

**MINUTES OF THE HERETAUNGA COLLEGE
BOARD OF TRUSTEES MEETING (NO: 2127)
HELD AT HERETAUNGA COLLEGE (STAFFROOM)
ON TUESDAY 4th OCTOBER 2022 AT 6.30PM**

PRESENT: Rachel de Lima (Chair), Fiona Craven, Nicole Banks, Phil de Greve, Rob Houghton, Abbie Spiers, Shaun Blackler, Tuan Dinh and Ingrid Watts

1. APOLOGIES: None

Rachel de Lima started the meeting with a Karakia. This is the first official meeting as the newly elected Board. Rachel de Lima welcomed Abbie Spiers and Tuan Dinh for attending their first Board meeting.

2. CONFIRMATION OF PREVIOUS BOARD MINUTES:

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

Moved Rachel de Lima, Seconded Phil de Greve that "The Minutes of 6th September 2022 be approved.

CARRIED

3. MATTERS ARISING

Actions/Recommendations:

5.3 **Principals Report – Pricing for School Docs:** Still Pending; Rachel de Lima to email the information out to the Board by Friday 7th October 2022. The Board have approved the use of School Docs for School Policies.

**Rache de
Lima**

3. **Matters Arising – Uniform Policy:** Rachel de Lima has looked into other options; being that some schools have a policy, and some schools have guidelines. Rachel de Lima has drafted a document that would sit between the two options (policy/guidelines). For a Uniform Policy we would need to do a consultation with community (as this is under the new Human Rights Advice). Rachel de Lima recommended that we offer it as a Uniform Guidelines.

5.2 **Property – Quotes for drainage:** Fiona Craven advised that we no longer require to present quotes for the drainage, as the Ministry of Education will be paying for the cost of repairing the drains.

6.1 **NZSTA Special General Meeting Proxy Vote:** Rachel de Lima advised that this has been completed. A copy of the AGM and Conference information will be emailed to Board member by Friday 7th October 2022.

**Rachel
de Lima**

5.1 **Finance – Quotes for new Phone System:** Fiona Craven advised that quotes have not been received yet from the Finance and Property Committee.

5.2 **Property – Estimate cost of the replacement building:** Rob Houghton advised that he does not have the capacity/person to do the estimate. This will be reviewed at the next meeting on Tuesday 8th November 2022.

4. CORRESPONDENCE

- 4.1** Letter from Hon Chris Hipkins re: legislation to implement a one-off public holiday to recognise and celebrate the life of Queen Elizabeth II

Letter was presented as information only for the Board.

- 4.2** Email from Jacqui Lucas re: Wellbeing Hub Funding Issues

The Email is in regard to the work being done on the Kickstart building, with the Lotteries Commission expectation that we would hold 1/3 of the total cost of the expected project money in escrow (contingency fund). A decision needs to be made about how this will be done and if we go ahead with the project.

There are three options to consider:

1. The Board of Trustees agree to the money in escrow so that the funding application can be completed (there is limited time to get this completed).
2. The Board of Trustees agree to pay the total cost of replacing the windows in the Hub at a cost of between \$60,000 - \$70,000.
3. The BOT agree to pay half the total cost of replacing the windows, and Fiona Craven seeks approval from the Upper Hutt Principal's Cluster to pay the other half – given that this is a community hub that supports all teenagers in Upper Hutt

It should be noted that the Board owns the building (it is not a Ministry of Education building). Therefore we would be liable for all costs in regard to the building (i.e. if the building needed to be removed, or we could not use the building in the future, the decision would need to be made by the Board). This would need to be kept in mind when making a decision about contributing funds.

There was a question about the Memorandum of Understanding (MoU) in regard to the donation pledged. There is a MoU in draft awaiting signing, when all the funding has been confirmed.

There were some concerns raised prior to the meeting, if Kickstart are no longer tenants; is the donation attached to Kickstart? This would be an implication for the Board, and this would need to be clearly outlined in the MoU. The Board would like it to be a no-conditions donation.

A question was raised that if the money was in escrow, then is there a likelihood that we could get the money back at the end of the project. The money would sit in an account as a contingency waiting for the project to start. The options would be that:

1. Lotteries Commission give the whole amount of money, and then we have the money back.
2. Lotteries Commission would only give a partially Grant – meaning that the Board would be responsible for the other half of the cost.
3. Lotteries Commission do not give it at all, meaning that the cost is entirely on the Board.

