

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2124)  
HELD AT HERETAUNGA COLLEGE (STAFFROOM)  
ON TUESDAY 2<sup>nd</sup> AUGUST 2022 AT 6.30PM**

**PRESENT:** Rachel de Lima-Brinkley (Chair), Fiona Craven, Nicole Banks, Phil de Greve, Rob Houghton, Mike Munro, Lesley Monzora (arrived at 6.40pm) 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 Rob Houghton, Seconded Phil de Greve that "The Minutes of 5<sup>th</sup> July 2022 be approved.*

**CARRIED**

3. **MATTERS ARISING:**

6.5 **Review of the College Uniform** – Review of the College Uniform to be discussed when the new board has been elected, at the meeting to be held on Tuesday 1<sup>st</sup> November 2022. It would be best to sort out when the financial decisions need to be made around uniform decisions and then work back from there, i.e. stocks at NZ Uniforms.

Rachel de Lima-Brinkley advised that the Uniform Policy to be carried over to the next meeting on Tuesday 6<sup>th</sup> September 2022.

Rachel de Lima-Brinkley is working on a Governance Calendar, as part of the policy review. This could also include information on the curriculum areas. This will be set up in the Board Shared Drive.

4. **CORRESPONDENCE**

4.1 None received

5. **REPORTS**

5.1 **Finance and Property Report**

***Finance***

The Financial Management Report (30<sup>th</sup> June 2022) and the Creditors Listing (as at 30<sup>th</sup> June 2022) were presented.

A question was raised – what an Order Book is – these are the Purchase Order Books used for purchasing of goods and services, etc. The order for 50 Order Books will last for a couple of years. It was suggested to maybe look at an electronic purchasing ordering system.

A question was raised about the International Students Tuition Fees of \$13,043 and the Homestay Fees held in Trust of \$30,243 (under Major Liabilities & Commitments) and considering we have not had a lot of international students, were these amounts unusual. Fiona Craven advised that these amounts are for the two international students we currently have.

Fiona Craven advised that the current phone system is obsolete. The phones are working, just not direct dialling to extensions. The school is looking at different quotes ranging from \$20,000 to \$50,000 depending on either a Cloud base system or an App System.

Action: The quotes for a new phone system will be presented at the next Board meeting on Tuesday 6<sup>th</sup> September.

**Fiona  
Craven**

Fiona Craven advised that the copier lease is up for renewal in December 2022. Konica Minolta has been replaced by Fuji Xerox. Tenders will go out and quotes to be presented to the Board before the end of the year.

## **5.2 Property**

Fiona Craven advised that the work Malcolm Gillies is paying for in the Pavilion and P4/P5; a summary will be presented to the Board at the next meeting on Tuesday 6<sup>th</sup> September 2022, so they are aware of all the work, including the budget, the logistics of when the work will be happening, a MoU and written confirmation from the MoE that they are happy with what we are doing to the buildings. Rob Houghton asked for the building plans as this would help him with the working out the costs for insurance on the buildings.

Fiona Craven advised that the Fume Cupboard in the Science Department (technician room) might need replacing. There are two more in the classrooms, and these may need replacing later.

Action: A review will be undertaken on how many Fume Cupboards we need in the Science Department.

**Fiona  
Craven**

The cupboards are about 20 years old, and we need to look at getting a new motor for one of the Fume Cupboards. A new motor will cost approximately \$5,000. A new Fume Cupboard would cost approximately \$20,000, with the possibility we need to purchase three new Fume Cupboards. This is a health and safety issue.

## **5.3 Principal's Report**

Fiona Craven presented the Principal's Report.

### **Curriculum (Nag 1)**

The Year 11 achievement was not looking good.

The Year 12 and Year 13 results are looking better since the last meeting.

There is currently an issue with a lot of credits that have not been entered against the students' results.

A question was asked about how the Recognition Learning Credits are done, and would it be better to maybe lower the range of the assessment.

Within the next two weeks a lot of the credits will be entered into KAMAR, so by the next meeting the results will look better.

A lot of students are at different stages of meeting their assessment deadlines.

The school has a new Student Pathways Department, which is led by Sarah Landsey with three staff.

**Personnel (Nag 3)**

There are not sufficient relievers available, as there are a number of teachers away sick with flu or COVID-19. The Ministry of Education is looking at providing schools with relievers. The Senior Leadership Team is looking at alternatives, i.e. sending students home for two spells each day (to do learning at home). This means that students are still coming into school for Spells 1 to 3 and then the students would go home and learn from home on Spells 4 and 5, except Wednesday as students normally finish at 2.30pm. This would be for the whole school. Looking at starting this from next week Monday 8<sup>th</sup> August. This would still meet the teaching hours for the week. Looking at trailing this for the next two weeks and then review it after that timeframe. Fiona Craven to talk to the HoLs first on Wednesday 3<sup>rd</sup> August and then they will relay the information out to the departments.

