

# NAENAE COLLEGE BOARD OF TRUSTEES

**Minutes of the Board of Trustees Meeting  
held virtually on Thursday 17 March at 1830**

**Present:** Rome Vailini (Chair), Nic Richards (Principal), Andy Soper (Deputy Chair) Tafaoimalo Loudeen Parsons (Parent Representative, Karen Shepherd (Parent Representative) Trudy Stead (Co-opted member) and Sarah-Jane McCosh (Parent Representative), Eric Parker (Student Representative) and Devon Turi (Staff Representative)

**Apologies:** Tia Turahui, (Co-opted member)

**In attendance:** Helen Hepburn (Secretary)

## **SJ – karakia for opening and closing of meeting**

Rome opened the meeting acknowledging everyone for being in attendance.

### **Strategic Focus**

Rome presented the new agenda and BOT Workplan. The board agreed that they liked the new agenda and how it was set out. The agenda shows the board vision and what we are focussing on.

Discussions were entered into regarding the BOT Workplan – this is a live document and is a work in progress. As suggestion was made that under the dark blue heading, across all dates, the Focus of 2022 should be recorded and also that the budget line should be removed as the board approve the new budget at the beginning of each year and the resource committee monitor the budget at each meeting. Property and Resources should be one line, HR Line should be removed as well as the new government initiatives and new local initiatives. All board members agreed with this.

Each board meeting will concentrate on different Strategic aims, Policies, Wellbeing, Property & resources.

2 main points that come out of this discussion was the Wellbeing Committee and the Community Committee. The Community Committee is historic, and Andy stated that it was very active in the community with questionnaires going out and BOT members at events, this is not realistic at present, but needs to be important so we do not lose sight of this.

A question was put to the board, whether they were in favour of keeping all the Committees the board agreed. Nic and Helen to look back at historical board papers (2007) to see how the Community Committee operated. This has been put on the agenda for next meeting

### **Student Representative Report – Eric Parker**

Students have been hit hard by Covid. Learning from home has its challenges, it's harder to learn especially with harder subjects harder to ask questions when not in class.

**Motion:** that the student report be accepted  
**E Parker/SJ McCosh**  
**Carried**

### **Staff Representative Report – Devon Turi**

The planning and preparation that we had put in place has helped us with hybrid learning. We now have a waive of staff returning from isolation, it is nice to see them.

LAR teachers are keeping in contact with parents and encouraging students to come back.

**Motion:** that the staff representative report be accepted

### Principal's Report

Tabled report as read.

A discussion was had regarding Sports and where our sports director fits in with CSW's report and how we are supporting our sports director. As the graphs show that the higher the staff to student ration the higher the participation. Our ratio is 1.1/800. Yvonne does a fantastic job, and we are reviewing her role to see how we can support her.

We all know that physical activity helps with learning, so the plan is to get more students involved.

Nic also acknowledged how the staff are pitching in and helping out when needed. Karen suggested that the board put on a morning tea to recognise the efforts of the staff.

The board moved a vote of thanks to the staff and that a morning tea will be provided for staff.

**Motion:** that the principals report be accepted  
**N Richards/K Shepherd**  
Carried

### Sub-Committee Reports

#### Resource meeting

Follow on from the previous minutes where the Board had approved capital expenditure of \$50K, Nic went out to HOF's and HOD's for their requests. We have requests for capital expenditure totaling \$17K, but we also had requests for minor assets (under \$1000) totaling \$7k.

**Motion:** that the board approve capital expenditure and minor assets to the value of \$30K  
**K Shepherd/SJ McCosh**  
Carried

**Motion:** that the Resource Committee report be accepted  
**N Richards/SJ McCosh**  
Carried

#### Health and Safety

Karen advised that with her new role she is able to attend the afternoon health and safety meetings. We have the meetings during the day to enable all reps to attend. We may be able to find another solution.

With Eric's report from last meeting we have gone out to all faculties for them to check the radiators in the classrooms to ensure they have the knobs to turn off the radiators should it get too hot in class. This will be reported back at next H & S meeting.

Trudy enquired about the poles in SNU. This is part of the swing installation – we are waiting on the contractor to finish this off.

**Motion:** that the Health and Safety report be accepted.  
**N Richards/K Shepherd**

### Correspondence

Andy has submitted the Application to the Nikau Trust in relationship to the Social Workers' salary, we will hear back in May.

Nic and Kamaia have received correspondence from the Coroner’s office regarding a student’s death in 2015. NNC and HVAC have been sent advise if potential adverse comments. The report identifies a missed opportunity for counselling. Nic pointed out that if a student refuses counselling we can’t coerce them into going. Nic is waiting for a report from the HVAC director, once he has that he will submit his response to potential adverse comments.

**Minutes of meeting held 24 February 2022**

**Motion:** that the board approves the previous minutes with amendments  
**R Vailini/SJ McCosh**  
**Carried**

<b>MEETING</b>	<b>ACTIONS REGISTER</b>	<b>Responsible/ Actioned (✓)</b>	<b>Due</b>
25 Nov	To assist with the enhancement of school corridor. This will now be looked at end of term	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
27 Mar	Community Committee – look up rationale from 2007	Helen	April 2022

Meeting closed 2016

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2022 MEETING DATES**

**Confirmed dates for Resource Meeting (Mondays)**

17 January No meeting held	<b>14 February</b>	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	<b>24 Feb</b>	17 March	14 April	26 May	23 June
28 July	25 August	22 September	27 October	24 November	

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.