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# MINUTES

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## BOARD OF TRUSTEES MEETING

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29 May 2024

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Meeting held in Nayland College Staffroom  
Commenced: 5:32 pm

**Present:** Rachel Robinson (Presiding Member), Isaac Carnegie, Jodie Colvin, Glen Heke, Maxine Noar, Diane Strong, Finn Kerby-Pinguet (Student Trustee), Ross Gerritsen (Staff Trustee), Hannah Banks (Acting Principal), Kathy Sherwood (Board Secretary)

**Apologies:** Nil

### 1. WELCOME

Rachel Robinson welcomed members of the board and began the meeting by offering the following congratulations:

- Ross Gerritsen and his team for the amazing production of The Addams Family
- Finn Kerby-Pinguet on winning a scholarship to China for two years.

### 2. PRESENTATIONS TO THE BOARD

Nil

### 3. OPEN SECTION

All reports pertaining to this meeting were taken as read.

#### **Declaration of Interest**

- No new declarations or conflicts of interest have been advised.

#### **Amendments to Contact Details**

- No changes to member contact details have been advised.

### 4. WORKPLAN

The majority of action points for May are up to date including some covered in the Principal's Report.

#### **2023 Accounts**

- These are complete and with the auditor. No due date for completion of the audit is available. The Finance Chair is to ask the Finance Manager to investigate this.

#### **Elections**

- The only election in 2024 is for a student board member.
- Election day has been set as 2 September with the successful candidate taking office on 9 September.

### **Strategic Planning Meeting**

- This is tentatively scheduled for the evening of Wednesday 11 September. Details will be sent once Kurahaupo have confirmed availability to deliver their PD.
- There was extensive student, parent and community consultation in 2023 and a 2-year strategic plan developed to comply with new Ministry requirements. It is, therefore, felt that there is no need for an outside facilitator to conduct the meeting this year.

## **5. PREVIOUS MINUTES**

### **Resolution:**

*That the previous minutes of 27 March 2024 be accepted as a true and correct record*

Moved: Rachel Robinson  
Seconded: Glen Heke  
Carried: Unanimous

### **MATTERS ARISING**

- Nil

## **6. CORRESPONDENCE:**

### **Inwards**

- A congratulatory letter was received from the Prime Minister following excellent NCEA results in 2023.

### **Outwards**

- Nothing of note in this category.

### **Resolution:**

*That the inwards correspondence be received and outwards endorsed*

Moved: Rachel Robinson  
Seconded: Hannah Banks  
Carried: Unanimous

## **7. FINANCE & PROPERTY REPORT**

There was no separate Finance and Property meeting held due to unavailability of the Finance Manager.

Finance Chair, Jodie Colvin, reported the following key points from the April report:

- There was a closing year-to-date surplus of \$109K, much of which came from interest on term deposits.
- Expenditure was at 93% of YTD budget but is unlikely to remain so with some large repairs and maintenance expenses anticipated, eg for roofing repairs.
- Repairs to the gymnasium roof should come under weathertightness and be funded by the MOE.
- The library refurbishment remains on schedule and should be completed by the end of October.
- New security fencing is still under consideration by the MOE.

- Construction of the Maitai Satellite has been paused by the coalition government but more may be known after the budget is released. The classroom currently on loan to the Maitai School will be needed for our own students next year. It is possible that the MC block could be used by Maitai as it will no longer be needed for Nayland students.

**Resolution:**

*That the Finance Report for April 2024 be accepted and approved:*

Moved: Rachel Robinson  
 Seconded: Ross Gerritsen  
 Carried: Unanimous

**Board Expenses April 2024**

- Member fees are being accrued and will be paid at the end of the year.
- An up-front payment of \$2K was made to support the production.

**Resolution:**

*That the Board expenses for April 2024 be approved*

Moved: Rachel Robinson  
 Seconded: Finn Kerby-Pinguet  
 Carried: Unanimous

**Grant Applications**

**Resolution 1:**

*It was resolved that an application be made to the New Zealand Community Trust (NZCT) for \$19,720.50 for accommodation for students in sports teams travelling to winter tournament.*

Moved: Rachel Robinson  
 Seconded: Jodie Colvin  
 Passed: Unanimous

**Resolution 2:**

*It was resolved that an application be made to Pub Charity for \$35,000 to cover part of the cost of building a climbing wall.*

Moved: Rachel Robinson  
 Seconded: Jodie Colvin  
 Passed: Unanimous

**Resolution 3:**

*It was resolved that an application be made to the Rata Foundation for \$5,369.57 (excl. GST) to cover the cost of 95 x Launchpad subscriptions for a selection of the school's senior students.*

Moved: Rachel Robinson  
 Seconded: Jodie Colvin  
 Passed: Unanimous

### **Future Grant Applications**

- A form is to be developed for future grant applications to ensure adequate background and detail are provided in the grant proposal.
- SLT will consider future proposals and keep an overview to ensure fair spread of benefit to students and distribution across community organisations.

### **Out of Budget CAPEX Request**

This is for a total value of \$200,000 (exc GST) and relates to additional expenses for the library refurbishment that are not covered by the MOE.