The money has not been allocated in the Annual Budget, as we were not anticipating this project – this would need to come from invested funds.

There was discussion around possible scenarios if extra work was required to complete the project, or the possibility of requesting funding from other schools in Upper Hutt.

We also need to think about the reconstruction of the building in comparison to the constructing a new building. With the investment of \$130k over the three buildings, we would need to have an idea of the number of windows and doors each building requires. A question was asked whether we could get another Grant to help fund the project. The answer is that we would be unable to apply for another Grant if we are getting the Lotteries Commission Grant.

Other concerns raised – If Kickstart end their lease (they are on a yearly lease), what will happen to the buildings, as they are Board owned. If the Ministry of Education requested that we remove the buildings, what would happen to the investment into the buildings. The buildings were originally gifted to Heretaunga College on behalf of the community, for community use.

A question was raised on what is the urgency on making a decision about the funding. The answer being if a decision is not made soon, the donor could withdraw their offer of funding. The work was due to commence during the October 2022 school holiday.

The Board would need to agree that the \$70k would come out of the school's investment account and then when we receive the money from the Lotteries Commission, the money would go back into the investment account. There was agreement that the project is of value to both the school and the wider Upper Hutt student community in the longer term, and therefore agreed in principle that the Board would underwrite the works, and that Fiona Craven would approach the Upper Hutt Principals Association to see if they would be happy to put some money into the works, but the Board want to sight the MoU before committing to the works.

Action: Rachel de Lima to request a copy of the MoU from Jacqui Lucas and share with the Board and Kirsty Fraser.

The Board would do an E-mail resolution, so that an answer can be relayed to Jacqui Lucas.

Moved: Rachel de Lima
Seconded: Rob Houghton
All Approved

***Rachel de
Lima***

CARRIED

4.3 Complaint Letter

This was discussed In-Committee.

5. REPORTS

5.1 Finance and Property Report

Finance

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

It was agreed that the next Finance and Property sub-committee meeting be held on Thursday 3rd November 2022 at 5.30pm.

Action: Ingrid Watts to send out a calendar invite

***Ingrid
Watts***

With the next schedule Board Meeting on the Tuesday 1st November 2022 being the same night as the Senior Students Prizegiving, it was agreed to reschedule the Board Meeting to Tuesday 8th November at 6pm.

Action: Ingrid Watts to send out a calendar invite

***Ingrid
Watts***

Fiona Craven advised that a Water Rates Invoice as at the end of September was \$11,000 (this was for a period of 90 days). Previous invoices were approximately \$2,500. The engineer has been out and advised that he could not find anything to suggest there is a fault. The water usage on the invoice is equivalent to 4 million litres of water (or six Olympic size swimming pools). The Ministry of Education have advised the school not to pay the invoice.

There are no other major Financial concerns.

5.2 ***Property***

Fiona Craven advised that the works that were due to commence in December 2022, could be delayed due to the contract not being signed by the Ministry of Education (the school and OCTA (Project Management) have signed the contracts).

There has been minimal damage done around the school, i.e. graffiti.

New signage will be going up at the Sports Centre 'please do not climb onto the roof of the sports centre'.

The Board was requested to make a decision on P2 (to retain or remove). This classroom is currently used by the PE department for their classes and is located by the Sports Centre. The building has asbestos. Once we get the library works underway then we need to have some space to use as storage. The Board does not need to make a decision at tonight's meeting, but it was agreed that whilst we do not have enough classrooms, then we cannot have P2 removed. The building would need to be removed by 2024. This will be discussed further at the Finance and Property sub-committee. For the next 18 months the building would be used as storage.

The document Property Occupancy Document for (non-integrated) state schools was handed to the Board for this information. The 10YPP to be discussed at the next Board meeting on Tuesday 8th November

5.3 Principal's Report

Fiona Craven presented the Principal's Report.

Curriculum (Nag 1)

The Year 12 students' results are looking better.

Teachers are still marking the assessments for the Year 11 students, as well as their portfolios, plus the farming and hard materials credits.

Fiona Craven advised that this year has been the hardest year overall for students throughout the country. When NZQA come in they talked about last years results and not this year's results.

For the Year 9 students who are going into Year 10, they would have been in Years 7 and 8 at the start of the COVID Pandemic and they have not had the same opportunities for leadership positions.

Fiona Craven advised that we have a system (traffic light system) which tracks the students credit achievement.

