
MINUTES



BOARD OF TRUSTEES MEETING

22 November 2023

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

Present: Rachel Robinson (Presiding Member), Isaac Carnegie, Jodie Colvin, Diane Strong, Maxine Noar, Finn Kerby-Pinguet (Student Trustee), Ross Gerritsen (Staff Trustee), Daniel Wilson (Principal), Hannah Banks (Associate Principal), Kathy Sherwood (Board Secretary)
John Hall (Finance Manager) attended briefly at the beginning to deliver a presentation

Apologies: Glen Heke

1. WELCOME

Rachel Robinson welcomed members and especially Maxine Noar (newly-elected parent representative) to her first meeting.
Congratulations also to Isaac Carnegie on his re-election.

2. PRESENTATIONS TO THE BOARD

The Finance Manager offered context and explanation regarding the revised 2024 CAPEX budget.
Please see Finance & Property section of the minutes for details.

3. OPEN SECTION

Declaration of Interest

No new conflicts of interest have been received.

Amendments to Contact Details

New trustee details will be requested.

4. WORKPLAN

Audited Accounts

- Although this process has not been completed, it appears that there has been some progress made.

Insurance Cover

- This has been reviewed by the Finance Manager and will rollover.

2024 Workplan

- The Board are happy with the draft 2024 Workplan attached to the meeting documents.

Top of the South Trades Academy Manager's Report

- Attached and accepted as read with no further discussion.

5. PREVIOUS MINUTES

Resolution:

That the previous minutes of 25 October 2023 be accepted as a true and correct record

Moved: Diane Strong
Seconded: Rachel Robinson
Carried: Unanimous

MATTERS ARISING

- Thank you to Hannah Banks for collating a list of financial supports available to whānau. To also add the Sportstart grant available through Sport Tasman.
- Thank you to the Board Secretary for her organization and the work done to support the board.
- Presiding Member to write to the Finance Manager to thank him for the excellent job he does.

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 13 November 2023:

- The college is finishing the year in a strong financial position with above-budget income from grants and interest payments being key drivers of this.
- Expenses have remained high, especially in the area of repairs and maintenance.
- The majority of learning areas have moved to be within budget.
- One health and safety incident where a staff member was injured has been followed up appropriately and repairs made to prevent a future occurrence.

Resolution:

That the minutes of the Finance and Property meeting of 13 November 2023 be accepted as a true and correct record

Moved: Jodie Colvin
Seconded: Daniel Wilson
Carried: Unanimous

Resolution:

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

Moved: Jodie Colvin
Seconded: Daniel Wilson
Carried: Unanimous

Board Expenses October 2023

- Accrued attendance fees for board members will be paid in early December.
- A significant sum has been paid to the only provider accredited to run an electronic election process. Their website was difficult to operate and delays in receiving an authenticity text resulted in a very low voter turnout for our mid-term elections. The Presiding Member will write a letter of complaint on behalf of the board.

Resolution:

That the Board expenses for October 2023 be approved

Moved: Ross Gerritsen
Seconded: Rachel Robinson
Carried: Unanimous

Grant Applications

- Nil

2024 CAPEX Budget

- The Finance Manager attended the meeting and explained relevant points in the revised CAPEX budget.
- The increase from the originally proposed CAPEX budget was explained in the context of the Working Capital estimate for the end of 2024 which will remain within MOE requirements.
- Additional funds have been budgeted to furnish and carpet the upgraded library.
- The Finance Committee endorse this budget after thorough discussion at their November meeting.

Resolution:

That the Nayland College Board approves the 2024 capital budget of \$439,510.

Moved: Rachel Robinson
Seconded: Jodie Colvin
Carried: Unanimous

Additional Resolutions**Resolution:**

That the Nayland College Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: Isaac Carnegie
Seconded: Jodie Colvin
Carried: Unanimous

Resolution:

That the Nayland College Board approves the 2023 Budgeted Statement of Financial Position and 2023 Budgeted Statement of Cash Flows which are both derived from the Board's approved 2023 operating and capital budget.

