

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting held on Thursday 28 October 2021 at 6.30pm

Present: Sarah-Jane McCosh (Chair), , Karen Shepherd, Tafaoimalo Loudeen Parsons,(Elected Representatives), Trudy Stead and Tia Turahui, (Co-opted members), Nic Richards (Principal), Devon Turi (Staff Representative), and Te Rina Isa'ako (Student Representative)

Absent: Andy Soper and Rome Vailini

In Attendance: Guests – Teana Fowell And Eric Parker (incoming Student Representative)

In attendance: Annette Dyer (Secretary)

Devon provided the karakia for opening and closing of meeting.

S-J welcomed everyone to this meeting.

Focus: Student wellbeing and success:

This focus item will be a standing agenda item.

Loudeen drafted documentation and sent it to board colleagues for review. It proposes two ideas to come back to the table next meeting. Two separate projects are contributing to the school vision which is about creating a supportive environment for all the students. More detail will be provided for the next meeting.

- In the meantime, Loudeen asked that members read through the MoE [Te Pakiaka Tangata](#) document¹ (link in footnote). Pick out what you think is most meaningful for us here at NNC. To bring together physical, mental and emotional, social and spiritual dimensions.
- Fale project – the vision is to have a forward-facing building that reflects a pacifika flavour. Also to have something beautiful. Loudeen has contacts in Victoria University's Architecture school who can help. A fale will be valuable to the community particularly with housing issues meaning less gathering space and less places to call your 'own'. Loudeen suggests a small working group and a separate consulting group who feed in other knowledge. For the next meeting Agenda.

1. Student Representative report

Te Rina's report was taken as read. Students enjoyed actually having the senior formal. A lot of students are ready to finish the year as it's been a long year with Covid impacting on school. The board acknowledged and farewelled Te Rina, and welcomed Eric Parker in the role of student representative.

- **Motion** that the Student Representative's report be accepted.

Te Rina/S-J

Carried

¹ <https://assets.education.govt.nz/public/Documents/School/Supporting-students/Pastoral-Care-Guidelines-Te-Pakiaka-TangataNov2017.pdf>

2. Staff Representative report

Devon's report was taken as read. Three weeks of school left for seniors. Revision for externals. Planning underway for EOTC for the juniors. Two days EOTC this year due to Covid. Teachers are working up their proposals. Exams will still be running so this will be taken into planning. Some EOTC activities will be onsite.

- **Motion** that the Staff Representative's report be accepted.

Nic/Karen

Carried

3. Principal's report – 28 October 2021

- Covid: Nic advised that externals coming onsite only need to be vaccinated if they are interacting with students. Also, there is currently no requirement for students to be vaccinated. However, if you are working in education you are mandated to be vaccinated, under the Health Order to be vaccinated. As of November 16 you cannot be onsite working with students. Nic advised that we don't yet have MoE advice around employment if staff refuse to get vaccinated. Supervisors of exams will have to be vaccinated.
- Achievement. Nic and Devon advised that the things that have been making a difference for students are: Additional programmes, targeting of students, Homework Club, Kapa Haka and Poly - encompass a lot of students. The wider curriculum is helping and is being refined. For example, the Manaaki Marae programme is being offered. Ongoing rationalising of credits has provided a more stable programme that students can manage better. At present there is still a community mindset around competitive credit number. We (including board) have to ensure people realise that targeting is better. Analysis was done about how it would impact on students and they targeted students who would be at risk of not achieving their NCEA level.
- Prizegivings: based on ministry advice and other schools in region student prizegivings will be streamed for parents. We can't have the community coming into the school for those big events. Sad when we want to celebrate students' success. Prizegiving stream or second choice is to video. Some colleges are doing 5 prizegivings, but we will probably do two: rolling grad into junior prizegiving probably. This also impacts year 8 parent events. Faculties will be asked to do a small blurb about what the faculty does so the students can choose their option. The videos can be posted on the website and families can watch these later. Teana (guest) thanked staff and everyone for all their hard work.

Motion that the Principal's report be accepted.

