

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 27 October 2022

### Naenae College

**Present:** Karen Shepherd (Parent Representative), Rome Vailini (Parent Representative) Derek Saumolia (Parent Representative), Milica Zivanovic (Parent Representative), Eric Parker (Student Representative), Devon Turi (Staff Representative), Taneora Ryall (Co-opt Member)

**Apologies:** Tafaoimalo Loudeen Parsons (Parent Representative) Te Ana Fowell (Co-opt Member)

**In attendance:** Nicole Rose (Secretary)

*The meeting of the Naenae College Board of Trustees commenced at 1847*

### Governance:

The Board received recommendations for the co-opting of two board members Taneora Ryall and Te Ana Fowell.

- Co-opted member Taneora was introduced to the board, with a proposal that he be accepted on to the Board of Trustees as a co-opted member.

**Approved R Vailini / K Shepherd**

- The Principal submitted apologies on behalf of Te Ana Fowell who was unable to attend the meeting. The Principal provided a recommendation to the Board that Te Ana be co-opted on to the Board of Trustees.

**Approved N Richards / R Vailini**

- The Board discussed the establishment of the newly elected board sub-committees. The Principal discussed the mahi that needs to be completed by the committees in order to drive the strategic direction of the board.
- The Board noted the previous committee structure:
  1. Marae
  2. Community Engagement
  3. Finance/Resource Committee
  4. Non trustees' committees:
    - Operational – Curriculum Executive
    - Health and Safety Committee

The Principal proposed that the Marae Committee and the Community Engagement Committee be combined into one committee. The Principal proposed the following sub-committee structure:

- Wellbeing committee
- Resource committee
- Marae and Community Engagement Committee
- Digital Technology Strategic Committee – Non board committee with recommendations being submitted to the board as required
- Curriculum Executive Committee - Non board committee with reporting monthly to the board via the Principal's report
- Health and Safety Committee – Non board committee with reporting monthly to the board via the Principal's report

**Motion:** That the Board accept the committee structure proposal submitted by the Principal

**Approved N Richards / K Shepherd**

**Action** – Board members are encouraged to indicate which committee they want to be on, and the chair should determine which committees need additional members by the next meeting.

**Action** – Before the January meeting, define the responsibilities of each committee, including which committee members will take on which roles.

#### **Board Governance Manual Feedback:**

- Board members reminded to review the Board Governance Manual and provide any feedback at the November meeting.

#### **Decision Paper Minutes of the September Board Meeting**

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

The Naenae College Board of Trustees:

- **Approved** the minutes of the Board meeting which was held on Thursday 25 August 2022

**N Richards / D Turi**

### **Policy Review**

#### **Noting Paper – Policy Review for Term 4**

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

- The Principal noted the importance of engaging with our school policies and how they govern our school.
- Board members will be allocated policies that they are to be aware of and responsible for.
- If any issues are discovered in the policies, issues can be raised with School docs and amendments can be made to reflect our school should they be required.
- Policies can be reviewed by student and staff representatives

The Naenae College Board of Trustees:

- **Noted** the policies which are due for review during Term 4
- **Motion** Policy review roster for the next 6 months to be completed. This will include delegations to board members to complete policy reviews.

**Approved N Richards / R Vailini**

**Action** – Policy review roster to be completed and presented for approval at the November meeting

### **Resource Committee**

#### **Decision Paper – BOT Funding Contribution to renovations:**

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

- The principal noted that late this afternoon we received an amended figure from IR Group, that the BOT Contribution will be **\$174k**

The Naenae College Board of Trustees:

- **Approved** a contribution of \$174,166.12 towards the 10 Year Property Plan
- **Approved** latest BOT accounts to be provided to the Ministry of Education, as required when making a BOT contribution to a Ministry owned building via capital project

**N Richards / R Vailini**

- **Noted** the Resource Committee **endorsed** the funding contribution for Board approval.
- **Noted** The Resource Committee discussed the funding of the administration block renovations in its meeting held 18 October 2022.
- **Noted** The committee understands that this funding is critical to gaining Ministry of Education approval for the project to go ahead.

- **Approved** the minutes of the Resource Committee meeting held on Tuesday 18 October 2022

**K Shepherd / N Richards**

## **Marae Committee:**

### **Noting Paper – Minutes of the Marae Committee**

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

- The Marae Committee agreed to increase fees for hireage, with additional discussions to be had regarding Naenae College family discounts.
- The Whare Kai renovation is due to be completed this week, including painting.

The Naenae College BOT:

- **Approved** the minutes of the Marae Committee held on Thursday 27 October 2022.

**D Turi / N Richards**

## **Financial**

### **Decision Paper: Approval of the Naenae College Business Operations Manager to be a financial signatory**

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

The Naenae College Board of Trustees:

- **Approved** Nicole Rose, Business Operations Manager to be submitted as a financial signatory on Naenae College Board of Trustees bank account.

**N Richards / K Shepherd**

## **Student Report**

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

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

The Naenae College Board of Trustees:

- **Accepted** the staff representative report for October 2022

**E Parker/T Ryall**

## **Staff Report**

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

The Naenae College Board of Trustees:

- **Accepted** the staff representative report for October 2022

**D Turi / K Shepherd**

## **Principal's Report**

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

- Jane Hambidge accepted the role of Assistant Principal and is commencing work in January 2023.
- The Presiding member asked whether the Career HOD would be replaced like for like.

The board:

**Accepted** the Principals report for October 2022

**N Richards / D Turi**

***The meeting of the Naenae College Board of Trustees concluded at 2037***

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