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# MINUTES

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## BOARD OF TRUSTEES MEETING

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29 March 2023

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Meeting held in the Board Room  
Commenced: 5:30 pm

**Present:** Daniel Wilson (Principal) (arrived 5:55 pm), Rachel Robinson (Presiding Member), Isaac Carnegie, Glen Heke, Jodie Colvin, Zachary Leighton (Student Member), Kathy Sherwood (Board Secretary)

**Apologies:** Hannah Banks (Associate Principal), Ross Gerritsen (Staff Member), Diane Strong, Daniel Wilson (for lateness)

### 1. PRESENTATIONS TO THE BOARD

#### Learning Area Reports

- The scheduled reports were not possible due to PPTA industrial action.
- It was agreed to reschedule these so that all reports are completed during the next two meetings.

### 2. WELCOME

Board members were welcomed by presiding member, Rachel Robinson.

- Co-opted member Jodie Colvin was especially welcomed to her first full board meeting.
- It was noted that Lee Corlett has been recognised and thanked for his contribution to the school and board over a period of many years.

### 3. OPEN SECTION

#### Declaration of Interest

There were no new declarations of conflict or pecuniary interest.

#### Amendments to Contact Details

No changes to contact details were notified.

### 4. WORKPLAN

#### Reserve Powers and Delegations Schedule

*The Reserve Powers and Delegations Schedule was approved as circulated.*

Nominated: Rachel Robinson  
Seconded: Isaac Carnegie  
Carried: Unanimous

#### Mid-Term Elections

NZSTA are yet to confirm the mid-term election date but have signalled that it is likely to be 15 November 2023.

## 5. PREVIOUS MINUTES

### **Resolution:**

*That the previous minutes of 1 March 2023 be accepted as a true and correct record*

Moved: Rachel Robinson

Seconded: Isaac Carnegie

Carried: Unanimous

### **MATTERS ARISING**

Nil

## 6. CORRESPONDENCE:

### **Inwards**

Notification of ERO Te Ara Huarau evaluation.

Confirmation of successful SUSIs application by Principal.

### **Resolution:**

*That the inwards correspondence be received*

Moved: Rachel Robinson

Seconded: Isaac Carnegie

Carried: Unanimous

## 7. FINANCE & PROPERTY REPORT

### **Finance Updates**

- The 2022 financial accounts are now with the auditor.
- Jodie Colvin agreed to comment on financial matters at future board meetings.

### **Resolution:**

*That the Finance Report for February 2023 be accepted and approved:*

Moved: Rachel Robinson

Seconded: Jodie Colvin

Carried: Unanimous

### **Resolution:**

*That the Board expenses for February 2023 be approved*

Moved: Rachel Robinson

Seconded: Zachary Leighton

Carried: Unanimous

### **Grant Applications**

Nil

### **Additional CAPEX request**

- A request for \$27,639 was made for shade sails over the new seating area outside Block 3.
- These will be popular with students who have noted the lack of shade and shelter in some areas of the school.
- The Finance Manager gave assurance that this money is available without concern.

### **Resolution:**

*That the above CAPEX request be approved*

Moved: Rachel Robinson

Seconded: Zachary Leighton

Carried: Unanimous

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

### **Strategic Plan Monitoring and Assurances**

- Continuing as expected.

### **PPTA Industrial Action**

- The Principal noted that teacher concern is not simply about pay, but also in recognition that the job has become more difficult with inadequate funding to provide appropriate support for students with complex needs.
- It was noted that the threshold for additional support is too high, that Nayland College does not have Learning Support Coordinators allocated and that existing resourcing does not cover all of the hours required.
- The Principal was commended for his informative newsletter article on this matter.

### **Analysis of Variance**

- Good progress is being made across the junior school.
- Nayland results were consistent with national averages in the Year 10 literacy and numeracy trial.
- In 2023, only Year 10 students identified as ready to take the literacy and numeracy tests will be entered.
- The common external assessment tasks will be the only method for gaining NCEA literacy and numeracy from 2024 onwards.
- These CAAs can be sat in any year but no NCEA certificate can be achieved without passing them.
- Poor national results in the 2022 trial assessments have identified the Ministry-led method in which literacy has been taught with its focus on ideas rather than accuracy as a key factor.

### **ERO Review**

- The date for the start of this review is to be confirmed but will be across the next two terms.
- The ERO review process has changed. Instead of an intensive review for a short period of time, the school will work with an evaluation partner to set goals and work towards them over a 6-month period.
- Success in achieving these goals will be evaluated after three years.
- Tracking of data, particularly in the junior school, was identified as a priority in the last ERO review.

**Resolution:**

*That the Principal's Report for March 2023 be adopted*

Moved: Daniel Wilson  
Seconded: Rachel Robinson  
Carried: Unanimous

**9. GOVERNANCE GENERAL MATTERS**

**Policies for review in Term 1 are:**

- Legislation and Administration Policy (Board review)
- Student Attendance
- Enrolment
- Privacy (Board review)
- Official Information Requests (Board review)
- Uniform/Dress Code

Feedback by visiting the SchoolDocs website, Username – nayland, Password - kuaka.  
Review is due by Thursday 6 April.

**Physical Restraint Policy**

**Resolution:**

The following addition be made to the Physical Restraint Policy:

*Non-teaching staff accessing the physical restraint module – Non-teaching staff must be authorised by the Board for physical restraint.*

Moved: Rachel Robinson  
Seconded: Glen Heke  
Carried: Unanimous

- It was noted that learning assistants should all complete this training but few other non-teaching staff would require it.
- The board has asked for assurance that this has occurred.

**10. PUBLIC EXCLUDED SECTION**

*Public Excluded Section commenced at 5:50 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: Rachel Robinson  
Seconded: Isaac Carnegie  
Carried: Unanimous

*Moved out of Public Excluded Section at 6:05 pm*

## 11. GENERAL BUSINESS

### Disciplinary Committees

- Members were encouraged to respond positively and make themselves available if at all possible when requested to participate in a student disciplinary process
- It is beneficial for students to have diverse representation in these meetings.

## 12. ITEMS FOR NEXT MEETING


Action	Person Responsible	Due Date
Reschedule HOLA presentations over the next two board meetings	Secretary	May 2023
Discipline statistics to be presented as percentages to enable comparisons and identification of trends	Deputy Principal	May 2023
Assurance that learning assistants have completed the online physical restraint module	Principal	May 2023

## 13. MEETING CLOSED

Meeting closed: 6:29 pm

Signed:

  
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Rachel Robinson (Presiding Member)

  
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Dated

2023 Board meetings: Wednesday in Te Puna Manako at 5.30pm (unless indicated otherwise):

8 Feb	1 Mar	29 Mar	24 May	28 Jun	23 Aug	20 Sep	25 Oct	22 Nov
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