

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2123)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 5th JULY 2022 AT 6.30PM**

PRESENT: Ara Te Pohe, Fiona Craven, Rachel de Lima-Brinkley, Nicole Banks, Phil de Greve, Rob Houghton, Mike Munro, and Lynda Goodall

In Attendance: Jacqui Lucas and Siobhan Pike (In-Committee)

1. APOLOGIES: Lesley Monzora

Ara Te Pohe welcomed everyone to the meeting.

2. CONFIRMATION OF PREVIOUS BOARD MINUTES:

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

Moved Mike Munro, Seconded Nicole Banks that "The Minutes of 7th June 2022 be approved.

CARRIED

3. MATTERS ARISING

It was asked if the actions at the front part of the minutes should form part of the matters arising. It was agreed that the Board should review the pending items and change the status as required.

5.5 ICT Report: AISCORP will be upgrading the Wi-Fi during the July School Holidays (N4L Installation).

4. CORRESPONDENCE

4.1 Letter from Emily McHalick re: Transgender Bathrooms

There was a discussion around the letter. It was felt that we need to respect Emily McHalick's view on the matter and acknowledge her opinion. The Board would need to get further information on this matter to make a sound decision.

Other Board members feel that the use of the toilets is secondary to that of the person using it.

In the letter it is stated that the transgender student was upset her identity was being dictated by others. The transgender student had made a comment in the toilet to a junior student. If she had not made the comment nothing would have happened, no one would have known.

Ara Te Pohe stated that the letter states the Board adopted the Ministry of Education recommendations - if it was a recommendation they would tell us to do it. It is not a recommendation - it is a guideline.

Action: Ara Te Pohe to respond to the letter from Emily McHalick

Ara Te
Pohe

5. REPORTS

5.1 Finance and Property Report

Finance

The Financial Management Report (31st May 2022) and the Creditors Listing (as at 31st May 2022) were presented.

Due to illness, the Finance and Property Committee were unable to meet on Friday 1st July 2022. The report was presented and there was no further discussion around the reports. At this stage there is no matters of urgency to be discussed/resolved.

Ara Te Pohe publicly apologised to Phil de Greve in regard to the email that was sent out. Ara Te Pohe had misinterpreted the request. It was suggested to get NZSTA to meet with Board members to upskill them in terms of the finances and interpreting the financial reports. Phil de Greve thanked him for his apology.

If there are any financial questions, it would be best to request the information from Kirsty Fraser.

There was a question around the Insurance and whether this comes under Operations or Governance. There is an insurance premium for January 2022 and Rob Houghton was interested to know when the renewal dates are and when the insurance was last reviewed. Once again, Kirsty Fraser is the best person to answer these questions.

A couple of questions were raised around the insurance:

- What are our review dates? A review of the insurances can take considerable time. There are changes of insurances around values and replacements and earthquakes capacity.
- Insurers changing their stance on how they insure things, especially around replacement values
- Should review the insurances and brokers every three years really. Two main ones for schools - Crombie Lockwood and Marsh. Should put them up against each other to have them compete for our work. Like a tender. They currently pool schools and therefore things change a lot. It could work out that we are happy with what we have.

5.2 *Property*

There was no discussion around property.

5.3 *Principal's Report*

Fiona Craven presented the Principal's Report.

Curriculum (Nag 1)

A question was raised around the Junior Curriculum Consultation and what were some of the responses from the students as to why they wanted to be in separate classes (as opposed to combined classes). There was a definite disconnect between the school community and students/teachers' feedback/responses. The school community and students did not seem to be bothered if the classes were separate or combined, it was the teachers that did not want the classes to be together. Teachers found it hard to differentiate the curriculum content within the classroom. It is a struggle to cater to the wider needs of the students.

Moving forward, the Senior Leadership Team have come to the final decision upon review of the Junior Curriculum. This is in light of the key aspects identified from the surveys. These decisions include:

- Keeping the status quo moving forward into 2023 for three hours across both senior and junior programmes.
- Separating Year 9 and Year 10 students in their learning programmes (with some mixed courses available).

A question was raised for the period June to July and how we lost six students with no suspensions. Why are students leaving within this month? Fiona Craven explained that if we look at year levels - Year 11's moved out into a pathway that is appropriate for them; Year 10 was a non-attender, and the student has come off the roll and has been netted due to truancy; Year 12/13 students study/work as they were not really doing anything at school. This is where the school has redeveloped the careers area. We have done a review and Siobhan Pike has requested funding to make changes to the Careers/Transition area. The school is looking at improving NCEA Level 3 results because we have Trades Academy students getting NCEA Level 3.

