noted that the new elected Board to have this on their Agenda in the December 2022 meeting.

Rob Houghton brought up what was approved and what was not approved at the Board Meeting held 9th March 2022 around the uniform changes. Rachel de Lima-Brinkley advised it was about the communication of the uniform changes to the school community.

Phil de Greve advised that he thought he was approving the changes to the uniform socks, but did not realise that there were other parts of the uniform changes, i.e. no restrictions to the hair colour, no restrictions to nail polish, and there was no discussion around these changes and feels that these changes should have gone out for consultation.

Fiona Craven reminded the Board that the consultation does not need to go out to the school community as the school is removing items; the school is not adding anything in. As advised by NZSTA, if you are not adding anything in or not restricting what the students are wearing and this would lead to a consequence like suspension or stand-down, i.e. if you are taking something out, then the consultation is not required.

There was further discussion around the uniform changes that were presented at the meeting on 9th March 2022. Some of the Board felt that the changes should not have been approved, as there was no discussion around the changes and would have liked a community consultation before the changes are communicated.

Fiona Craven advised that the uniform changes were presented as part of her Principal's Report, following a discussion with the Senior Leadership Team (SLT). If the Principal's Report was agreed, then the uniform changes were agreed to.

Rachel de Lima-Brinkley asked the question "are SLT comfortable (as the query came from SLT) with the uniform policy as it stands at this point in time".

Fiona Craven advised that with the number of people in SLT, for some people things do not bother them (like the nail polish on fingers) and then there are others who have a stronger view on the uniform policy, but overall, the proposed uniform changes are what come back from SLT.

Mike Munro advised that we discussed the Human Rights aspect as part of the facial hair and other cultural aspects (i.e. Taonga), as well as the gendered uniforms.

There was further discussions around the uniform changes and a question was raised "do we want to do a consultation on the uniform changes so that it has a discussion on how the Treaty is included (this would be done as part of the policy review), or hold it until we are discussing uniform again in the big picture, or is there enough in the current policy for staff to manage the situation until the end of term 3.

It was agreed that the Board would hold this policy over until we can do it correctly.

Action: Rachel de Lima-Brinkley to find a uniform policy and to send out to the Board

To date no communication has been relayed to the school community about the uniform changes.

Recommendation: The uniform changes will be looked at again and presented at the next Board Meeting.

***Rachel
de Lima-
Brinkley***

4. CORRESPONDENCE

4.1 Email from Stephanie Mills, Korimako Tangiata | National Secretary re: Paid Union Meetings Notification (Support Staff in Schools Collective Agreement) (SSSCA)

The Email was presented as an information only for the Board. Paid union meetings for all support staff will take place between 7th to 10th June 2022 as part of the two collective agreements covering school support staff which expired on 6th February 2022.

4.2 Letter from Emily McHalick, Year 13 Dean re: Clarification around the wording of Taonga and communication to staff and students around the wearing of ie faitaga.

Emily McHalick is requiring clarification on whether the Taonga can be worn outside of clothing.

The wording to be changed to "Necklaces of cultural/religious significance may be worn inside clothing and not be visible. The **visible** wearing of Taonga is permitted"

Action: Ingrid Watts to update the information on Taonga in the parent handbook and school website to acknowledge the above wording from Emily McHalick.

The information on wearing the ie faitaga is updated in the parent handbook.

Action: Fiona Craven will communicate this information to students and staff.

Action: Ingrid Watts to do response letter to Emily McHalick with Mike Munro's signature

***Ingrid
Watts***

***Fiona
Craven***

***Ingrid
Watts***

4.3 Letter from Jade Eru re: Application for Funding to Pelorus Trust – Winter Tournament Week Travel Costs and OPC Costs - \$12,000.

The Board approved Jade Eru applying for this grant. All approved.

Moved Rob Houghton
Seconded Phil de Greve

CARRIED

5. REPORTS

5.1 Finance and Property Report

Finance

The Financial Management Report (30th April 2022) and the Creditors Listing (as at 30th April 2022) were presented.

A question was raised on when the budget is done. The budget was tabled at the meeting on 25th January 2022 and ratified at the meeting on 9th March 2022.

Phil de Greve asked about the overspend for the Armoury Expenses (272%) – this is due to the purchase of new alarm cards, racks etc at the beginning of the year. Phil de Greve also asked whether the budget is adjusted accordingly to prevent overspending. The answer is no, the budget is what it is when approved.

The Pastoral Care Expenses are overspent by 134% - this is due to paying hockey fees for a student (from a hardship fund).

A question was asked about the underspend on Professional Development – this is due to the majority of professional development undertaken by staff has been completed either in-house or completed online (which does not incur any cost).