An attendance report has been presented to the Board at the beginning of Term 3 and another one will be presented in Term 4.

We need to work on the strategic plan and how this reflects the school. Need to future planning for the next few years.

Personnel (Nag 3)

Fiona Craven advised that the Support Staff Pay Equity will happen in the first week of Term 4. There are a few staff who will need to have their grades reassessed.

The Staffing Entitlements for 2023 – we are confident that we are in a good position with the roll and the number of teachers.

Governance & Self-Review (Nag 2)

We have been allocated a new ERO partner, who will be in contact with the school at the beginning of Term 4.

Fiona Craven has begun the work with the HoLs during Term 3. There are only two non-negotiable objectives for the school:

1. All students to leave school with NCEA Level 2 and/or
2. All students leave with a defined future pathway

Finance & Property (Nag 4)

As discussed above.

Health & Safety (Nag 5)

The number of stand-downs and suspensions are comparable with previous years.

Administration (Nag 6)

Fiona Craven advised that we have received a number of new Year 9 and Year 10 enrolments to start in 2022 and a lot of these students are proving a challenge as they require a lot of extra resources. These new enrolments are all in-zone.

Year 9 2023 enrolments are still high compared to previous years.

Teen Parent School (TPU)

The TPU currently have eight students.

6. GENERAL BUSINESS

6.1 Heretaunga College Staff Code of Conduct

The Board to have a look at the Staff Code of Conduct. It was updated in 2019.

Action: Ingrid Watts to email a copy of the document to the Board.

The Board to provide feedback to Rachel de Lima and this will be discussed further at the next Board meeting on Tuesday 8th November 2022.

***Ingrid
Watts***

All

6.2 Strategic Planning

Rachel de Lima advised that we are due for a new Strategic Plan. There is going to be a change to strategic planning and reporting from 2023, and it was suggested that we start this process now in terms of our consultation. Fiona Craven has started this process, as per the information from the Principal's Report and had some ideas which has been relayed to the staff.

Action: Rachel de Lima to send out a link on Strategic Planning and Reporting to the Board, which will be discussed at the next Board meeting on Tuesday 8th November 2022.

***Rachel de
Lima***

Once we know what the strategic planning and reporting requirements will look like, it will be good to start the consultation out to the community, staff and students and gather the information under the NELPs.

It was suggested that we have a planning day to make a start on the Strategic Planning and Reporting.

Before the planning day, it would be good to do an online generic survey out to the community and students around the key issues as advised by NZSTA – consultation, planning, implementation, monitoring and reporting, with the reporting completed through the Annual Report each year. This means that we need to have the strategic planning current, up-to-date and relevant, so that Fiona Craven and the Senior Leadership Team can completed the Annual Report and develop the annuals plans for the school.

It was suggested the Board to meet with some staff to get some ideas before the end of the year.

We would need to do the Vision first before we can do the strategic planning, as the Vision guides the principles and values.

Suggestion if we can get a representative from NZSTA to help facilitate the planning for the Strategic Planning. Rachel de Lima to speak to Sarah (who is our Advisor) at NZSTA. They would talk about the difference between Management and Government.

6.3 Health and Safety Report (including Incident Report)

The Health and Safety Report presented.

All incidents have been sorted. No other major issues.

6.4 Staff Rep Report

Shaun Blackler presented the Staff Rep Report.

Staff are feeling left out of the loop and needing transparency.

Teachers have been busy marking.

Phil de Greve to share with the Board an Anonymous Suggestion and Feedback Form, which will be discussed further at the next Board meeting on Tuesday 8th November 2022. If there is sensitive/serious feedback, then staff should go through the official complaints process.

Phil de Greve

6.5 Student Rep Report

As it was Tuan Dinh's first meeting, no Student Rep Report was presented.

6.6 General Business

No other General Business discussed.

6.7 In-Committee

Moved Nicole Banks/Seconded Phil de Greve *"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/Seconded Abbie Spiers *"that the Board come out of In-Committee"* Moved Rachel de Lima/Seconded Abbie Spiers *"that the Board ratify the decisions of the In-Committee"*

CARRIED

7. NEXT MEETING:

The next Board Meeting is **Tuesday 8th November 2022 at Heretaunga College.**

The meeting closed at 8.42pm.

Minutes by Ingrid Watts, Board Secretary

Signed:

Rachel de Lima-Brinkley – Chair

Date: 7th October 2022