

**MINUTES OF THE HERETAUNGA COLLEGE  
BOARD OF TRUSTEES MEETING (NO: 2125)  
HELD AT HERETAUNGA COLLEGE (STAFFROOM)  
ON TUESDAY 6<sup>th</sup> SEPTEMBER 2022 AT 6.30PM**

**PRESENT:** Rachel de Lima-Brinkley (Chair), Fiona Craven, Nicole Banks, Phil de Greve (via Phone), Rob Houghton, Mike Munro, Shaun Blackler, 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 Rob Houghton, Seconded Mike Munro that "The Minutes of 2<sup>nd</sup> August 2022 be approved.*

3. **MATTERS ARISING**

**Actions/Recommendations:**

**5.1 Finance – Quotes for new Phone System:** Fiona Craven advised that this is still ongoing. Kirsty Fraser is working on getting the quotes.

**5.2 Property – Review of the Fume Cupboards:** Fiona Craven advised that she will be having a conversation with the Science Department to work out how many Fume Cupboards are required. Decision not required until the end of 2022.

**5.3 Principals Report – Update on the Alternative Learning:** Fiona Craven advised that on the September Principals Report, there is evidence showing that there has been an increase in student achievement. There were a lot of students who completed the workshops, and this in turn made the staff feel better that the students were using the time to catch up on their assessments. Staff also used the time to collaborate, and it gave them time mark assessments. Student attendance has also improved. The feedback from staff/students is that the alternative learning was good with students engaging in the workshops. The Board passed their thanks to the staff for making this work.

**5.3 Principals Report – Pricing for School Docs:** Fiona Craven advised that the pricing for School Docs looks reasonable. The set-up is free with ongoing costs around \$1,800 per year. The school need to know if there is a cost involved when there is a change of policy, i.e. when there is a legislation change (Child Protection Policy) and when policies are updated (or is this completed automatically). We would need some further information before making a final decision. School Docs should meet our legislative requirements. This would be a working in progress for the next three years.

Action: Rachel de Lima-Brinkley to provide further information at the next Board meeting on 4<sup>th</sup> October 2022.

**5.4 ICT Report:** Phil de Greve has meet with Evan Sutherland. Will be looking at the overall aspects of ICT, including the phone system and KAMAR. Phil de Greve will provide a monthly ICT Report.

**CARRIED**

**Rachel  
de Lima-  
Brinkley**

**In Committee:** Letter of response to a staff member for her retirement still to be completed by Ara Te Pohe.

**Ara Te Pohe**

**3. Matters Arising – Uniform Policy:** Action: Rachel de Lima-Brinkley advised that this will be sent out to the Board within the next week.

**Rachel de Lima-Brinkley**

**5.2 Property: Insurance:** Rob Houghton advised to make any estimated costs he would need to see the plans of the new buildings showing the size, etc so that he can provide the cost value. To be carried over until the next meeting on 4<sup>th</sup> October 2022.

**Fiona Craven**

Action: Fiona Craven to get the plans to Rob Houghton.

#### 4. **CORRESPONDENCE**

**4.1** Letter from Simone Naylor (Sports Coordinator) re: Application for Funding for Badminton and Table Tennis gear – Pub Charity - \$656.52

The Board approved Simone Naylor applying for this grant.

Moved: Rachel de Lima-Brinkley

Seconded: Mike Munro

**CARRIED**

**4.2** Email from Jacqui Lucas re: Application for Lotteries Commission Grant: Upgrade to Wellbeing Hub – up to \$70,000 (Ratification)

The application was sent to the Board of Trustees via email on 12<sup>th</sup> August 2022 for their response, and approved via email.

**RESOLUTION:**

The Heretaunga College Board of Trustees resolve to apply to Lotteries Commission for funding of up to \$70,000 as contribution towards the update of the schools' facilities used by Kickstart.

All Approved

Moved: Rob Houghton

Seconded: Nicole Banks

**CARRIED**

**4.3** Email from Christine Hodge re: consideration of out of zone application for her son (received after the out of zone ballot closing date – 1<sup>st</sup> August 2022)

Fiona Craven explained that the cut off date for accepting out of zone applications was Monday 1<sup>st</sup> August 2022. The out of zone enrolment application was submitted after the close off date (Thursday 4<sup>th</sup> August 2022). Under the Ministry of Education Enrolment Guidelines, we are unable to accept the out of zone enrolment application after the closing date. The only option for the family is to apply to the Ministry of Education for a Directed Enrolment.

Action: Rachel de Lima-Brinkley to respond to the letter to the family

**Rachel de Lima-Brinkley**

## 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.

Phil de Greve raised a question about the Unbudgeted amount of \$17,000. This was discussed further In Committee.