5.2 *Property*

The Board to consider the replacement insurance cost on the following buildings:

- Pavilion \$175,000 replacement insured
- P5 & P6 \$212,000 replacement insured

These buildings are currently used by Kickstart with Malcolm Gillies providing funding to upgrade the buildings. The question to consider – if the buildings were burnt down, would this be sufficient for a replacement. It was suggested to get a Quantity Surveyor to do an estimate on the cost of replacement or look at the cost of a new build (i.e Niche Construction, who provide the new classrooms). Other factors to consider are the cost replacement for the decks, handrails and concrete pathways. The general feeling from the Board is that the buildings are under-insured.

Action: Rob Houghton to provide an estimate cost of the replacement buildings and present at the next meeting on 5th July

**Rob
Houghton**

5.3 Principal's Report

Fiona Craven presented the Principal's Report.

Curriculum (Nag 1)

The NCEA Results only show one round of credits to date. Year 13 are pretty much on track. Year 12 results are not as good as previous year.

Would like to show the expectation of the credits or comparison of credits from 2021 to 2022.

At this stage students should be sitting at about 20 credits to date.

The question was asked if COVID-19 is still playing a part in the credit tracking as we have done in previous years. COVID-19 is having an impact on students' assessment and with the number of staff being away sick. Student attendance is also having the impact on the credit results for Year 13 students.

What we need to look at is to ensure that students have completed at least NCEA Level 2 to be able to get onto further training.

Phil de Greve asked about the achievement NCEA; in 2021 only 58% of students achieved NCEA Level 2 and if we look at these results in two to three years' time this could be at 40% and as the Board is responsible for the achievement results in NCEA, asked what the plan to potentially get this back up to as in previous years. Fiona Craven responded with the NCEA Level 2 (Year 12) we are measured by things that we do not know or by what the students need. It is also about the transition and the future pathway for the students.

Personnel (Nag 3)

It was decided to roster home students in term 1 due to the fatigue experienced by teachers.

The Careers and Transition area will be reviewed later this year. A staff member is already working with local companies to get contacts for students to get into apprenticeships.

Two support staff have resigned, and one teacher will be retiring at the end of term 2.

Governance & Self-Review (Nag 2)

ERO will be attending the next board meeting on 5th July 2022.

Finance & Property (Nag 4)

Discussed above in regard to the cost replacement insurance for the three buildings.

Health & Safety (Nag 5)

Two main changes to the COVID-19 response in schools are that vaccine mandates have gone, and face masks are no longer mandatory.

Administration (Nag 6)

Waiting on the Ministry of Education in regard to the growth of the school.

The community have been informed of the ballot process for 2023 enrolments.

5.4 Analysis of Variance 2021 (Annual Plan 2020 – 2022)

The Analysis of Variance 2021 was presented. This has been signed by Jacqui Lucas (in Fiona Craven's absence) and we are just waiting on the Board Chair's signature. This was due on 31st March 2022, and we have had an extension to 31st May 2022. Once signed this will be forwarded to the Auditors.

5.5 ICT Report

The ICT Report presented.

Phil de Greve asked for a month-on-month AISCORP cost since we have rolled over the contract, so that we can see what these costs are.

Request for proposal – need to know what we are asking for and what is the schools ICT vision.

Evan Sutherland (Assistant Principal) needs to keep the conflict of interest in mind. To ensure that AISCORP is not writing the RFP.

N4L Upgrade will be starting on 11th July 2022 (over the school holidays). Need to ensure that we are future proofing the ICT. We are currently looking at what we have now, not looking at the future growth of the school.

The upgrade will be sufficiently improved on the system that we currently have.

Need to check on the additional cost that AISCORP would be charging out for the N4L installation.

6. GENERAL BUSINESS**6.1 Heretaunga College Library – Annual Report 2021**

The Heretaunga College Library – Annual Report 2021 as presented by Kate Leamy.

Need to consider an upgrade of the Chromebooks and a COW (Computer on Wheels). With the building (where the library is located) being upgraded, the library is moving out into one of the new classrooms, and this would be a good opportunity to consider the Chromebooks and COW upgrade before they move back.

The library work would be starting on 15th June 2022 and expected to be complete around February/March 2023. Need to get a price for the Chromebooks and a COW. There will be no classes in the library when they move to the temporary location.

Action: Ingrid Watts to write an acknowledgement letter to Kate Leamy's Report

***Ingrid
Watts***

6.2 Proposed Recreational Area for Heretaunga College (carried out from meeting 5th April 2022)

Alvin Prakash put forward a proposal to build two sheltered benches so that students can use it during their breaks. The benches would be perfect to sit under during either bad weather or good weather.

Concept drawings were presented to the board for consideration. The estimated cost is \$730 per bench (excluding delivery charges).