S-J/Loudeen

Carried

4. Sub-Committee Reports

- Resource Committee – Fire alarm system is quite sensitive and call-outs are no longer costing the school money. There has been less expense this year. Also less vandalism. New toilets have only suffered a minor case of doodling, the security cameras weren't working but anything like this is being cleaned off immediately to discourage any further. We are now getting a rapid response from the security camera and other doors have been installed.
 - Capital Expenditure – the committee believes a useful guideline is to set aside around \$50k each year. This needs to be set aside in the budget when the budget is approved.
 - Marae kitchen upgrade approx. \$26,000. Contingency required. This would go to approximately \$35k.

MOTION: that the Board approve that \$35k is set aside for the marae kitchen upgrade.

**S-J/Tia
Carried**

- Maintenance: it is really important to regularly maintain the Marae facility and preserving the quality of the building for the school and community. An inventory is also needed, and can be done with student help.
- Teana (guest) suggested that there could be a working bee - her family could be involved as well as students could be involved.

MOTION: that \$10k be set aside each year for major projects and \$5,000 for the upkeep of the marae (smaller projects).

**Nic/Tia
Carried**

MOTION: that an annual amount of \$10k is similarly set aside for a fale fund.

**Nic/Karen
Carried**

Motion: that the Resource Committee Minutes be accepted.

**S-J/Nic
Carried**

5. General Business - Nil.

6. Correspondence

- NZSTA information received re: Covid.
- Transitional housing community update. A group is involved with this.
- Policy reviews – Andy had sent out the recommended policies for review. The Board can view the reviewed policies through School Docs. Andy will advise the board of the review topics for term 4, police vetting etc. please keep an eye out for correspondence.
- Nothing further from Arise. Nic's email was received.
- Emails to parents re vaccinations have been clarified. Pharmacy was coming in again Friday next week.
- Board message to go into our Newsletter: NNC Board are supportive of getting our community and country to 90% double vaccinated. A statement from the Board to go in the Newsletter, in three languages. We value our community and protecting our community and this is our position.
 - **MOTION:** that the Board support vaccinations that are occurring at school next week

**Nic/Karen
Carried**

- Advice on Triennial BOT elections. These are now happening in September 2022 rather than May, in order to allow for internet voting. If current board member/s were to step down before September, the board can continue as is (according to NZSTA advice), or co-opt as required. However the ratio of elected representatives must be greater than co-opted representatives.

7. Minutes of previous meeting

- held 23 September 2021. Tabled in pre-reading pack and taken as read, apart from particular queries or corrections. One correction required. Andy did a Karakia (this should be the other way around).
- **Previous actions:**
 - Action for Karen – look into property and equity funding. Karen is drafting a letter for Nic. Ongoing. (from August Minutes). Nikau Trust discussed- Andy/Nic. SJ-Rome still to meet. Schooldocs – ongoing.

Motion: That the minutes of the previous meeting be accepted.

**SJ/Trudy
Carried**

8. Items for next agenda

- Locking in a date for BoT (non-staff) members to gather re strategic prioritising. S-J has booked a community space in Naenae, in Hillary Court, for this. 2pm-4pm (though we actually have all afternoon. Loudeen suggested this be locked in, all agreed.
- Board function date also locked in as: Sunday 12 December . Suggestion was to go to a café/restaurant rather than a private home this time. All agreed.

CLOSING THOUGHTS/KARAKIA: Devon.

Meeting closed at 9.00 pm.

Signature: _____ **Date:** _____

MEETING	ACTIONS REGISTER	Responsible/ Actioned (✓)	Due Date/By Next Meeting
SEPT 23	Strengthening Student Engagement – report back in January	S-J	Jan. 2022
FEB 25	To draw up appealing strategy document for the website. Organised to meet in the holidays.	Rome/SJ	Ongoing
FEB 25	Schooldocs - Andy will send a message to members to flag documents which come up for review.	Andy	As required

REFLECTION/KARAKIA ROSTER

	28 Jan	25 Feb	25 Mar	15 Apr	27 May	24 Jun
Kai	Karen	Trudy	S-J	Loudeen	Trudy	Karen
Meeting opening & close	Tia	S-J	Rome	Andy	Devon	Tia
	29 Jul	26 Aug	23 Sept	28 Oct	25 Nov	
Kai	Te-Rina	Tia	Andy	S-J	Rome	
Meeting opening and close	Loudeen	Karen	Trudy	Devon	S-J	

If you cannot do a session your name is down for, please just separately arrange a swap with someone else.