### 5.2 *Property*

Fiona Craven advised that there is an issue with flooding between the quad and the sports centre, along the pathway. This happens when it rains heavily. Michael Schneider has been setting up a pump, which takes about four to five hours to clear. This is only a short-term solution. The current drain is not coping with the amount of rain. We are looking at getting quotes for piping for a new drain. This would cost approximately \$8,000.

Action: Fiona Craven to present Quotes at the next meeting on 4<sup>th</sup> October 2022.

***Fiona  
Craven***

### 5.3 Principal's Report

Fiona Craven presented the Principal's Report.

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

The NCEA achievement data is looking better, and has improved over the last couple of months, but we are not out of the woods yet. The Level 2 results are on a par with last year and have once again improved from July. The Level 3 results need a little bit of more work, however there are some students who are on new Trades Academy courses.

Should be seeing the Learning Recognition Credits (LRC) on KAMAR now.

#### **Personnel (Nag 3)**

Looking at booking at least four relievers for the full week until the end of the term, as this will allow some of the teachers to use time to work on other things.

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

Cost of School Docs to be presented at next meeting on 4<sup>th</sup> October 2022.

#### **Finance & Property (Nag 4)**

As discussed above.

#### **Health & Safety (Nag 5)**

The Stand-Down and Suspensions are low. This could be due to the alternative learning.

**Administration (Nag 6)**

Year 9 2023 enrolment numbers are high in comparison at this time in previous years. Fiona Craven and Evan Sutherland are in the planning stages for timetabling and class sizes and will be keeping an eye on the number of enrolments over the next couple of weeks. If enrolment numbers reach over 200 then we will be looking at a 9<sup>th</sup> Kaiārahi class in 2023.

**Teen Parent School (TPU)**

Fiona Craven advised that there has been an increase of enrolments at the TPU – they have gone from 6 enrolments to 10 enrolments.

Action: To hold a Board meeting at the TPU in April 2023. Ingrid Watts to calendar the meeting

***Ingrid  
Watts***

**6. GENERAL BUSINESS****6.1 NZSTA Special General Meeting Proxy Vote**

Rachel de Lima-Brinkley advised that she was going to have the NZSTA Special General Meeting Proxy Vote form. A Special General Meeting will be held in October 2022. There are three constitutional proxy votes. Rachel de Lima-Brinkley is able to vote on behalf of the board as she will be attending the meeting.

Action: Rachel de Lima-Brinkley to send the form out to the Board for their information.

Board agreed that Rachel de Lima-Brinkley will proxy vote on behalf of the Board

All Approved  
Moved: Rob Houghton  
Seconded: Nicole Banks

***Rachel de  
Lima-  
Brinkley***

***CARRIED***

Form to be completed and signed by the current Board Chair for Rachel de Lima-Brinkley to attend and vote at the NZSTA Special General Meeting.

**6.2 Update on School Docs**

Rachel de Lima-Brinkley to follow up with pricing. Will bring up at next meeting.

**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 29<sup>th</sup> July to 2<sup>nd</sup> September 2022. All incidents have been sorted. No other major issues.

**6.4 Staff Rep Report**

Mike Munro presented the Staff Rep Report.

Mike Munro reported on the three-spell/day (alternative learning) and this has worked well with staff. It has released a lot of pressure with the staff using the time to catch up on marking, etc.

As this is Mike Munro's last meeting at Staff Rep, the Board of Trustees wishes to thank you for all your work over the last six months.

Welcome to Shaun Blackler as the new Staff Rep.

**6.5 Student Rep Report**

Lesley Monzora presented the Student Rep Report.

A student would like to have less subjects. Feel that there are too many.

Other students have suggested having more toilets built and have separate toilets for different year groups, as the toilets are only open during break time, there are always long queues for the toilets and especially the toilet in the main office (sick bay) during class time.

Fiona Craven advised that there are staff on duty at break time to ensure that students are not vaping in the toilets.

Mike Munro advised that at the end of Term 3/beginning of Term 4, one of his classes will be writing letters, so there might be a lot of letters for the Board to consider/respond.

**6.6 General Business**

No other General Business discussed.

**6.7 In-Committee**

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

**CARRIED**

**7. NEXT MEETING:**

The next Board Meeting is **Tuesday 4<sup>th</sup> October 2022 at Heretaunga College.**

The meeting closed at 8.40pm.

Minutes by Ingrid Watts, Board Secretary

Signed: .....

**Rachel de Lima-Brinkley – Chair**

Date: 9<sup>th</sup> September 2022