All Approved
Moved: Mike Munro
Seconded: Rachel de Lima-Brinkley

CARRIED

6.3 AISCORP Contract Extension (Ratification)

Mike Munro, Phil de Greve and Evan Sutherland have negotiated an extension to the current contract to ensure that we have an improved service from AISCORP. This does mean that there is an increased cost through to the end of 2022 which is \$25,000. The current contract is woefully thin and only costs us \$61,000. This is very light for a school of our size.

In light of the above, we will need to work on scheduling a new contract around September 2022 so that we can make a decision about the ICT Services around November/December 2022.

Action: Ingrid Watts to draft a letter to AISCORP advising that we accept the increase cost of \$25,000

Ingrid Watts

6.4 International Department

The Board is requested to make a decision on the future of the International Department. Fiona Craven advised that the operating surplus if staffing overuse not covered and Staffing overuse paid for with International Surplus – this means the number of teachers funded by the surplus, which was one teacher plus one teacher for part of the year, and then operational staffing required for International Department, is one teacher, two admin staff, two teacher aides.

The International Department was profitable, and we can run it, but we would need to fund it in 2023 for 2024. The challenge would be where do we put the students, i.e. classrooms. Need to put in the resources before we do anything.

What is the purpose of the international department – the students do pay a fee – the biggest payers are the short-term students (they are here from two to six weeks). The students that are here for a full year, we do not get as much income from these students. A Business Case would need to be completed before we can make a decision

Recommendation: A decision to leave it for 12 months – and review in July 2023.

Moved: Phil de Greve
Seconded: Rob Houghton
All Approved

CARRIED

6.5 ERO

ERO are due to attend the board meeting on 5th July 2022. There is nothing that the board needs to do before ERO's visit. A copy of the policies has been emailed to the Board.

6.6 Student Absences – Overseas Trips

Fiona Craven has received a number of requests from families who are planning overseas trips this year. Some of the requests are from six weeks to 19 weeks. Students on short overseas trips can continue their schoolwork via hybrid learning, but students who are absent from school for six weeks or more, hybrid learning can be difficult

The Ministry of Education have advised that there is no limit on the student absences, with Diplomatic families they can have 15 weeks off school.

While the students are away it would be an unjustified absence.

It is felt that six weeks is quite long to do hybrid learning and teachers should not be doing any extra work for the hybrid learning while students are overseas.

Students can access their work online via Google Classrooms, but there needs to be some parameters around the online work.

The reality is that we are setting the students up to fail. If the students are wanting to go on holiday, then it should be four weeks during school term and two weeks during holiday break.

Recommendation: The Board decided that four weeks (plus two weeks school holiday) is sufficient time to be absent from school.

The three reasons students can be off school – Bereavement, sick or absences approved by the Principal.

6.7 School Policies Update

As mentioned above under Matters Arising, Rachel de Lima-Brinkley sent out the Governance Policies Framework – How we work as a board. This should be the basis to work on a plan for the school policies.

6.8 Child Protection Policy

Due to the time constraint of the board meeting, the Heretaunga Child Protection Policy was not discussed at the meeting.

Action: Rachel de Lima-Brinkley to email the Board to request their approval of the Child Protection Policy, which will then be ratified at the next board meeting on 5th July 2022.

***Rachel de
Lima-
Brinkley***

6.9 2022 School Board Triennial Elections (attached email from NZSTA)

Information on the 2022 School Board Triennial Elections was presented.

The board was asked to consider the following options for the 2022 School Board Triennial Elections:

1. The board appoints an accredited provider as their returning office to run electronic elections.
2. The board appoints a returning officer to engage with an accredited provider and use their services to run electronic elections.
3. The board appoints a returning officer who will run paper elections and will not offer electronic elections.

At this stage we have only received information from two accredited providers. There was not sufficient information to make an informed decision on the three options above.

Recommendation: To carry over to the next board meeting on 5th July to make a decision (if sufficient information is available).

6.10 Appoint Returning Office for School Board Elections

The returning officer for the September 2022 School Board Triennial Elections is Ingrid Watts, Board Secretary.

6.11 Health and Safety Report (including Incident Report)

The Health and Safety Report presented. No major issues.

6.12 Staff Rep Report

Mike Munro presented the Staff Rep Report.

There is nothing major to report, just the Year 13 students who have been rostered home this week.

6.13 Student Rep Report

Lesley Monzora presented the Student Rep Report.

There are a couple of water potholes in the driveway behind Callaghan Wing, so when it is raining this has created water puddles. This will be relayed to the Property Manager to resolve.

6.14 General Business

No General Business discussed.

6.15 In-Committee

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

CARRIED

7. NEXT MEETING:

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

The meeting closed at 8.45pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 13th June 2022