



BOARD OF TRUSTEES MEETING AGENDA

Wednesday 24 May 2023 5.30 pm
Board Room, Nayland College

Members: Rachel Robinson (Presiding Member), Isaac Carnegie, Jodie Colvin, Glen Heke, Diane Strong, Ross Gerritsen (Staff Trustee), Zachary Leighton (Student Trustee), Daniel Wilson (Principal), Hannah Banks (Associate Principal)

Non-member: Kathy Sherwood (Board Secretary)

No	Topic		Action
1.	Whakataka te hau – Opening Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tihei mauri ora!	Karakia Translation Cease the winds from the west Cease the winds from the south Let the breeze flow over the land Let the breeze flow over the ocean Let us show respect for each other Let the red-tipped dawn come with a sharpened air A touch of frost and a promise of a glorious day	All
2.	Presentations to the Board <ul style="list-style-type: none"> • Summary of HOLA presentations 		Presiding Member
4.	Open Section <ul style="list-style-type: none"> • Welcome • Present / Apologies • Workplan <ul style="list-style-type: none"> ○ International Report • Declaration of Interest (Conflict & Pecuniary) <ul style="list-style-type: none"> ○ New declarations to be notified to the secretary • Previous Minutes 29 March 2023 <p>Corrections / amendments / matters arising</p> <ul style="list-style-type: none"> • Correspondence <ul style="list-style-type: none"> Inwards Outwards 		Presiding Member, Principal

5.	<p>Committee Reports:</p> <p>Finance & Property Committee</p> <ul style="list-style-type: none"> ● Finance & Property draft minutes 15 May 2023 <p>The recommendation of the Finance & Property Committee that the following be approved:</p> <ul style="list-style-type: none"> ● The acceptance of the April Finance Report ● Board expenses for April <p>Other Business</p> <p>Grant Applications</p> <p>The following resolution has been approved electronically:</p> <p><i>It is resolved that a request be made to New Zealand Community Trust (NZCT) in the amount of \$41,500 (excluding GST) to be used to fund new retractable seating for the Performing Arts Centre for school and community use.</i></p> <p>Cyclical Maintenance Plan</p> <p>Resolutions for approval:</p> <p>Resolution 1</p> <p><i>The Board of Trustees approves the new 2023 Cyclical Maintenance Plan with a total projected estimated cost of \$673,222.</i></p> <p><i>As per the new 2023 plan, an annual amount of \$66,976 will be accrued in each subsequent reporting year until the plan is reviewed in 2026. In 2023, there will be an adjustment of \$24,204 to align the new plan to the accrued values.</i></p> <p>Resolution 2</p> <p><i>The Board of Trustees approves the 2023 painting quote from Carus Christchurch for \$116,745 that is shown on the 2023 Cyclical Maintenance Plan highlighted in yellow.</i></p>	Principal, Finance Chair
6.	<p>Principal's Management Report</p> <ul style="list-style-type: none"> ○ 2022 discipline statistics as percentages ○ Physical Restraint policy ○ Board assurances ○ Student attendance ○ Youth Nelson Term 1 2023 report ○ Annual Plan update 	Principal
7.	<p>Governance / General Matters</p> <ul style="list-style-type: none"> ● Policies for review in Term 2: <ul style="list-style-type: none"> ○ Education Outside the Classroom (Board review) ○ EOTC Planning and Review ○ EOTC Risk Management 	Board

	<ul style="list-style-type: none"> ○ EOTC Co-ordinator ○ EOTC External Providers ○ EOTC Staff Competence ○ EOTC Event Categories ○ EOTC Communicating with Parents <p>Feedback by Friday 30 June by visiting the SchoolDocs website: Username – nayland, Password – kuaka.</p> <ul style="list-style-type: none"> ● Please view the updates to Physical Restraint and Concerns and Complaints Policies. 		
8.	<p>PUBLIC EXCLUDED SECTION: (Confidential Minutes maintained separately)</p> <ul style="list-style-type: none"> ● Motion to enter public excluded section (required) 	Presiding Member	
9.	<p>General Business & Items for Next meeting</p> <p>Celestielle World Challenge Approval sought for trips to Southeast Asia in 2023 and Borneo in 2024</p> <p>Out-of-zone places for 2024 Determine the number of out-of-zone places that will be available in 2024</p> <p>International Student Fees for 2025 Approve the fee structure of 2025 based on information from the International Student Director</p> <p>Donation Scheme Review for 2024</p>	All	
10.	<p>Meeting Closure:</p> <ul style="list-style-type: none"> ● Preparation required for next meeting <p>Karakia Whakamutunga – Closing Karakia Kia whakairia te tapu Kia wātea ai te ara Kia turuki whakataha ai Kia turuki whakataha ai Haumi e, Hui e, Taiki e!</p>	<p>Karakia Translation</p> <p>Restrictions are moved aside so that the path is clear To return to everyday activities Enriched and unified</p>	Principal Presiding Member All