



NAENAE COLLEGE

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Principal: C Taylor *MSPS, BRecEd, Dip Tchg*

27 October 2023

Via email

Dear

Official information request for copies of Board meeting minutes

I acknowledge receipt of your official information request dated 26 October 2023 for copies of the minutes for the last twelve (12) school board meetings held at Naenae College.

We received your request on 27 October 2023. We will endeavour to respond to your request as soon as possible and in any event no later than 27 November 2023, being 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

Your request is being handled by my assistant. If you have any queries, please feel free to contact them on admin@naenae-college.school.nz. If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely

Chris Taylor
Principal