

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 24 November 2022

### Naenae College

**Present:** Karen Shepherd (Parent Representative), Derek Saumolia (Parent Representative), Milica Zivanovic (Parent Representative), Eric Parker (Student Representative), Devon Turi (Staff Representative), Nic Richards (Principal)

**Apologies:** Tafaoimalo Loudeen Parsons (Parent Representative), Rome Vailini (Presiding Member) Taneora Ryall (Co-opt Member), Te Ana Fowell (Co-opt Member),

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

*The meeting of the Naenae College Board of Trustees commenced at 1838*

### Governance:

#### Board Governance Manual Feedback:

- The Governance manual was presented in draft format in the September meeting.
- The Principal discussed the Board of Trustees Code of Conduct the Minister of Education has put out for consultation. It was noted that our governance manual aligns very well with this document and may require a slight amendment to include some additional items that may be required.

**Action:** Provide any comments or feedback prior to Christmas so amendments can be made prior to the 19<sup>th</sup> January deadline for board papers

#### Decision Paper Minutes of the October Board Meeting

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

The Naenae College Board of Trustees:

- **Approved** the minutes of the Board meeting which was held on Thursday 27 October 2022

**K Shepherd / N Richards**

#### Decision Paper 2023 Schedule of Meetings

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

- The Board confirmed the following board members for each committee, with the apologies to advise in the January meeting:

##### Resource Committee:

- a) Karen
- b) Milica
- c) Rome

##### Marae & Community Engagement Committee:

- a) Derek
- b) Devon
- c) Taneora (TBC)

##### Wellbeing Committee

- ~~a) Loudeen~~
- b) Derek
- c) Karen

It was agreed that the wellbeing committee will pencil in an introductory meeting for the 8<sup>th</sup> of December and to draft a terms of reference for the committee.

The Naenae College Board of Trustees:

- **Reviewed** the proposed schedule of meetings for 2023
- **Advised** of any meeting dates that need amendment
- **Approved** the 2023 schedule of meetings

**K Shepherd / E Parker**

### **Decision Paper 2023 Board Policy Schedule**

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

- The Principal noted that if anyone has concerns regarding the policy to submit them through the school docs system, as the school docs team manage policies. We are willing to track the solution and the process which is followed by school docs.

The Naenae College Board of Trustees:

- **Approved** the roster for Board Policy review for the next 6 months

**K Shepherd / M Zivanovic**

### **Resource Committee**

#### **Decision Paper – Minutes of the October Resource Committee Meeting**

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

- The Deputy Chair noted that the bank reconciliation for the 31 October have been completed.
- The Principal noted delegations of authority are being put in place for the HVAC Director to ensure oversight over expenditure and process parameters to ensure expenditure is going through the correct channels and ensuring the right approvals are gained.
- The Principal has a meeting with the HVAC director next Thursday to discuss this.

The Naenae College Board of Trustees:

- **Approved** the minutes of the Resource Committee meeting held on Monday 14 November 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 Staff representative noted the new schedule of fees for the hireage of the Marae.

**Action:** Devon to delegate someone responsible to check the marae after bookings so bonds can be refunded to the customer post booking

The Naenae College Board of Trustees:

- **Approved** the minutes of the Marae Committee held on Tuesday 15 November 2022.

**D Turi / D Saumolia**

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## **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 Board offered thanks to the Teachers for running tutorials for the students prior to exams, and the assistance it gave the students when preparing their exams.

The Naenae College Board of Trustees:

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

**E Parker / K Shepherd**

## **Staff Report**

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

- Stage lift got used for the first time for prizegiving where a student in a wheel chair was able to join his peers on stage. The student felt ecstatic that he was able to be a part of the celebrations.
- The board is eager to put on a morning tea for the staff members.

**Action** Devon to advise Nicole of a date for the staff morning tea so that it can be arranged.

The Naenae College Board of Trustees:

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

**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 Principal noted the whole school goals and the shifts that have been made in the last three years. The Principal is seeking board endorsement of the 2023 school goals.
- The deputy chair noted the excellent detail in the school goals and the explanation provided on how to get there.
- The Principal noted that due to family reasons, James Los'e has declined the written offer for the role of Whanau Head.
- The Board agreed and endorsed the employment of a qualified guidance counsellor who is a registered Teacher to fulfil the role of a second guidance counsellor. The Principal noted that the board needs to commit to the need to balance between curriculum and wellbeing. It was noted that the counsellor will not be teaching and this could tap into our buffer of two Teachers which will come out of staffing entitlement.
- The staff and student rep noted that the current counsellor needs an additional person to help alleviate the backlog and students need additional assistance.
- Naenae College does have a referral programme that does get use, although it is very difficult to get engagement due to the extreme waitlists.
- Curriculum Executive has had a discussion around the continuation of NCEA Level 1. Other schools across the Wellington region have ceased Level 1 NCEA.
- The Principal noted that next year is the year to decide, while assessing the benefits and risks of continuation/discontinuation. Community and student engagement in this area will be vital before a decision is made. In 2024 the new literacy and numeracy standards will come into force and if students don't pass this they won't be able to achieve any NCEA credits.

**Motion:** The Board supports the augmented school goals for 2023

**N Richards / K Shepherd**

**Motion:** The board supports the appointment process for an additional counsellor

**N Richards / K Shepherd**

**Action** send the Tapasa document to the board to ensure they understand the document.

The Naenae College Board of Trustees:

- **Accepted** the Principals report for November 2022

**N Richards / D Turi**

**General Business:**

- The Board discussed the idea of having our board minutes available online. The Principal noted concerns around privacy by doing this. The Principal is going to discuss this at the Secondary Principals Council Meeting on Friday 24 November and will report back to the Board.
- The Principal gave thanks to the Board for the work and assistance throughout the year.
- The Board agreed on a Christmas function for the end of the year. Nicole will find a restaurant and send the board a proposed date, time and place for the Christmas function.

***The meeting of the Naenae College Board of Trustees concluded at 2022***

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