From the NCEA results there are a lot of students who are on the 0-30 credits, with a lot less with 31-59 in Year 12. It has been noticed that we are analysing Year 11 to Year 13 students to see what they will look like at the end of the year. A question was raised 'when will this be available?' Fiona Craven advised that the Heads of Learning have been requested to analyse what they have got and predict what they should have by the end of the year so the students can then choose their classes for 2023. It is all very well saying we have 60 Year 12 students who will be doing NCEA Level 3 classes in 2023, but if they do not have skills at NCEA Level 2 they cannot do NCEA Level 3 classes. We can predict where we are roughly going to be at, but we are not going to give you any numbers at the moment.

Personnel (Nag 3)

COVID-19, Flu, Colds and Norovirus is still affecting staffing. When teaching staff are away with COVID-19 etc, the school is able to use disregarded sick leave and can claim back the relief we have been charged. From Term 3, the school will be looking at alternative plans in case of huge number of teachers are away sick due to COVID-19. The current Banking Staffing position was an underuse of \$26,720.

Governance & Self-Review (Nag 2)

ERO have made contact with the school to do a review.

Finance & Property (Nag 4)

As discussed above.

Health & Safety (Nag 5)

No major issues around the stand-down and suspension numbers to date.

Administration (Nag 6)

There will be a meeting with the Ministry of Education at the beginning of Term 3 regarding the roll growth proposal.

Moved Rob Houghton, Seconded Phil de Greve that "the Principal's Report of 5th July 2022 be approved.

CARRIED

5.4 ICT Report

Phil de Greve wanted an update around the signing of the new contract with AISCORP. We have previously talked about doing the RFP in December (2022) which potentially meant AISCORP would be leaving or staying as of a December (2022). The school has entered into a seven month contact with them which takes AISCORP into 2023 from 4th July 2022 for seven months. Phil de Greve needs to formally acknowledge that the RFP process cannot happen in December 2022. A question raised 'When do we want to engage other companies to have the discussion?'

It was suggested that around September/October 2022 would be a good time to have a look at the RFP when the new Board was elected.

Action: Phil de Greve to get in contact with Evan Sutherland and report back at the next meeting.

Phil de Greve

6. GENERAL BUSINESS

6.1 ERO

Ara Te Pohe advised that ERO would not be joining the meeting tonight. ERO are visiting the TPU tomorrow. They have been held up at another school and will try and connect with the Board during Term Three, possibly by zoom. There are no assessments happening tomorrow – just a visit to the TPU.

6.2 Attendance Update – June 2022

The Attendance Update – June 2022 Report by Siobhan Pike was presented.

Mike Munro advised that attendance issues are make teaching very hard, as you cannot teach if the students are not in front of the class/teachers. This will impact assessments. Hybrid Learning kind of works, but you are relying a lot on students to have the ability to work at home. It is very hard for the students to catch. We need to be very aware of this when we talk about achievement data. Attendance is only 50% in class. Not unjustified reasons for students to be off, colds, flu, COVID-19, but the students are just not in front of teachers. Pattern that is progressive.

Fiona Craven explained that one of the concerns is staffing entitlement for 2023. Every school will lose teachers based on attendance. If you do not have the kids there, you will lose staffing. Every school in the country is going to lose teachers. The push from the Principals is to get the government to say we are not changing staffing entitlements. Most of the schools in Upper Hutt, if this attendance continues, they could lose 40% of their teachers. The students are still in the community, but it is trying to get them into school.

Mike Munro explained that the COVID-19 infection rates are changing, this is now at 28 days.

Fiona Craven advised that it would be useful for the Board to get one report per term. Siobhan Pike has produced a great report.

Mike Munro advised that it would be good to have the year data and how that fits in with the achievement data for the year levels.

Rachel de Lima-Brinkley said that it would be good to report to the Ministry of Education. In the last few years the students have been gifted some credits. Illness has definitely impacted learning.

Ara Te Pohe asked if the board could have a further discussion to decide how we want the data and what we need it to show.

6.3 Child Protection Policy (To be Ratified)

The Child Protection Policy was brought forward from the meeting held 7th June 2022. Email sent to Board members to ratify the policy. Rachel de Lima-Brinkley, Nicole Banks and Mike Munro have agreed to the policy.

Moved Rachel de Lima-Brinkley, Seconded Nicole Banks that "The Child Protection Policy be ratified".

CARRIED

6.4 2022 School Board Triennial Elections

The Parent Rep/Staff Rep Election date was confirmed. Election will be held on Wednesday 7th September 2022.

