
MINUTES



BOARD OF TRUSTEES MEETING

23 August 2023

Meeting held in Te Puna Manako
Commenced: 5:30 pm

Present: Isaac Carnegie (Chair), Glen Heke, Jodie Colvin, Diane Strong, Zachary Leighton (Student Member), Ross Gerritsen (Staff Member), Daniel Wilson (Principal), Hannah Banks (Associate Principal), Kathy Sherwood (Board Secretary)

Guest Presenters (who left the meeting immediately following their presentations): Matt Robinson, Ivan Shabashev, Annabel Batt, Emily Rodley, Lani Kalapu, Stella Afitu, Gavin Millar

Apologies: Rachel Robinson (Presiding Member)

1. PRESENTATIONS TO THE BOARD

Sustainability: Matt Robinson and three members of Tautīnei

- The Sustainability Policy and Report were circulated with the agenda and taken as read.
- Board and Tautīnei members introduced themselves and were asked for what they believed to be the most challenging sustainability issue the world is currently facing.
- Nayland is close to achieving a Silver Enviroschools Award.
- A number of initiatives have been introduced and are currently being driven by this group. They requested support, particularly by way of education and much broader involvement.
- Climate change is probably the greatest current concern to young people.
- Time is always a limiting factor in what can be achieved. There is plenty of theory available but action is now needed.
- It makes sense to give some of the goals priority and do these well rather than spreading the resourcing too thinly.

Introduction of lavalava into uniform policy: Lani Kalapu and Stella Afitu

- The student representatives from the Cultural Committee requested that a lavalava be made a designated uniform item that students who identify as Pasifika could choose to wear.
- They would also like mats to be recognised as part of the formal uniform.
- They asked that any colour of lavalava that the student currently owns be worn, though did agree that a dark colour (black or navy) would be best.

EOTC for overseas trips: Gavin Millar

There are currently two overseas trips on the horizon:

Celestielle SE Asia trip to Cambodia in October 2023

- EOTC paperwork has supplied by NCG but has previously been used by Nayland College.
- Two experienced teachers (one each from NCG and Nelson College) are accompanying the group. Gavin trusts their judgement to make appropriate decisions while away.
- Parents sign a contract and agree to travel to the location if a student becomes sick and requires ongoing treatment.

World Challenge trip to Borneo in 2024

- This trip is run by an external organization who fulfil the EOTC requirements.

Chile Exchange

- Secretary to check back through the minutes for original contract to ascertain whether it is year-by-year of for 5 years.
- Gavin to supply paperwork for the 2024 exchange.

2. WELCOME

Board members were welcomed by Isaac Carnegie who took the chair for the meeting.

3. OPEN SECTION

Declaration of Interest

No new conflicts of interest have been received.

Amendments to Contact Details

No changes to contact details were notified.

4. WORKPLAN

Strategic Planning Meeting

- The new MOE guidelines for strategic planning requirements have been released.
- A date will be set once SLT have had the necessary PD around these.
- Through Kura Haupo, a local Māori and culturally responsive perspective will be included.

Audited Accounts

- The accounts are still with the auditor.

Board Handbook

- The 2023 Board Handbook has been emailed to members.

Trustee Mid-Term Elections

- A bill currently before Parliament must be passed before a date can be confirmed.
- This is tentatively set for Wednesday 25 November 2023.

5. PREVIOUS MINUTES

Resolution:

That the previous minutes of 29 June 2023 be accepted as a true and correct record

Moved: Diane Strong

Seconded: Glen Heke

Carried: Unanimous

MATTERS ARISING

- Nil

6. CORRESPONDENCE:

Inwards

Outwards

Te Hurihanganui_Kaupapa Māori in Governance breakfast hui.

- The Presiding Member will attend all three of these hui and other members as and when possible, thus ensuring Nayland is well represented and informed.

Resolution:

That the inwards correspondence be received and outwards endorsed

Moved: Isaac Carnegie
Seconded: Zachary Leighton
Carried: Unanimous

7. FINANCE & PROPERTY REPORT

Finance Updates

- A very pleasing \$42K surplus over budget in July was largely driven by interest payments and additional grants.
- Excess unrecovered expenditure on sports tournaments continues to be a concern. This needs to be considered when setting the budget for 2024.
- All other matters are tracking as expected.

Resolution:

That the minutes of the Finance and Property meeting of 14 August 2023 be accepted as a true and correct record

Moved: Jodie Colvin
Seconded: Daniel Wilson
Carried: Unanimous

Resolution:

That the Finance Report for July 2023 be accepted and approved:

Moved: Daniel Wilson
Seconded: Ross Gerritsen
Carried: Unanimous

Resolution:

That the Board expenses for July 2023 be approved

Moved: Isaac Carnegie
Seconded: Zachary Leighton
Carried: Unanimous

Grant Applications

Resolution:

That application for the following grant be approved:

- Lion Foundation for \$54,406.50 (including GST) for development of a climbing wall by the Outdoor Education Department

Moved: Glen Heke

Seconded: Jodie Colvin

Carried: Unanimous

Printing Proposal

- The Canon Business Plan and Finance Manager comment were taken as read.
- It is recommended by the Finance Committee that this 5-year contract be accepted; it is the only viable option available locally, is at a lesser cost than the previous contract and is total net carbon zero certified.
- Student member to notify Tautīnei of the latter point.

