

---

# MINUTES

---



## BOARD OF TRUSTEES MEETING

---

26 June 2024

Meeting held in the Board Room  
Commenced: 5:27 pm

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

**Apologies:** Diane Strong, Maxine Noar, Isaac Carnegie

### 1. WELCOME

Rachel Robinson welcomed members to the meeting.

### 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

All action points for June are either complete or under way.

- Detail regarding the Community Consultation Plan is in the Principal's Report.
- Review of the Board Handbook is complete and awaiting ancillary update.
- The Acting Principal has documented all PLD and mentoring undertaken in preparation for her appraisal process.
- Consultation regarding the Health Curriculum is a biennial process so not required in 2024.
- Deputy Principal Bruno Watkins is preparing a Sustainability Report for the August meeting.

### 5. PREVIOUS MINUTES

#### **Resolution:**

*That the previous minutes of 29 May 2024 be accepted as a true and correct record*

Moved: Rachel Robinson  
Seconded: Jodie Colvin  
Carried: Unanimous

## 6. CORRESPONDENCE:

### Inwards

### Outwards

- Nothing of particular note in either category.

### Resolution:

*That the inwards correspondence be received*

Moved: Rachel Robinson

Seconded: Glen Heke

Carried: Unanimous

## 7. FINANCE & PROPERTY REPORT

Committee Chair, Jodie Colvin, reported the following key points from the meeting of 17 June 2024:

- There is a current surplus of \$122K due to lower-than-expected expenditure on repairs and maintenance. However, this will even out with some major repairs ahead.
- The Canteen is currently not profitable but providing a service to students.
- Board expenses are higher than budgeted due to a contribution to the production but will even out as the year progresses.
- The boiler control system is not functioning correctly and is in need of a major upgrade.
- It may be prudent to invest capital in additional repairs and development in the gymnasium while the walls are off during the weathertightness repairs eg an extension and upgrade of the weights room. The Finance Manager is to investigate possible developments and associated costs.
- Following confirmation that the Maitai Satellite will go ahead, a meeting of key stakeholders will be held in the near future.
- The safety fencing is still under consideration.

### Resolution:

*That the minutes of the Finance and Property meeting of 17 June 2024 be accepted as a true and correct record*

Moved: Rachel Robinson

Seconded: Glen Heke

Carried: Unanimous

### Resolution:

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

Moved: Rachel Robinson

Seconded: Jodie Colvin

Carried: Unanimous

## **Board Expenses May 2024**

### **Resolution:**

*That the Board expenses for May 2024 be approved*

Moved: Rachel Robinson  
Seconded: Jodie Colvin  
Carried: Unanimous

## **Grant Applications**

### **Electronic Resolution:**

*The Board resolved electronically that an application be made to the Lion Foundation for funding of up to \$19,746.09 (excluding GST) to be used for transport and accommodation to enable music students to attend the KBB Music Festival in Auckland on 14 August 2024.*

Moved: Rachel Robinson  
Seconded: Jodie Colvin  
Passed: Unanimous

## **Funding request for Celestielle trip to Singapore and Cambodia**

- Additional information was provided, as requested at the May meeting.
- Celestielle is a philanthropic organisation that funds free overseas travel experiences for students who might not be able to travel otherwise, but who will gain particular benefit for their future career path. There is a full application process prior to selection.
- It was previously available to students from Nelson College, Nelson College for Girls and Nayland College but this year, following negotiation by Deputy Principal Alice Scott, has been offered solely to Nayland College.
- Two teachers must accompany students on overseas travel and, unfortunately, costs this year were underbudgeted for the second staff member resulting in a shortfall of \$6K.
- It was felt that at this late stage, the trip cannot be cancelled, and that staff who are giving up their holidays to take on this responsibility should not have to pay for themselves.
- This is not to set a precedent and a model of taking so few students may not be viable in future.

### **Resolution:**

*That the Board will contribute \$6K towards the 2024 Celestielle trip to Singapore and Cambodia in October 2024 to cover underbudgeted costs and enable the trip to proceed.*

Moved: Rachel Robinson  
Seconded: Glen Heke  
Carried: Unanimous

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

Presented by Acting Principal, Hannah Banks.

### **NCEA and Curriculum**

- The new Level 1 courses have generated strong and mixed feelings with significant hurdles for students to achieve. The level has been raised so fewer are likely to achieve.
- More teaching is required for each standard so the assessment process is only now getting underway. This is making it difficult to track progress and to identify students requiring additional support.
- Collaboration with other schools is being strongly considered.

### **Maitai Satellite Project**

- Key stakeholders are soon to meet to discuss requirements and a possible timeline.

### **Grant Application Procedure**

- A form has been developed to ensure necessary information is included in an application.
- These will first be considered by the Acting Principal and Finance Manager before being presented to the board.

### **Youth Nelson Management Contract**

- The Acting Principal will meet with new principals of Nelson College and Nelson College for Girls early in term 3 to discuss options of how this might continue.

### **Regionally Allocated Professional Development**

- This is centred on supporting the implementation of the new Level 1 standards.

### **Strategic Planning**

- This has been scheduled for Wednesday 11 September.
- The evening will begin with a PLD session facilitated by Kurahaupo.
- This year is the middle of the 2-year cycle so an external facilitator for the meeting will not be used.
- The board is responsible for the four broad categories with the action plan for implementation being a school leadership responsibility.
- The board endorsed the draft community survey circulated with the agenda. It will be signalled in a newsletter and then emailed to staff, students and families.