Moved: Rachel Robinson
Seconded: Jodie Colvin
Carried: Unanimous

8. PRINCIPAL'S MANAGEMENT REPORT

Presented by Principal, Daniel Wilson.

ERO Self-Review Audit

- The School Improvement Framework matrix worked on with Nayland's ERO review partner and SLT was shared with members.
- Completion of the matrix proved a useful exercise for the leadership team.
- The same matrix will be used to re-evaluate in 3 years' time.
- The final report is close to completion but awaiting a draft of the 2024 goals.
- The Board would like regular feedback on progress towards the goals identified.

NCEA Tracking

- There has been a significant improvement in Level 1 results since this data was shared at the October meeting. Results are now where expected.
- Level 2 & 3 results are tracking well.

Staffing

- Appointment of teachers for 2024 has proven to be very challenging across most disciplines.
- Some vacancies have had to be filled by non-specialists who are, nevertheless, great teachers who are keen to work at Nayland College.

Uniform

- Kaiarataki and Ahorangi have requested that the Junior Uniform Code be made more explicit so that it can be enforced without ambiguity.
- A significant sum in uniform vouchers has been distributed to families so cost should not be a barrier to students being correctly attired.
- Main changes proposed:
 - Change the wording from "regulation" to "NZ Uniforms" for standard items
 - Shoes are to be plain black
 - Addition of a plain black lavalava as an option

Resolution:

That the proposed changes to the Junior Uniform Code be accepted as attached

Moved: Rachel Robinson
Seconded: Ross Gerritsen
Carried: Unanimous

Strategic Plan Monitoring and Assurances

- Continuing as expected.

Resolution:

That the Principal's Report for November 2023 be adopted

Moved: Isaac Carnegie
Seconded: Ross Gerritsen
Carried: Unanimous

The Board thanked the Principal for his work in ensuring the school has had a great year and wished him well for his secondment in 2024.

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 15 December.

Addition to Child Protection Policy

Resolution:

That the following statement be added to the Child Protection Policy:

If Police are involved, the school will actively work with them to develop a joint communication strategy and community safety message if deemed necessary.

Moved: Daniel Wilson
Seconded: Rachel Robinson
Carried: Unanimous

10. PUBLIC EXCLUDED SECTION

Public Excluded Section commenced at 6:16 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 6:52 pm

11. GENERAL BUSINESS

Format of HOLA Reports in 2024

- This discussion to take place at the meeting of 21 February 2024.

Draft Meeting Schedule 2024

- This was shared and accepted by members.
- It is proposed that the February 2024 meeting be held offsite with a less formal aspect.

Kurahaupō PLD in 2024

- A contract has been accepted with this Top of the South cultural provider to deliver PLD in 2024.
- Hannah and Bruno have met with the key person and believe it will be highly useful.
- The most effective way of working with staff is through SLT and HOLAs who will then disseminate it more widely.
- This PLD opportunity will be taken up by the board at their meeting in March 2024.

World Challenge Trip April 2024

- The company that offers this trip cover all the EOTC requirements, safety assurances, etc.
- The Principal recommends that this trip be approved.

Resolution:

That the World Challenge trip in April 2024 be approved

Moved: Rachel Robinson

Seconded: Diane Strong

Carried: Unanimous

Agenda Items

- Members were reminded that all items for discussion in General Business must be submitted by the agenda closing date cited on the Board Meeting Schedule.


12. ITEMS FOR NEXT MEETINGS

Action	Person Responsible	Due Date
SLT summary document of potential financial support available to whānau	Associate Principal	To parents early 2024
Format of HOLA reports to the board be discussed	Board, Associate Principal	February 2024
Outside venue for February 2024 board meeting	Presiding Member, Associate Principal, Secretary	January 2024
Guidelines for granting staff leave requests which fall outside the Collective Agreement	Associate Principal, Board	February 2024

13. MEETING CLOSED

Meeting closed: 6:59 pm

Signed:


Rachel Robinson (Presiding Member)

21-2-24
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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