

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Tuesday 27 September 2022

Music Room Naenae College

Present: Tafaoimalo Loudeen Parsons (Parent Representative), Derek Saumolia (Parent Representative), Milica Zivanovic (Parent Representative), Eric Parker (Student Representative), Devon Turi (Staff Representative)

Apologies: Karen Shepherd (Parent Representative), Rome Vailini (Parent Representative)

In attendance: Nicole Rose (Secretary)

The meeting of the Naenae College Board of Trustees commenced at 1836

Introductions

The principal introduced the new board the new board members

Governance:

Decision Paper 2022 Board Governance

The Naenae College Board of Trustees received and noted the paper, with the following items being discussed:

- Induction overview was provided to the new board members. The principal noted the additional material provided in the Google Drive folder for their review.
- Discussion was had on how the board governance tools provided can assist with understanding how school boards operate and the roles and responsibilities of board members.
- A draft board governance manual was submitted to the board for review and feedback before the next board meeting.
- It was noted that the board secretary will put together a schedule of meetings for the 2023 calendar year for board approval at the November meeting

The Naenae College Board of Trustees:

- **Noted** the draft 2022-2025 Board Governance Manual
- **Noted and approved** the proposed workplan for the remainder of 2022

Approved N Richards / D Turi

- **Noted and approved** the schedule of meetings for the remainder of 2022

Approved – N Richards / E Parker

- **Noted** the schedule of meetings and work plan for 2023 will be presented to the board for approval at the November Board meeting
- **Noted** contact details of all new board members have been updated and are attached
- **Noted** the NZSTA help for Boards resource summary attached.
 - a) Governance Essentials Part 1
 - b) Governance Essentials Part 2

The Naenae College Board of Trustees elected and voted for the following Board Leadership:

- Election of the presiding member nominee Rome Vailini

Approved N Richards / L Parsons

- Election of Deputy Presiding member Karen Shepherd

Approved N Richards / L Parsons

Decision Paper Minutes of the August Board Meeting

The Naenae College Board of Trustees received and noted the minutes of the August Board meeting.

The Naenae College Board of Trustees:

- ***Noted and approved*** the minutes of the Board meeting which was held on Thursday 25 August 2022

Approved N Richards / D Turi

Marae Committee:

Noting Paper – Minutes of the Marae Committee

The Naenae College Board of Trustees received and noted the minutes with the following items being discussed:

- It was noted that the next Marae Committee will be in the evening with the invitation extended to the board, should they wish to attend.

The Naenae College Board of Trustees:

- ***Noted*** the minutes of the Marae Committee meeting which was held on Tuesday 20 September 2022
- ***Noted and endorsed*** the Marae Committee to explore the adoption of the kawa of the local iwi for Te Whānau Tahi.

Endorsed N Richards / D Turi

Accepted the minutes of the Marae Committee D Turi / N Richards

Health and Safety Committee

Noting Paper – Minutes of the Health and Safety Committee

The Naenae College Board of Trustees received and noted the minutes.

The Naenae College Board of Trustees:

- ***Noted*** the minutes of the Health and Safety Committee meeting which was held on Thursday 22 September 2022
 - ***Only one member of the committee present – approve next meeting***

Policy Review

Noting Paper – Policy Review for Term 3

The Naenae College Board of Trustees received and noted the paper, with the following items being discussed:

- The principal provided an introduction of school docs and an explanation as to how policy reviews work.
- The board can approve policies that are due for renewal by logging in via Naenae College website.
- If there are aspects of the policies that are not relevant to our school please note these as they will be reviewed along with other schools.

The Naenae College Board of Trustees:

- **Noted** the policies that are due for review and approval by the Board prior to the end of Term 3.
 - 3.1 Child Protection
 - 3.2 Sun Protection
 - 3.3 Harassment
- **Noted** the above-named policies are attached for the reference of the board
- **Noted** the attached 2022 Policy Review Schedule for the Board
- **Noted** the attached Board responsibilities for policy review

Student Report

Student Representative Report – Eric Parker

The Naenae College Board of Trustees received and noted the paper, with the following items being discussed:

- The Student Representative noted the positive feedback amongst the students post multicultural day.

Motion: that the staff representative report be accepted

*E Parker/N Richards
Carried*

Staff Report

The Naenae College Board of Trustees received and noted the paper, with the following items being discussed:

- Teachers are faced with the challenge of keeping students engaged coming up towards the end of the year.
- There have been a number of celebrations over the term which have been well received by staff and students
- The Principal moved a vote of thanks to all staff for their work in keeping staff motivated and engaged this term.

Motion: that the staff representative report be accepted

D Turi / E Parker

Principal's Report

The Naenae College Board of Trustees received and noted the paper, with the following items being discussed:

- The Ministry of Education has proportioned \$50k to the school loss of learning Covid fund. It can be used right through to the end of Term 2 2023.
- The Principal is considering ways in which we can support students in loss of learning, particularly the year 13 students given it is their final year of school and planning on going to university.
 - Creative thinking is required to develop a strategy on how we will utilise these funds for the benefit of the students and incentivise students to engage in this.
 - Consider categorising students who are needing to enhance their learning given the difficulties which COVID-19 has imposed.
- Funding information from the Ministry of Education has been provided regarding the disestablishment of decile schools and replacing this with equity funding. The Principal will include a detailed summary and overview of the impacts of this in the next months board meeting.
- The principal provided an overview of the medium-term plan regarding the combination of Lyriks and Hutt Valley Activity Centre.
 - Naenae College is the managing school of Hutt Valley Activity Centre.

- The board noted the usefulness of the wellness statistics and would like to continue to receive these statistics on a monthly basis.
 - It was noted of interest the number of students wanting to discuss family issues
 - Concerns raised around whether the school counsellor needs additional support
 - The board discussed staffing funds and how they are proportioned in terms of counselling and asked whether we can utilise these funds to provide more support in this area.
 - **Action** – more detail to be provided on the counselling statistics in order to understand how many people per month that are being seen.

Motion: that the principals report be accepted

N Richards / L Parsons

General Business:

Co-opted members:

- The principal spoke to our ko Matua to seek recommendations and expressions of interest that may have been received.
- The boards desire is to have two members co-opted
- **Action** – The principal will reach out to these people and see if they are still interested.

Committees:

- Briefs for the board committees / terms of reference to be developed in conjunction with the committees
- Identify what the committees are working on and get them to drive the work that they are working on
 - Provide the framework for the committee structure and vote on the chairs of the committees in the next meeting **Action**.
- Determine levels of collaboration between committees such as the marae committee/and community committee in order to attain additional buy in from the wider community
- Discussion regarding the Samoan language meeting, and the positive turn out that the meeting had. This was prior to the Pacifica success meeting, and the effect of having these two events in close proximity to one another generating higher attendance rates was noted.

The meeting of the Naenae College Board of Trustees completed at 1942

Signature _____ Date _____