

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 31 August 2023 at 6.33pm

**Present:** Derek Saumolia (Presiding Member), Karen Shepherd, Milica Ziavanovic, Taneora Ryall (Parent Representatives) Kamaia Renata (Staff Representative), John Russell (Acting Principal)

**Absent:** Eric Parker (student representative), Loudeen Parsons (Parent Representative), Te Ana Fowell (Coopted Member)

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

1. Karakia – Derek Saumolia

2. **Student Representative – Eric Parker**

Apologies were received from Eric as he was competing in Tournament Week. He will share with the Board the results from a student survey he undertook recently regarding school lunches.

3. **Staff report – Kamaia Renata**

- Things are still very busy but a sense of lightness and fun amongst the staff has been noted. lightness and fun amongst the staff. Good feelings in staff.
- The retirement of Leslie Carter (Library assistant) after 11 years.
- Katherine Stokes has been appointed as the new DP and will begin at the start of Term 4. The interview panel interviewed four shortlisted candidates and noted that the calibre of candidates was high.
- A Powhiri will be held for Chris Taylor who moves into the Principal role at the beginning of term, 9 October. The Board were all invited to attend this event.

**Motion:** That the Board accept the Staff Report  
**K Renata / D Saumolia**

4. **Principal Report**

- **Budget** - trying to establish a workable budget establish and a pattern of sustainability over time.
- **Vacancies** – There are currently five teaching positions and one administration position being advertised in the Education Gazette and in Seek.
- A letter of complaint regarding the suspension process was received. This was responded to, with a satisfactory outcome for the complainant.

**Motion:** that Trish Crowley be confirmed as the Returning Office for the Student election.  
**J Russell / K Renata**

Class attendance this term has been poor especially in the senior school. To discuss this further under Strategic Planning.

**Amendment to previous minutes** – change the name Vicky Adams to Vicky Ferguson

**Motion:** that the Principal's Report be accepted  
**J Russell / K Shepherd**

## **7. SUBCOMMITTEE REPORTS**

- (a) Resource Committee** – noted Kamaia Renata was absent from this Resource Committee meeting.

After the conclusion of the Resource Meeting, the committee met with the IR group regarding the new administration block and the installation of new windows. The IR Group have agreed verbally that the Ministry of Education will pay for the windows.

Hardscaping – discussion from HCC still to happen.

Hutt City Council have plans to significantly improve Walters Street by adding cycle ways etc. These improvements will narrow the street and could impact on street parking. These plans will impact some of our hardscaping plans.

**Motion** that the hardscaping be put into abeyance pending further investigations.

**Moved M Zivanovic / T Ryall**

**Moved** the minutes of the Resource Committee be accepted.

**M Zivanovic/ K Shepherd**

- (b) Marae Committee meeting** – the next meeting will be held on Tuesday 5 September at 1.00pm.

- (c) Health and safety** – Members of the Health and Safety committee is made up with the Principal, Business Manager, one board representative and one person per Faculty make up this committee.

**Motion** That Milica Zivanovic be nominated to be the Board of Trustee representative on the Health and Safety Committee.

**Moved K Shepherd / D Saumolia**

## **8. General Business**

Discussion was held over the possible appointment of an additional board member. Dr. Sarah Kindon has shown an interest in being part of the board and it was suggested that she be invited to attend a Board meeting and to join the Strategic Planning meeting.

### Strategic Planning 2024-2027

John gave the Board a general overview of what the Strategic Plan is, and the needs required to create the new Strategic Plan for the period 2024-2027.

The workshop planned for last weekend has been rescheduled for 21 September at 5.30pm with a short board meeting to be held first before moving on to the Strategic Plan at 6.00pm.

Action	Responsible	Due
To reach out to Sarah to discuss co-option onto the Board and ask her to attend a board meeting and the Strategic Planning meeting.	Derek Saumolia	ASAP

#### 9. Correspondence


Tabled - A letter received from a parent with a complaint about the toilets being locked during the day.

A general discussion followed around this topic. It was explained that due to the high level of vandalism, the toilets would be locked during class time and unlocked for break periods. Students needed to request the key from the Student Office or Reception. A reduction in vandalism has been noted and as of week 4 the toilets have been unlocked all day.

#### 10. Minutes of Previous Meeting

**Motion:** That the minutes of the previous meeting held on 27 July 2023 are accepted.  
**D Saumolia / K Renata**

The meeting of the Naenae College Board of Trustees concluded at 8.55pm

Signed:  Date: Sept 2023