- Detailed costings were requested for the mahi toi/carvings, lighting and TV/camera/sound system before making a decision on whether to approve those items.
- The remaining items are covered by the following:

### **Resolution:**

*That the additional CAPEX request for carpet, furniture, the kitchenette and dividing wall totalling \$140K be approved:*

Moved: Hannah Banks  
Seconded: Rachel Robinson  
Passed: Unanimous

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

Presented by Acting Principal, Hannah Banks.

### **Tier 3 Discipline Processes and PLD**

- The new disciplinary process documents have been circulated for member reference to ensure correct and consistent procedures are followed.
- It was noted that PB4L and restorative processes are followed in the school and students have ample opportunity to change their behaviour before reaching suspension level. However, the effect of continual poor behaviour on teachers and other students is not to be underestimated.
- The Acting Principal, Presiding Member and two board members have attended in-person PLD.
- Remaining members are encouraged to participate in the online PLD.

### **Youth Nelson Management Contract**

- Nayland College has held responsibility for this for many years.
- The majority of students attending Youth Nelson are from Nayland College.
- Newly appointed principals at both Nelson College and Nelson College for Girls may bring a new perspective to the management; the Acting Principal will discuss this with them once they've had time to become established.
- The Finance Manager has some concern around the depletion of the Trust Fund reserves. He is to be asked to provide further detail.

### **Reporting**

- A new format for progress reports is being trialled with grades 1 – 4 replacing the former traffic light format.
- Data generated from the new format is easier to analyse and use for student mentoring.

- Students are confused about the difference between grades 3 & 4 and the reasoning behind awarding these grades.
- Reporting mechanisms will be reviewed again at the end of the year.

#### **International Director South American Trip**

- The itinerary of the International Director trip to South America in August 2024 was referred to.

#### **Resolution:**

*That the Principal's Report for May 2024 be adopted*

Moved: Rachel Robinson  
 Seconded: Maxine Noar  
 Carried: Unanimous

### **9. GOVERNANCE GENERAL MATTERS**

#### **The Policy for review in Term 2 is the Employer Responsibility Policy:**

- Employer Responsibility Policy (Board review)
- Appointment Procedure (Board review)
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking (Board review)
- Police Vetting
- Classroom Release Time / Timetable

This review closes Friday 5 July.

### **10. PUBLIC EXCLUDED SECTION**

*Public Excluded Section commenced at 6:35 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: Jodie Colvin  
 Carried: Unanimous

*Moved out of Public Excluded Section at 7:00 pm*

### **11. GENERAL BUSINESS**

#### **Police Vetting**

- The process of all board members being police vetted is almost complete.

#### **Student Election Timeline**

- Please refer to this item under Board Workplan.
- The current student member agreed to write some guidelines for the incoming student member.

## **Out-of-Zone Ballot Places**

### **Resolution:**

*That 50 Year 9 out-of-zone places and 50 Year 10 – 13 out-of-zone places be available in 2025.*

Moved: Rachel Robinson  
Seconded: Jodie Colvin  
Carried: Unanimous

## **Review of Donation Scheme**

### **Resolution:**

*That Nayland College continue to use the government scheme rather than ask parents for a voluntary donation.*

Moved: Rachel Robinson  
Seconded: Maxine Noar  
Carried: Unanimous

## **International Student Fee Structure 2026**

- The attached fee structure is proposed by the International Director whereby tuition fees remain unchanged but homestay fees increase to reflect the cost of living.

### **Resolution:**

*That the proposed fee structure for international students in 2026 be adopted as attached*

Moved: Rachel Robinson  
Seconded: Diane Strong  
Carried: Unanimous

## **Farmlands School (Chile) Exchange**

- There is a well-established relationship with the school where Nayland students are hosted by families there in Term 1 and then the exchange is reciprocated in Term 3.
- There are no EOTC concerns. Unsupervised travel is thoroughly addressed prior to departure.

### **Resolution:**

*That the board approve a continuation of this exchange in 2025.*

Moved: Rachel Robinson  
Seconded: Finn Kerby-Pinguet  
Carried: Unanimous

## **International Report and Annual Plan**

- Taken as read.

## **ERO Confirmed Reports**

- Taken as read.

## **Alternative Education 2023 Reports**

- Taken as read.

**PLD Opportunity**

- The role of the board in suspension meetings webinar.

**Survey Request from MOE**

- Link emailed by the Acting Principal 29.05.24.

**12. ITEMS FOR NEXT MEETING**

Action	Person Responsible	Due Date
Calendar invites for Strategic Planning Meeting	Secretary	Once meeting date is confirmed
Obtain likely date of audit completion	Finance Chair, Finance Manager	June 2024
Obtain details of status of Youth Nelson Trust Account	Finance Chair, Finance Manager	June 2024
EOTC to be an agenda item for next meeting	Acting Principal	June 2024
Template to be set up for completion by all staff applying for funds or grants	Acting Principal, Finance Manager, Executive Assistant	June 2024

**13. MEETING CLOSED**

Meeting closed: 7:10 pm

Signed:



Rachel Robinson (Presiding Member)



Dated

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2024 Board meetings: Wednesday in the Board Room at 5.30pm (unless indicated otherwise):

21 Feb	27 Mar	29 May	26 Jun	28 Aug	25 Sep	30 Oct	27 Nov
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