

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting held virtually on Thursday 23 June 2022 at 1830 hrs

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

Apologies: Rome Vailini (Chair), Sarah-Jane McCosh (Parent Representative)

In attendance: Helen Hepburn (Secretary)

Andy– karakia for opening and closing of meeting

Welcome from Andy

Strategic Focus

This meeting we focused on Goal 1a which relates to the student's attendance. Information from the Ministry regarding similar schools to us shows us sitting in the middle regarding attendance. This can be attributed to students coming back in stages after the lockdowns that we have had, when the students were working from home attendance was marked accordingly. Another factor showed that students from different ethnic backgrounds were affected differently, mainly Māori, Pacifica and MELAA showed lower attendance. The teachers need to put the correct code in for students if they are not at school, if nothing has been heard from the parent after 5 days the code becomes T (Truant).

The question was raised "how do we monitor this?". We have a Whanau head looking at attendance, to get to the bottom of this. We need to change the way we look at engaging students to come to school, maybe getting the students, who are not attending, involved in some kind of activity to get them back to school.

There are a number of agencies to help support students, there are a range of reasons why students are not attending.

We can also engage parents at the report evenings – ask questions and get feedback. It will also be a great opportunity at the Māori success evening to engage parents.

Loudeen has asked if we can carry on with Goal 1 next Board meeting concentrating on 1d – A Pacific Achievement Plan is developed and introduced.

Student Representative Report – Eric Parker

Report taken as read

LAR microwave proposal to be presented to Nic before next Board meeting

Motion: that the student report be accepted
E Parker/K Shepherd
Carried

Staff Representative Report – Devon Turi

Report taken as read

Thank you to the Board for the staff morning tea, it was very much appreciated, and it was a time for the staff to come together.

An invitation was extended to the Board for them to attend the Māori Success evening . This will be the first one in 4 years.

Motion: that the staff representative report be accepted
D Turi/T Turahui
Carried

Principal's Report

Report taken as read

Matariki – time to take stock, pause and reflect – A promise to the new year.

We are rostering Yr 11,12 and 13 home for the next 2 weeks.

SNU has TAs away which is impacting on the other staff, but we are coping.

Mid-year reports are underway.

We have advertised for a Library Manager, we are interviewing 3 applicants, we would like the successful applicant to start at the beginning of term 3.

Joti Lea (Sinapi's) replacement has started.

We have yet to advertise the Social Worker's role, we will be utilising Ahn-Doa Pham (Josh Mills replacement) from Challenge 2000. Will be doing a review of the social worker's role before advertising.

Motion: that the principals report be accepted
A Maehe/T Stead
Carried

Sub-Committee Reports

Resource meeting

We have had the swing installed in SNU.

The original estimate quotes we have for this installation was:

1. \$22,000; or
2. \$7,600 (which the Board accepted last year)

The actual invoice we received was for \$11,660. The Resource Chair accepted this invoice for payment.

The reasons for accepting this invoice are as follows:

1. There was extra work involved – the company actually built the swing and then had to encase the swing in a concrete foundation.
2. The invoice came under the top quote from last year.
3. The SNU kids love the swing
4. We have not spent much on SNU
5. We are flush with cash at present.

Motion: that the Resource Committee report be accepted
K Shepherd/T Turahui
Carried

Marae meeting

Report taken as read

Marae Kitchen is ready to go. Looking at installing over the Term 2 Holidays.

Motion: that the Marae report be accepted.

**D Turi/T Turahui
Carried**

Wellbeing Committee

No actual meeting was held, however there has been some discussion

There is now a Wellbeing folder set up in the BOT Google drive.

Kamaia's report has been reviewed. We have some basis of how the operations work.

The committee has been provided with copies of job descriptions for the Social Worker and Guidance counsellor. We also need to sign a new MoU with Challenge 2000.

We could also look at programmes designed with young men in mind – we would need to find the right person for this role.

Policy Committee

No actual meeting was held, however there has been some discussion
Andy and SJ have been working on Exit Interview Policy

Action Points

Talk to local Iwi regarding the Community Committee – Tia

Tia has engaged in conversation with Te Runanganui o te Atiawa to see how best they can support this group and put a strategic plan in place.

Correspondence

A decision has been made regarding masks and unvaccinated teachers. Alex is to go out to the community with a letter drafted by Rome.

- Masks will be encouraged to be worn.
- Unvaccinated teachers can be employed.

Minutes of meeting held 23 June 2022

Motion: that the board approves the previous minutes

**L Parsons/K Shepherd
Carried**

MEETING	ACTIONS REGISTER	Responsible/ Actioned (✓)	Due
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
23 June	See what feedback we have from the Māori success evening regarding how we can get students to school		
23 June	Engage wellbeing committee active with all material provided.		
23 June	Crisis Management plan – review underway – update terminology.		

Meeting closed 1955 hrs

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 Loudeen	23 June Loudeen Andy
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.