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# MINUTES

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## BOARD OF TRUSTEES MEETING

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26 October 2022

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Meeting held in the international classroom  
Commenced: 5:25 pm

**Present:** Lee Corlett (Presiding Member), Isaac Carnegie, Glen Heke, Diane Strong, Rachel Robinson, Ross Gerritsen (Staff Trustee), Zach Leighton (Student Trustee), Daniel Wilson (Principal), Hannah Banks (Associate Principal), Kathy Sherwood (Board Secretary), John Hall (for Finance presentation)

**Apologies:** Astrid Sayer (outgoing Student Trustee)

### 1. WELCOME

The Presiding Member welcomed all board members and, particularly, Rachel Robinson who was in attendance for the first time.

**Resolution:**

*That Rachel Robinson be co-opted as a member of the Nayland College Board of Trustees until the 2025 election.*

Moved: Lee Corlett  
Seconded: Isaac Carnegie  
Carried: Unanimous

### 2. PRESENTATIONS TO THE BOARD

**September Finance & Property report – John Hall**

A welcome was extended to the Finance Manager who was in attendance to present the September finance documents in lieu of a separate Finance Committee meeting in October. This was cancelled as a quorum was not available.

Please refer to **Finance and Property Report** in Section 6 for details.

### 3. WORKPLAN

- Board training needs are best served when a specific requirement is identified. Members are to visit the NZSTA website and familiarise themselves with what is available on that site.
- Review of insurance coverage and assurances noted under November are already complete.
- SLT are currently in discussion with HOLAs about the best way of reporting on junior achievement. There are various options available including the new NZQA literacy and numeracy tests, SOLO, PATs, asTTle. This report is due in November.
- It was noted that policy reviews are covered through SchoolDocs.
- Members are satisfied with the visual nature of the current workplan presentation.

#### 4. RENEW CONFLICTS OF INTEREST REGISTER

New board members have registered any existing conflicts.

#### 5. PREVIOUS MINUTES

**Resolution:**

*That the previous minutes of 22 September 2022 be accepted as a true and correct record*

Moved: Lee Corlett  
Seconded: Daniel Wilson  
Carried: Unanimous

#### MATTERS ARISING

Hannah Banks reported back on a regional Educational Symposium held by the combined 8 local iwi and attended by 8 Nayland College staff.

- Attendees ranged from early childhood education right through to senior secondary and included other interested parties eg MOE, RTLB, etc.
- The group have created useful resources available to all.
- Inspirational and positive keynote speakers covered a range of topics, some with content that challenges the status quo.
- The best way of feeding back to the wider staff is being considered.

**Correspondence:**

**Resolution:**

*That the outwards correspondence be approved*

Moved: Lee Corlett  
Seconded: Daniel Wilson  
Carried: Unanimous

#### 6. FINANCE & PROPERTY REPORT

**General**

- With 75% of the year completed, the college has maintained its year-to-date surplus and is \$379K ahead of the annual budget.
- September was a break-even month with both strong revenue and significant expenses.
- The bulk grant is tracking consistently with prior periods. Several income sources are tracking ahead of expectations including MOE funding for truancy, ESOL, covid and special education.
- International student income is tracking ahead of expectations with the enrolment of approximately 30 international students.
- Year-to-date expenditure is tracking at 98% of that budgeted with wages and salaries being a significant contributor to this figure.
- Property maintenance costs are above budget, mainly due to the increased electricity charges and a significant spend on building maintenance to ensure all buildings are up to standard.
- NBS is keen for the college to invest savings with them. This could be considered if the conditions offered are favourable to the college.

## **5YA Building Projects**

- Weathertightness repairs to the gym have been delayed due to concerns over the structural integrity of the red gym foundations. Once engineers' reports have been received, the MOE will review costings and allocation of weathertightness vs 5YA. The project will consequently be delayed until the summer of 2023/2024.
- Work on the Graphics roof has had a building permit issued by the NCC and is due to commence in December 2022.
- Accessibility projects will be completed during the 2022/2023 holidays.
- Library work is progressing through the concept design phase with a start date expected in April 2023.
- Water pumps and timers for heating have been delayed until the latter part of 2023.
- Concept plans for the Maitai School have been submitted to the college. Staffroom changes requested by staff are being worked through.
- Responsibility for painting projects will come back to the college in February 2023 at the expiry of the current external contract.

## **Staffing**

- The college is maintaining its under budget wages and salaries for the year.