Resolution:

That the Canon Printing Contract be accepted as attached to the agenda documents

Moved: Isaac Carnegie

Seconded: Zachary Leighton

Carried: Unanimous

8. PRINCIPAL'S MANAGEMENT REPORT

Presented by Principal, Daniel Wilson.

General

- There have, yet again, been a large number of student successes to celebrate this term. The school newsletters contain details of these achievements.

Uniform

General

- The current uniform is very generic and not being worn in accordance with the Uniform Code by many students.
- It needs to be enforced consistently if it is to reflect positively on our school.
- SLT discussion of the entire uniform policy is needed before presenting a proposal to the Board.

Sports Hoodies

- This agenda item was withdrawn.

Lavalava

- The Board gave approval in principle for this item to be added to the Uniform Code, though preferred it to be black to be consistent with other uniform items.
- SLT are to finalise the wording of this new Uniform Code item prior to BOT approval.

NCEA Monitoring

- Each waka which includes an SLT member, Kaiarataki and Ahorangi are closely monitoring students to identify those in need of additional support to achieve their NCEA certificate.
- Catch-up sessions will be offered during the DGE week for those who need this opportunity.

SUSI Report

- This was attached to the agenda and includes links of interest.
- The Principal thanked the Board for the opportunity to go on this valuable and informative tour.
- The Principal is to report back to the US Embassy on Thursday 24 August.
- Particular points of interest include:
 - School visits including a wide range of schools of different characters and demographics
 - Attendance at a District Board meeting (which is held in public with anyone present able to speak)
 - Observation of schools who work entirely based on projects through to those that are fully structured
 - Charter schools which are state run but with their own curriculum
 - Compulsory summer school for students who do not make the grade
 - Dealing with issues such as trans-phobia.

Kāhui Ako Events

- A number of professional development events are planned for the near future. Topics include:
 - New Strategic Planning Requirements
 - Kāhui Ako Mini Conference: Tūrangawaewae
 - Growth Training Workshops

ERO Visit

- This has started well using the new process called Te Ara Huarau where the school works with an evaluation partner over a period of time.
- Compliance checks will be conducted later in Term 3.
- A Profile Report will be published in 2023 that will set out our goals for the next three years.

Japan Visit

- The Principal will travel to Japan for 9 days of marketing at the end of this term.
- The focus will be on face-to-face meetings with Principals and Agents, and school visits.

Workshop Technology Review

- This safety review identified no matters that required an enforcement response.

Resourcing Audit

- The excellent result in this recently conducted review demonstrated the very careful management of our school data.

Strategic Plan Monitoring and Assurances

- Continuing as expected.

Staffing for 2024

- This is currently being worked on.

Resolution:

That the Principal's Report for July 2023 be adopted

Moved: Ross Gerritsen

Seconded: Glen Heke

Carried: Unanimous

9. GOVERNANCE GENERAL MATTERS

Policies for review in Term 3 are:

- Inclusive Education (Board review)
- Māori Educational Success (Board review)
- Learning Support (Board review)
- Learning Support Co-ordination
- Identify Learning Support
- Gifted Learners

This review closes Friday 15 September.

Please view the updates published by SchoolDocs in August 2023:

- Alcohol/Drugs and Other Harmful Substances Policy
- Equal Employment Opportunities, Primary Duty of Care and Minimising Physical Restraint

10. PUBLIC EXCLUDED SECTION

Public Excluded Section commenced at 6:31 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: Isaac Carnegie

Seconded: Glen Heke

Carried: Unanimous

Moved out of Public Excluded Section at 6:54 pm

11. GENERAL BUSINESS

Board Training

- Lisa Dunn from NZSTA will attend the September meeting to present training on key matters.
- It is important that all members attend this training.

Performing Arts Gala Concert

- This is scheduled for 7:00 pm on Tuesday 29 August at the Theatre Royal.
- It will be a great evening showcasing achievements of performing arts students.
- Please contact Ross Gerritsen if you wish to receive complimentary tickets and make use of the reserved seating.


12. ITEMS FOR NEXT MEETING

Action	Person Responsible	Due Date
Board Training by NZSTA representative at the September meeting	Presiding Member	September 2023
Set date and engage facilitator for Strategic Planning Meeting	Principal	Following PD on new Ministry strategic planning requirements and format
Set date for mid-term elections	Principal, Returning Officer	After requisite bill has been passed by Parliament
Locate Chile exchange contract	Secretary	September 2023
Inform Tautīnei that sustainability was a factor in awarding the new printing contract	Student Member	September 2023
Discussion of the uniform policy to present recommended amendments to the BOT	SLT	October 2023

13. MEETING CLOSED

Meeting closed: 7:31 pm

Signed:


Isaac Carnegie (Meeting Chair)

20-9-2023
Dated