
MINUTES



BOARD OF TRUSTEES MEETING

25 October 2023

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

Present: Rachel Robinson (Presiding Member), Isaac Carnegie, Glen Heke, Jodie Colvin, Diane Strong, Zachary Leighton (Outgoing Student Trustee), Finn Kerby-Pinguet (Incoming Student Trustee), Ross Gerritsen (Staff Trustee), Daniel Wilson (Principal), Hannah Banks (Associate Principal), Kathy Sherwood (Board Secretary)

Apologies: Nil

1. WELCOME

Rachel Robinson welcomed members and especially Finn to his first board meeting as Student Trustee.

2. PRESENTATIONS TO THE BOARD

Nil

3. OPEN SECTION

Declaration of Interest

No new conflicts of interest have been received.

Amendments to Contact Details

New student trustee details were added.

4. WORKPLAN

Audited Accounts

- These are yet to be returned from the auditor.

2024 Budget

- Both the Operational and CAPEX budgets are attached for discussion in the Finance section.

5. PREVIOUS MINUTES

Resolution:

That the previous minutes of 20 September 2023 be accepted as a true and correct record

Moved: Rachel Robinson
Seconded: Diane Strong
Carried: Unanimous

MATTERS ARISING

- The summary of potential financial support for whānau is currently being worked on by SLT. The start of the new school year is a more suitable time for this to be released. To remain as an action for early 2024.

6. CORRESPONDENCE:

Inwards

Outwards

- Nothing of particular note in either category.

Resolution:

That the inwards correspondence be received

Moved: Rachel Robinson
Seconded: Daniel Wilson
Carried: Unanimous

7. FINANCE & PROPERTY REPORT

Jodie Colvin reported key matters from the meeting of 16 October 2023:

- Income remains strong and, while expenditure is up, this is not disproportionate with income.
- The college is benefiting from some large term deposits invested at very favourable interest rates.
- Property projects are proceeding very slowly due to constraints noted at previous meetings.

Resolution:

That the minutes of the Finance and Property meeting of 16 October 2023 be accepted as a true and correct record

Moved: Rachel Robinson
Seconded: Jodie Colvin
Carried: Unanimous

Resolution:

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

Moved: Jodie Colvin
Seconded: Daniel Wilson
Carried: Unanimous

Resolution:

That the Board expenses for September 2023 be approved

Moved: Rachel Robinson
Seconded: Isaac Carnegie
Carried: Unanimous

Grant Applications

- Nil

2024 Operational Budget

- The proposed budget attached to the agenda is prudent and well thought out.
- Income is calculated by formula from anticipated student numbers.
- Increases in expenditure are expected and in line with inflation.

Resolution:

That the Nayland College Board of Trustees approves the operational budget for 2024 currently showing a surplus of \$37,447.

Moved: Jodie Colvin
Seconded: Isaac Carnegie
Carried: Unanimous

2024 CAPEX Budget

- An amended CAPEX Budget was tabled and includes additional expenses for carpet, furniture, display stands etc for the new library, and carvings for the library and Te Puna Manako.
- CAPEX should be in line with depreciation, so approximately \$380K. This budget is well above that figure.
- It was noted that costs of running various departments vary significantly so consideration needs to be given to ensuring the best possible experience for students in classrooms.
- After some discussion, it was agreed that members should email the Finance Chair with any questions. These will be discussed at the November Finance & Property meeting and a revised CAPEX budget to be presented to the November 22 BOT meeting.

8. PRINCIPAL'S MANAGEMENT REPORT

Presented by Principal, Daniel Wilson.

General

- This is a particularly busy time of year with various prizegivings well underway.
- Thank you to board members for their interest and attendance at these.

Nursing Services

- A breakdown of the services provided by Whanake Youth is enclosed.
- The Principal is currently working towards how this service might be provided in 2024.

NCEA Tracking

- Levels 2 & 3 are tracking well and as expected.
- Level 1 is a little lower and perhaps reflects the culture shift nationwide where this certificate is losing some of its significance.
- There are initiatives in place to help L1 students who are close to gaining their certificate to achieve it, eg Summer School is commencing next week.

ERO Review Update

- The ERO review process has changed to a more collaborative process focused on co-constructed goals monitored over a three-year period.

- Compliance checks took place with our reviewer last week and all were achieved.
- The next step is working with SLT on a reflective evaluation exercise 'Te Ara Huarau – School Improvement Framework' which will feed into strategic planning and development of ongoing goals.
- Thank you to our Presiding Member for her attendance and support of the process.

DP Appointment Process

- The three short-listed candidates will be in school on Friday to meet with students, staff and SLT.
- Formal interviews by a Board/SLT panel will take place on Saturday.

Strategic Plan Monitoring and Assurances

- Continuing as expected.

Resolution:

That the Principal's Report for October 2023 be adopted

Moved: Rachel Robinson

Seconded: Glen Heke

Carried: Unanimous

9. GOVERNANCE GENERAL MATTERS

Policies for review in Term 4 are:

- Curriculum and Student Achievement (Board review)
- Student Assessment and Achievement
- Home Learning
- Distance Learning
- Health Education (Board review)

This review closes Friday 1 December.

Please view the recently published updates

- **Enrolment** topic has been updated and has a new format
- Update on **Staff Leave, COVID-19 Health Measures and Infectious Diseases**

10. PUBLIC EXCLUDED SECTION

Public Excluded Section commenced at 6:28 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: Daniel Wilson

Carried: Unanimous

Moved out of Public Excluded Section at 6:50pm

11. GENERAL BUSINESS

Safety Fencing

- A student is enrolling in 2024 who requires a perimeter safety fence to be put in place.
- MOE property advisors have proposed two options and the MOE will pay for the most basic of these.
- Traffic management and logistics of this will operate are being worked through.
- Further detail will be provided to the Finance & Property committee for consideration when it becomes available.


12. ITEMS FOR NEXT MEETINGS

Action	Person Responsible	Due Date
SLT to prepare a summary document of potential financial support available to whānau	Principal, SLT	Early 2024
DP appointment process	Principal, SLT, Board Sub-committee	October 2023
A list of all initiatives which support students to be made available to board members	Principal, SLT	November 2023
The ERO Te Ara Huarau matrix to be shared with members	Principal	November 2023
Discussion of the uniform policy to present recommended amendments to the BOT	SLT	November 2023
Strategic Planning Meeting	Board, SLT, invited participants	November 2023

13. MEETING CLOSED

Meeting closed: 6:58 pm

Signed:


Rachel Robinson (Presiding Member)


Dated

2023 Board meetings: Wednesday in the Board Room at 5.30pm (unless indicated otherwise):

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