If students are unable to go home (as parents are not at home), then the students can work in one of the Taylor Rooms which will be supervised by Teacher Aides.

Action: Fiona Craven to update the Board (via email – Ingrid Watts to send out) on how the alternative learning is going.

***Fiona  
Craven***

**Governance & Self-Review (Nag 2)**

A question was raised how ERO is going. They came in and spoke with Fiona Craven and the TPU and we are still waiting on them to come and speak to the Board. Fiona Craven asked the Board if they wanted her to contact ERO as they had not contacted her. The Board advised to wait for ERO to make contact.

The policies will be set up in the Shared Drive by Rachel de Lima-Brinkley.

School Docs could be a possibility, but there is a cost of the set up and ongoing update costs, around \$2,500 per year plus the update costs. Another alternative is to use the NZSTA Framework.

Action: Fiona to get the pricing of using School Docs and to be presented at the next Board meeting.

***Fiona  
Craven***

**Finance & Property (Nag 4)**

As discussed above.

**Health & Safety (Nag 5)**

The Stand-Down and Suspensions are low, and this could be due to a number of students away with COVID-19.

**Administration (Nag 6)**

At the time of the Board Meeting and as at 2<sup>nd</sup> August 2022, current Year 9 enrolments are at 100 for In-Zone Enrolments and 46 for Out-of-Zone Enrolments. With this we could be looking at eight PRIDE classes for Year 9 students.

### **Teen Parent School (TPU)**

There are currently six students in the TPU. This is due to a challenging culture created by former students. These students have since left, and the six remaining students are working well together. We currently have funding for students and the funding is separate to the main school.

## **6. GENERAL BUSINESS**

### **6.1 Curriculum Policy**

The Curriculum Policy was presented for review by the Board.

The Board approved the curriculum policy on the basis that it would be reviewed later under the scheduled policy timeline.

All Approved  
Moved: Nicole Banks  
Seconded: Mike Munro

**CARRIED**

### **6.2 Clarification of the wording of the wearing of Taonga (for Parent Handbook)**

#### **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. Tattoos are not to be visible. Necklaces of cultural/religious significance may be worn inside clothing and not be visible. The **visible** wearing of Taonga is permitted.

Board is happy with the above wording. Parent Handbook can now be updated to reflect this.

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

**CARRIED**

### **6.3 Health and Safety Report (including Incident Report)**

The Health and Safety Report presented. There was only one serious incident reported in the period 1<sup>st</sup> July to 28<sup>th</sup> July 2022.

### **6.4 Staff Rep Report**

Mike Munro presented the Staff Rep Report.

Most of the staff rep report has been covered already in regard to the relivers and rolling of classes.

Have had a look at the NZSTA staff policies but will look at another school who uses School Docs and see if their staff policies would match with Heretaunga College.

Looking at how we can communicate to staff via the Staff Rep (not as a complaints systems) or ways of how the staff can communicate with the Staff Rep. Phil de Greve suggested doing an online form, which would be anonymous, suggestions and feedback, which would be positive. The online form can be done in either Microsoft or Google.

Mike Munro said that he would like to communicate to staff about what the Staff Rep Role is, with a follow-up system on how the staff can communicate with the Staff Rep, then the new Staff Rep could do a formal report each month to the Board, which would be responsive. Then once the clarification on what the Staff Rep role is, which would be about Governance and Policy, then staff would have an ideal of what would be feedback through the Staff Rep.

Rachel de Lima-Brinkley suggested that as a new Board, there could be a 'meet the staff' evening.

**6.5 Student Rep Report**

Lesley Monzora presented the Student Rep Report.

There are a couple of students who have asked about changes to the uniform and Lesley Monzora has suggested that these students write their concerns to the Board.

A couple of students have asked about wearing of a necklace.

**6.6 General Business**

No General Business discussed.

**6.7 In-Committee**

Moved Rob Houghton/Seconded Mike Munro *"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 Lesley Monzora *"that the Board come out of In-Committee"* Moved Phil de Greve/Seconded Lesley Monzora *"that the Board ratify the decisions of the In-Committee"*

**CARRIED**

**7. NEXT MEETING:**

The next Board Meeting is **Tuesday 6<sup>th</sup> September 2022 at Heretaunga College.**

The meeting closed at 8.47pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 3<sup>rd</sup> August 2022