## **Resolution:**

*That the Finance Report for September 2022 be accepted and approved:*

Moved: Isaac Carnegie  
Seconded: Diane Strong  
Carried: Unanimous

## **Resolution:**

*That the Board expenses for September 2022 be approved*

Moved: Lee Corlett  
Seconded: Ross Gerritsen  
Carried: Unanimous

## **Resolution:**

*That the Nayland College Board of Trustees approves the operational budget for 2023 currently showing a deficit of \$34,500.00*

Moved: Diane Strong  
Seconded: Lee Corlett  
Carried: Unanimous

## **Resolution:**

*That the Nayland College Board of Trustees approves the 2023 capital budget of \$195,644.00*

Moved: Lee Corlett  
Seconded: Zachary Leighton  
Carried: Unanimous

## **Grant Applications**

No applications have been received.

## **7. PRINCIPAL'S MANAGEMENT REPORT**

### **Strategic Plan Monitoring**

- Continues as expected.

### **Strategic Planning Meeting**

- The Runanga scheduled for 27 October is cancelled due to a clash with the Cultural Prizegiving. However, members have been invited to the full BOT/SLT Strategic Planning Meeting on Saturday 29 October so they can still contribute ideas and collaborate on forward planning.
- It was requested by members that collated community feedback be sent out prior to the meeting to ensure informed discussion.
- Members are also advised to look over the current Strategic Plan and Vision Statement prior to the meeting.

### **Japan Trip**

- A joint Nayland College/Nelson College/Nelson College for Girls marketing trip to Japan has been highly successful. A number of Japanese students are to attend Nayland College as a result.
- Personal relationships are highly valued by Japanese schools and in their international student market. Daniel thanked the board for the opportunity to undertake this important trip.
- It was also a valuable opportunity to network with the other local principals. Joint strategies for dealing with challenges that lie ahead were developed.

### **Surplus Staffing**

- The college roll is very similar for 2023 to that of this year. However, due to a bubble in staffing which did not fully account for the impact of the enrolment scheme, it has become necessary to reduce staffing for 2023 by 4.5.
- This has been managed through attrition and voluntary redundancies so there has been no need for a CAPNA process to be instigated.

### **Truancy Service**

- Government is providing a significant funding increase for this service in 2023.
- The local MOE was keen for Nayland to take up this contract but, in the absence of any planning or information from the Ministry, this request has been declined. It is too late to implement it for 2023 and it would require intense resourcing.
- Nayland student attendance is unlikely to be impacted as the college already operates multiple systems for encouraging and monitoring student attendance.
- Reasons for truancy are complex, often involving mental health issues as a key driver. It is a community and MOE responsibility to support these students back into school.

### **Resolution:**

*That the Principal's Report for October 2022 be adopted*

Moved: Daniel Wilson  
Seconded: Glen Heke  
Carried: Unanimous

**8. GOVERNANCE GENERAL MATTERS**

**Policies for review in Term 4 are:**

- Health, Safety and Welfare
- Alcohol/Drugs and Other Harmful Substances

Feedback by visiting the SchoolDocs website, Username – nayland, Password - kuaka.

Review is due by Friday 9 December.

Please note the covid policy update on the website.

**9. PUBLIC EXCLUDED SECTION**

*Public Excluded Section commenced at 6:40 pm*

*Motion that the public be excluded from the following parts of the proceedings of this meeting, namely, Public Excluded Section-Staffing to protect the privacy of natural persons under section 48(1) of the Local Government Official Information & Meetings Act 1987.\**

Moved: Daniel Wilson

Seconded: Lee Corlett

Carried: Unanimous

*Moved out of Public Excluded Section at 6:48 pm*

**10. GENERAL BUSINESS**

No additional business was discussed.

**ITEMS FOR NEXT MEETING**

| Action  | Person Responsible   | Due Date    |
|---|----------------------|-------------|
| Letters to staff who expressed interest in surplus staffing | Principal, Secretary | End October |

**11. MEETING CLOSED**

Meeting closed: 6:52 pm

Signed:



Lee Corlett (Presiding Member)



Dated

2022 Board meetings: Wednesday in the Boardroom at 5.30pm (unless indicated otherwise);

|       |        |        |        |        |        |        |        |        |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| 9 Feb | 23 Feb | 23 Mar | 25 May | 22 Jun | 24 Aug | 22 Sep | 26 Oct | 23 Nov |
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