

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting Thursday 27 July 2023

Present: Derek Saumolia (Presiding Member), Karen Shepherd, Loudeen Parsons, Milica Zivanovic (parent representatives), Eric Parker (Student Representative), Kamaia Renata (Staff Representative)

Absent: Taneora Ryall, Te Ana Fowell (Elected members)

In attendance: Chris Taylor (Deputy Principal, Trish Crowley (Board Secretary)

The meeting of the Naenae College Board of Trustees commenced at 6.30pm

1. **Minutes of previous meeting – tabled.**

Moved that the Minutes of the meeting 19 June 2023 are accepted.

M Zivanovic / Karen Shepherd

Carried

2. **Student Representative – Eric Parker**

As there was no report this period Eric answered questions from the board.

In response to the question regarding how the students were feeling he replied that while there was a lot of uncertainties but despite these challenges and changes, he felt that students were moving forward positively.

The Board requested that the results of a survey regarding school lunches undertaken by Eric to be presented at the next Board meeting.

3. **Staff Report – Kamaia Renata**

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

- The end of term 2 was exceptionally busy with many school activities along with the usual day to day teaching and learning and the industrial action.
- Positive feedback has been received acknowledging the amount of work that has been put into the kapahaka teams and their performance.
- The staff were grateful and surprise to receive a morning tea provided by a number of ex-staff members.

Moved: That the Board accept the Staff Report

K Renata / D Saumolia

Carried

4. **Principal's Report**

- Student attendance – attendance in 2014 was running at 91% and today we are at 71.6%.
- Support staff – two new staff members have recently joined the school, Jo Leiper, Assistant Business manager will be working for two days a week until the end of the

year, and a temporary Principal's Assistant has been employed for term 3. This position will be readvertised in the next few weeks.

- The school is underserved with from our IT support provider, and it is proposed that we increase the contract for term 3 to allow them to get on top of things. John is meeting with Norrcom manager tomorrow, Friday 28 July to discuss extending the contract to allow for the setup of around 70 new computers.
- The DP position is currently being advertised and applications of interest are being sent to those interested. Applications close on Friday 4 August with 15 enquiries received to date.

A discussion was held on an appointment panel for this position. As the time frame is tight with only eight weeks left of term 3 left, there is some urgency in arranging an appointment panel.

Action	Responsible	Due
Derek and Chris to consult regarding an Appointment Committee	Derek Saumolia Chris Taylor	ASAP

Agenda items

The following motions as tabled were moved:

- a) That Chris Taylor be given Delegate Authority in the absence of the principal.
- b) That the Board approve the removal of Nicole Rose and Nic Richards from the bank credit card and to add the new Business Manager, Clare Gibson.
- c) That the Board agrees in principle for scoping work to be undertaken allow the Central Regional Health School (CRHS) to build a satellite unit on school property.

**Moved J Russell / K Shepherd
Carried**

5. SUBCOMMITTEE REPORTS

(a) Resource Committee

Discussion held on the financial statements.

- The Principal spoke to the board regarding the school's financial position. The Board asked for an explanation on the financial papers. Further explanation to be held at a later meeting.
- It was suggested that the Resource Committee would benefit from having another Board member on the committee. Kamaia expressed learning more about this role.
- Karen Shepherd has rescinded her signing rights due to a conflict of interest. Milica Zivanovic is the replacement signatory on the bank reconciliations.
- There has been a noticeable difference in the school cleaning since the beginning of term. There will be another check in two weeks time to see how things are progressing and to renew the contract.
- **Carparking/Hardscaping Project** - The three options were discussed for the upgrading of the carparking/hardscaping project. General discussion followed around the costs.

Option 1 – \$583,000 – full project with no bus shelters

Option 2 – \$531,000 – reduced planting and no bus shelters

Option 3 – \$114,000 removing all tree planting and bus shelters leaving only the Walter Street car parking.

Moved – that the Board commits to the development of the car park and landscaping and will negotiate with IR Group the level of planting and to engage with the community of the planting (a modified Option 2).

**K Shepherd / L Parsons
Carried**

John recommended that further discussion be held on this matter when financial information can be confirmed and made available to the Board.

- Chris Taylor is leading the interior design of the administration area along with Taneora Ryall, Te Teira and Tama Fergusson. Eric Parker is also to be included as the student voice.

Moved that the Resource Committee minutes be approved.

**K Shepherd / M Zivanovic
Carried**

- (b) **Marae Committee** – No meeting has been held but no report received.
- (c) **Community Committee** – the board agreed to change the name of this committee to Community Engagement.
- (d) **Policy Committee** – With the change in administration personnel it was unsure who had the rights to the School Docs site.


Action	Responsible	Due
To check with Nic Richards as to who have authorisation rights to the School Docs site.	Trish	ASAP

- 6. **Governance/Strategy** – A workshop on the Charter, Annual Plan and Strategic Plan will be held for all interested Board members on Saturday 26 August 2023 from 9.00am to 11.00am. John to lead this.

Action	Responsible	Due
To send all material for the meeting on Saturday 26 August.	John Russell	Mid August

Moved that the Board go into Committee – Kamaia Renata / M Ziavanovic

Meeting closed at 9.10pm

Signature: 

Date: 31 August 2023

Dates for Board Meetings (Thursday's) – 2023 (to be confirmed)

26 Jan	23 Feb	30 Mar	April/May held 4 May		June
27 July	31 Aug	21 Sept	26 Oct	30 Nov	Dec

Actions From Previous Meetings

Meeting date	Action	Owner	Due
24/06/22	Draft letter for MOE: re inequities in property funding	Karen	
25/2/2022	To dd raw up appealing strategy document for the website. Organised to meet in the holidays	Milicia	Jan-23
23/06/2022	Engage wellbeing committee active with all material provided	Loudeen	Jan-23
27/10/22	Before the January meeting, define the responsibilities of each committee, including which committee members will take on which roles. Include a term of reference for each committee		Feb-23
24/110/22	Board Governance Manual to be finalised for adoption in the January meeting. Any additional information, questions or comments to be provided prior to 19 January 2023.	All	Jan-23
24/11/23	Size up the board for jackets	Nicole	Jan-23
26/01/23	Board Talk and post board meeting dates on the website	Nicole/Karen/ Derek	Mar-23
30/3/23	Nic to produce a policy/procedure for sponsorships to the school to present to the board for approval	Nic	Jun-23