

NAENAE COLLEGE BOARD OF TRUSTEES

**Minutes of the Board of Trustees Meeting
held virtually on Wednesday 13 April at 1830**

Present: Rome Vailini (Chair), Nic Richards (Principal), Andy Soper (Deputy Chair) Tafaoimalo Loudeen Parsons (Parent Representative, Trudy Stead (Co-opted member), Tia Turahui, (Co-opted member), Eric Parker (Student Representative), Devon Turi (Staff Representative) and Alex Maehe (Acting Principal)

Apologies: Karen Shepherd (Parent Representative), Sarah-Jane McCosh (Parent Representative)

In attendance: Helen Hepburn (Secretary)

Rome – karakia for opening and closing of meeting

Rome welcomed Alex – he will be attending meetings while Nic is on Sabbatical in term 2.

Strategic Focus

The strategic focus of this meeting is togetherness. A robust discussion was entered into regarding the committees Naenae College have at present. We had previously talked about the Community Committee and the rationale and terms of reference for this committee. After in-depth investigate it was found that there were no formal terms of reference. It was decided that through previous minutes, that the main reason for this committee was to engage the wider communities. A question was raised whether we actually needed the community committee, or could this be done adhoc? Like report evenings/rugby side-lines/Kapa Haka regionals. It was decided that we needed to keep this fairly formal. The idea was floated that we could restart this committee and involve local Iwi, parents, plus staff. It was envisioned that there would be 3 to 5 people on this committee. It was also brought up that currently, due to the pandemic, people are more reluctant to attend meetings. A point was made that it is easier now we have zoom etc.

Tia volunteered to speak to the local Iwi and bring information back to the next Board Meeting

Student Representative Report – Eric Parker

Report taken as read

In the LAR Council meeting the state of the water fountains was raised, the LAR Council have a budget of \$5000, maybe they can look at spending some of this to update the fountains.

Motion: that the student report be accepted
**E Parker/R Vailini
Carried**

Staff Representative Report – Devon Turi

Report taken as read

Motion: that the staff representative report be accepted
**D Turi/A Soper
Carried**

Principal's Report

Report taken as read

A discussion was had regarding the attendance of the Y13, a survey was conducted, and the outcome was that the attendance is lower for year 13's due to other pressures, fatigue, assessments, not purely COVID related.

The Analysis of Variance report is requested by the Ministry every year. This report provides data on results, and the board goals from the previous year. As soon as this report is completed a copy will be forwarded to the Board

Staffing – Nadia is leaving us at the end of term 1, she was only on a fixed term while Tapaau was recovering. Tapaau's recovery is taking longer than expected, however she will be connecting with her Samaon students online until the beginning of term 3.

Motion: that the principals report be accepted
N Richards/ T Turahui
Carried

Sub-Committee Reports

Resource meeting

Nic spoke regarding the H&S Covid plan and the mandate and the changing parameters around the school. We are following the traffic light system put out by the government.

This is a consultation process, and we need to engage the community in terms of what we are proposing. To start with we have spoken to the staff regarding this, some staff may have concerns about unvaccinated teachers being on staff. A report will be presented to the Board at next meeting.

A consensus from the board that we will encourage staff and students to wear masks as we are still in a pandemic.

Motion: that the Resource Committee report be accepted
N Richards/A Spoer
Carried

Marae meeting

Finances were discussed, as we have been in a pandemic, the marae has not been hired out.

It was decided that a monthly meetings will now going ahead.

Discussions were held regarding Sinpai's farewell to Sacred Heart. SLT have always engaged in mihi whakatau (Momoliga – same process in Pacifika), it is the Naenae way.

Motion: that the Marae report be accepted.
D Turi/ T Turahui

Wellbeing Committee

Loudeen delivered draft to Nic and Rome 13 April 2022, we need to finalise the terms of reference. This report will be circulated to the rest of the Board for consideration.

Health and Safety Committee

With Karen unable to attend meetings due to work commitments, Trudy is into this committee.

Correspondence

Nic received a leave request from Bernadette Coup for 2 weeks discretionary leave at the start of term 3. Bernadette has served 20 years at Naenae College and is entitled to 1 week's discretionary leave, which is paid for by the Board, and she has requested 1 week unpaid. Bernadette has organised relief teachers to cover her for when she is away.

Motion: that the board approve leave request for Bernadette Coup
N Richards/L Parsons
Carried

Due to Nic being of Sabbatical for 10 weeks, the Board give Alex Maehe, (who will be Acting Principal) Principal's delegation in the absence of Nic Richards. The only amendment to the principal's delegation is that no permanent appointments can be made.

Motion: the board move that delegations for Acting Principal be accepted for the duration of the Sabbatical
N Richards/R Vailini
Carried

Minutes of meeting held 17 March 2022

Motion: that the board approves the previous minutes
R Vailini/N Richards
Carried

MEETING	ACTIONS REGISTER	Responsible/ Actioned (✓)	Due
25 Nov	To assist with the enhancement of school corridor. This will now be looked at end of term – Quotes to be sourced for the painting of the corridors	Rome	Ongoing
23 Sept	Strengthening Student Engagement – report back in January	S-J	March 2022
24 June	Draft letter for MOE re: inequities in property funding	Karen	Ongoing
25 Feb	To draw up appealing strategy document for the website. Organised to meet in the holidays.	Rome/SJ	Ongoing
25 Feb	School Docs - Andy will send a message to members to flag documents which come up for review.	Andy	On going
13 April	Talk to local Iwi regarding the Community Committee	Tia	May 2022

Meeting closed 2044

Signature _____ Date _____

2022 MEETING DATES

Confirmed dates for Resource Meeting (Mondays)

17 January No meeting held	14 February	7 March	4 April	16 May	13 June
4 July	15 August	12 September	17 October	14 November	

Confirmed dates for BOT Meeting (Thursdays)

27 January/ 3 February	24 Feb	17 March	14 April	26 May	23 June
28 July	25 August	22 September	27 October	24 November	

Karakia Roster

27 January/ 3 February	24 Feb	17 March S-J	14 April Rome	26 May Andy	23 June Loudeen
28 July Tia	25 August Karen	22 September Trudy	27 October Devon	24 November Nic	

Please note that meetings in the months of March, April and July have been adapted to allow for school holidays and public holidays and fitting in a BOT meeting before the April holidays.

Unconfirmed