### **Pastoral Update**

- Many schools report similar pastoral issues including challenging behaviour in the junior school, defiance and a disregard of consequences.
- A recent focus on punctuality has seen an improvement.
- Continuing strategies include reminders to staff about consistent routines and positive class culture, explicit teaching of expected behaviour, use of hua rewards, team meetings to case manage students and the recent appointment of a dean support worker.
- Physical assault and vaping are ongoing issues.

### **Principal's Appraisal and Performance**

- The Acting Principal is participating in regular PLD and Community of Practice meetings and has a variety of support people to call on.
- Appraisal will take place later in the year co-ordinated by an outside reviewer.

**Resolution:**

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

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

**9. GOVERNANCE GENERAL MATTERS**

**Reserve Powers and Delegations 2024**

**Resolution:**

*That the following addition be made to 11. DISCIPLINE under Board Powers:*

- iii. The current board has a delegation to run disciplinary hearings.*
- iv. All board members are delegated to run a disciplinary process.*

Moved: Rachel Robinson  
Seconded: Hannah Banks  
Carried: Unanimous

**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

Feedback by Friday 5 July by visiting the SchoolDocs website:  
Username – Nayland, Password - kuaka

**Policy Updates**

Members were encouraged to logon to the SchoolDocs website and note the following updates:

- Bullying and Harassment
- Concerns and Complaints
- Student Attendance
- Curriculum and Student Achievement Policy
- Official Information and Copyright

## **10. PUBLIC EXCLUDED SECTION**

*Public Excluded Section commenced at 6:01 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: Hannah Banks

Carried: Unanimous

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

## **11. GENERAL BUSINESS**

### **Youth Nelson Management Report\_Term 1 2024**

- Taken as read.

### **World Challenge Trip to Sri Lanka September 2025**

- World Challenge is a stand-alone organisation which takes responsibility for all planning, itinerary, finances, EOTC etc.
- The trip is scheduled for the October holidays in 2025 and includes 3 additional school days.
- Up to 24 students can participate. Nayland may combine with another school if our numbers are too low to be viable.
- There is no financial risk to the school apart from a small amount of teacher relief. Teachers travelling will not claim the overnight allowance. Students each pay \$8.5K.

#### **Resolution:**

*That the World Challenge trip to Sri Lanka in October 2025 be approved on the understanding that there will be no associated financial risk to the school.*

Moved: Rachel Robinson

Seconded: Glen Heke

Carried: Unanimous

### **EOTC (Education Outside the Classroom)**

- The Acting Principal has attended a 2-day course run by EONZ (Education Outside New Zealand) which is a key support organisation, undertaken a review of Nayland processes and had our documentation reviewed by them.
- Recent incidents elsewhere have highlighted the need for a 'fatality prevention mindset'.
- There needs to be a safety culture where communication is key, everyone involved knows their role and executes it competently.
- EOTC is a prominent strand within overall Health & Safety; this committee meets regularly.
- Nayland College follows the guidelines provided by EONZ.
- There are four levels of responsibility under the law:

- PCBU (Person conducting a business or undertaking) eg the school, an outside provider
- Officers (Principal, board)
- Workers (Teachers, other staff, volunteer workers)
- Others (Students, visitors, casual volunteers)
- The board holds the primary duty of care and needs to be confident that those running EOTC are the appropriate people with correct skills who can manage risks to prevent serious harm.
- EONZ have indicated that Nayland processes and documentation are suitable but these are being further reviewed to ensure best practice.
- It is proposed that the SchoolDocs EOTC policy be reviewed collaboratively.
- Gavin Millar has been appointed as the EOTC Co-ordinator from term 3 onwards and will move all steps of the process to a robust, computer-based system.
- Key documents are:
  - EOTC Policy
  - EOTC Management Plan
  - Schoolbridge forms
  - RAS forms (key component)
- A variety of forms have been developed so that the one appropriate for the level of risk can be used in each instance.
- Next week the Acting Principal will meet with high users of EOTC (OED, PED) plus GMR, RTL (who will hold responsibility in the Principal's absence) to ensure they understand their responsibilities.
- There will be whole-staff PLD early in term 4 (in time for 2025 planning).
- EOTC will be incorporated into new staff induction.
- OED use an excellent field guide, are a competent team and ensure only excellent external providers are used. They have also participated in mock emergencies to test their procedures.
- The Acting Principal will share more documentation and detail with board members soon to give plenty of time to read and familiarise themselves with it prior to the August meeting which will look at it in greater depth.
- There is to be an EOTC section included in future Principal's reports.
- The Presiding Member commended the EOTC department on their excellent communication to parents and procedures followed.
- The Acting Principal was thanked for her extensive work in this area.

#### **Student Board Member**

- This was Finn's final meeting before he departs to take up his scholarship in China.
- He was formally thanked for his contribution, his insights and the thoughtful questions he has asked during his time on the board.
- The board wishes him well and looks forward to hearing of his experiences in future.

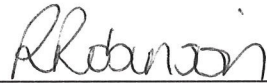
**12. ITEMS FOR NEXT MEETING**

Action	Person Responsible	Due Date
Sustainability Report to be prepared	Deputy Principal Bruno Watkins	August 2024
Updates to Board Handbook	Executive Assistant	August 2024
Investigation of potential additional upgrades to the gymnasium	Finance Manager, Acting Principal	August 2024
Further EOTC documentation to be sent out and read prior to the next meeting	Acting Principal	July 2024

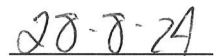
**13. MEETING CLOSED**

Meeting closed: 6:45 pm

Signed:



Rachel Robinson (Presiding Member)



Dated

---

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
--------	--------	--------	--------	--------	--------	--------	--------