

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 28 September 2023 at 6.33pm

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

Absent: Milica Ziavanovic, Finn Bowbyes (Student representative), Te Ana Fowell (Coopted Member)

In attendance: Trish Crowley (Board Secretary)

Karakia – Loudeen Parsons

1. Student Representative Report – no report available

2. Staff report – Kamaia – tabled

The Board noted the staff profile in the Staff Report. This gave them an insight to who were the support/admin staff and how their roles support the teaching staff.

They expressed their interest to see more profiles on a semi-regular basis.

Moved that the Board accept the Staff Report
K Renata / L Parsons

3. Principal Report

The principal tabled his comprehensive report to the board with the following items being discussed:

- Powhiri's
 - Chris Taylor – Monday 9 October at 9.30am (first day of term 4). Taneora to speak on behalf of the board and John to speak on behalf of the school. All Board members are invited to attend.
 - Katherine Stokes - Thursday 12 October 8.15-9.30am. All Board members welcome to attend.
- Student Attendance rates. The issue of attendance is a key focus. It is going to take a comprehensive, targeted approach to get the attendance back to pre-covid levels and this will be part of the Annual Plan for 2024
- New contract with Norrcom signed, increasing the technician's hours from 20 hours per week to 36 hours per week through to December 2024.
- Issues pertaining to the Strategic Plan will be covered later in the agenda.

Moved the Principal's Report be accepted
J Russell / K Shepherd

4. SUBCOMMITTEE REPORTS

(a) Resource Committee

Advised at the site meeting on Wednesday 27 September that the alterations/additions to the administration block have been pushed back to the end of April now. This work needs to be finished by start of Term 2 2024 and the contractors have undertaken to meet this deadline.

The August management report had not been finalised at the time of the Resource meeting, however they have since been provided and are included in the board information pack. The board noted that spending is less than anticipated overall and it is very likely that the forecast budget will be underspent at the end of the year. The principal also demonstrated that there is a very stable pattern of cash flow income always being ahead of annual expenditure and therefore little need to delay expenditure on the annual cycle. That is, faculties can purchase at the point of need, rather than being restricted to termly cash flow amounts etc.

Moved the minutes of the Resource Committee be accepted.

K Shepherd / L Parsons

- (b) Marae Committee meeting** – no minutes available
- (c) Health and safety** – no meeting held

5. Strategic Planning Progress

The Acting Principal, John Russell spoke to the Board about the next steps for the Strategic Plan/NELP's.

The staff completed a survey based on their perception of the school's performance against the NELP. Details of the outcomes are in the principal's report and demonstrate that significant work needs to be done.

The teaching staff also completed a survey based on the other requirements of the Education and Training Act and the strength of our Uara (core values) This feedback is rich information for the board as they shape the new strategic plan.

General discussion followed with following noted:

- John will continue to work with the school on and off the site supporting the new principal and the board.
- Creating appropriate opportunities for community engagement with the plan development and implementation is important. This will look different for different ethnic groups and other target groups, including those with identified learning needs. Developing a sense of partnership with both the staff and community groups is fundamental to strategic planning.
- Next steps – It is important that the board reflect on and review together the tone and direction of the draft strategic plan. When finalised it will be the central document of the board's governance work and accountability to the community for the next three years.

Action All available Board members to attend a meeting to be held on Thursday 5 October in the **whanau room from 6-8pm** to discuss next steps for the strategic plan.

- Confirming the structure of the plan
- Community consultation plan

Noted Kamaia left the meeting at 8.00pm

Special Report Transition Education – A report, written by Tanwen Siencyn, HOD Transition and Careers, was tabled. This provided a very good overview of the transition education programmes and opportunities available in the school and helped inform the board’s strategic thinking.

6. General Business

- Letter of complaint received from Arie Joe, ex-student, in relation to the deletion of some his files from the school network over two years ago. The board chair will respond.
- No other general business

Derek / K Shepherd

Meeting concluded at: 9.08pm

The meeting closed with a Karakia by Loudeen Parsons.

Signed: _____



Date: _____