It was confirmed that the number of Parent Reps for the 2022 Election will be five Parent Reps. This was a unanimous decision.

It was confirmed that the Board has agreed to go with a paper-based election for 2022, instead of electronic election (as there has been no clarity from NZSTA).

Moved Ara Te Pohe, Seconded Mike Munro that "the Parent and Staff timeline be confirmed".

CARRIED

It was discussed that the Student Representative Election date to be changed to Wednesday 28th September 2022 (from Wednesday 21st September 2022), as this falls during the derived grade exams and the senior students are not at school.

Moved Rachel de Lima-Brinkley, Seconded Ara Te Pohe that "the election date for the Student Representative be moved to Wednesday 28 September 2022".

CARRIED

Cost of Electronic versus Paper Elections

One online provider is full and the other one is not approved by NZSTA. Officially there is no provider that NZSTA have approved. There are two parts to their invoice - first part is more expensive than paper based, and the second part is \$7 per student.

NZSTA believes they will have a process in place to accommodate electronic elections by the next elections. This will be a free option.

6.5 Review of the College Uniform Changes

As per the minutes from 9th March 2022, the changes to the college uniform were presented again. This all makes sense except the last page. This is the original list with the changes that were to be made, as decided at the last Board meeting.

Nicole Banks said that the confusing bit is the hair – must be clean and tidy. Boys must be clean shaven.

Fiona Craven advised that this is a complete copy of what was in before we had conversations. There are other discussions that have not been done in this document.

Rob Houghton asked if we are saying that extremes of fashion and colour are not permitted in hairstyles.

Fiona Craven advised no, that was what was proposed at the Board Meeting (9th March 2022).

Phil de Greve advised that we did not talk about it at that meeting (9th March 2022).

Fiona Craven explained that we talked about some bits, but we did not talk about all of it at the meeting.

Ara Te Pohe advised that he interprets this here as the main criteria is clean and tidy. We need to focus on the governance side of it only. He is satisfied with the wording in there as it is. We are just removing the wording of extreme colour, etc. Clean and tidy is the main point.

Nicole Banks advised that it is almost as though the whole hair section is redundant. Personal jewellery – yes; hats – yes but that is covered off in here anyway.

Phil de Greve asked the question – is a blue mohawk acceptable or would you get sent home with this?

Fiona Craven advised that if you removed the extreme section then you could have two terms where it is all over the place and then it settles down.

Rachel de Lima-Brinkley said that you will always have one or two students who will push the boundaries. The majority of students will comply to the rules – the girls will have their long hair tied back in a ponytail and they boys will have their hair tidy also.

Fiona Craven advised that most hair colours wash out within a week.

Phil de Greve asked is there something wrong with saying we do not want to see extremes.

Further discussion was held around what is extreme, what is clean and tidy, what parts of the school uniform is redundant. It was agreed that further discussion to be held in a separate meeting to bring the school uniform changes into the 21st century. It was also agreed to have a separate meeting to discuss the gendered bathrooms.

6.6 Health and Safety Report (including Incident Report)

The Health and Safety Report presented.

A short discussion was had about the report and how it was set out.

6.7 Staff Rep Report

Mike Munro presented the Staff Rep Report.

He is worried about the sickness that was going around. Staff are being stretched thin.

NZSTA recommended a Staff Representative Policy, which Mike Munro is to look into. A draft policy to be presented at the next Board Meeting (2nd August 2022).

Nicole Banks asked if a Staff Rep Report would be useful (like a Principal's Report).

Mike Munro agreed that it could be – a report could be either informal or formal. This would be clarification for staff, and they would actually appreciate the communication. Clarification around what the Staff Rep Role is as it has come across as 'don't talk to us'. Mike Munro will draft a report up for the next meeting.

Ara Te Pohe said that there was some wording in the email that was sent out to staff, regarding the Staff Rep role that he did not agree with, something like you are only representing yourself. You are actually representing the whole staff because you were voted in by staff. You are not their voice if they have issues - they need to voice those directly. That is one process we have in place that is working.

6.8 Student Rep Report

Lesley Monzora was not present to present the Student Rep Report.

6.9 General Business

No General Business discussed.

6.10 In-Committee

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

CARRIED

7. NEXT MEETING:

The next Board Meeting is **Tuesday 2nd August 2022 at Heretaunga College.**

The meeting closed at 9.15pm.

Minutes by Lynda Goodall, Acting Board Secretary

Signed:

Ara Te Pohe – Chair

Date: 20th July 2022