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# MINUTES

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## BOARD OF TRUSTEES MEETING

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27 November 2024

Meeting held in the Staffroom  
Commenced: 5:34 pm

**Present:** Rachel Robinson (Presiding Member), Isaac Carnegie, Jodie Colvin, Maxine Noar, Glen Heke, Ross Gerritsen (Staff Member), Luke Halcrow (Student Member), Hannah Banks (Acting Principal), Kathy Sherwood (Board Secretary)

**Apologies:** Diane Strong

### 1. WELCOME

Rachel Robinson welcomed members to the meeting and also guest presenter, Kristel Leijten who is Head of Outdoor Education.

### 2. PRESENTATIONS TO THE BOARD

#### **Outdoor Education**

- Nayland College is the only school in the region to offer a junior Outdoor Education programme with 4 half-year modules available (2 at Year 9 and 2 at Year 10).
- Senior Outdoor Education students have at least one trip per term covering 4 key disciplines during the year. There is a focus on building student capability around decision making so they learn to manage risk and make safe decisions.
- Outdoor 1<sup>st</sup> aid, forecast checking, assessing risk, setting up safety management plans etc are all part of the programme.
- Robust safety systems are in place:
  - EOTC paperwork is submitted at least 4 weeks prior to each trip.
  - A Staff Field Guide is checked prior to every trip.
  - Equipment is checked and maintained regularly.
  - Trip-specific gear, clothing, instructions, etc are checked prior to every trip.
  - Higher risk activities have more specific risk assessment.
  - Qualified staff who meet industry standards are always used.
  - Incident management starts by minimising risk as much as possible, then learning from any incident and adapting future planning accordingly.
  - Parent meetings are held early in the year giving full explanation of all aspects of the programme.
  - Use of student vehicles is kept to a minimum and only permitted with full parental and EOTC Coordinator consultation.
  - There is a full induction for new staff and all contractors including police vets, checking of qualifications, etc.
  - All programmes are run by “in house” staff with the exception of canyoning.
  - The team undergoes regular PLD with logbooks of qualifications refreshed regularly. This includes 1<sup>st</sup> aid, wilderness 1<sup>st</sup> aid, health & safety, fatality prevention, etc.
  - A review sheet is completed for each trip. These are reviewed at the end of each year with adaptations to future trips made accordingly.

- Sites are visited and checked prior to activities.
- An emergency scenario is practised each year and includes SLT as part of the response.
- An Adventure Audit is being considered to gain further useful information on how to improve.

Kristel was thanked for her thorough and informative presentation.

### 3. **OPEN SECTION**

All reports pertaining to this meeting were taken as read.

#### **Declaration of Interest**

- No new conflicts of interest have been advised.

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

- No changes to contact details have been advised.

### 4. **WORKPLAN**

- The 2025 OPEX and CAPEX budgets will be presented at the February 2025 meeting. This timeframe will enable the new Finance Manager to work through them thoroughly with both the Acting Principal and Principal.
- The draft 2025 Meeting Schedule will be confirmed at the February 2025 meeting.
- The 2024 Top of the South Trades Academy report was taken as read.

### 5. **PREVIOUS MINUTES**

#### **Resolution:**

*That the previous minutes of 30 October 2024 be accepted as a true and correct record*

Moved: Rachel Robinson

Seconded: Glen Heke

Carried: Unanimous

### 6. **CORRESPONDENCE:**

#### **Inwards**

- Nothing of note received

#### **Outwards**

- Nil

#### **Resolution:**

*That the inwards correspondence be received*

Moved: Rachel Robinson

Seconded: Hannah Banks

Carried: Unanimous

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

The Solutions and Services report for October 2024 was presented by Acting Principal, Hannah Banks:

- Most areas are tracking in adherence to budget.
- Variances to note are:
  - Relief counselling is over budget but not of concern as the cost is recovered by not paying the counsellor who is on leave.
  - The cost of nursing services had been underbudgeted by approximately \$16K.
  - PC Media are contracted to work term-time only. Extra work they have undertaken during school holidays has attracted project fees.
  - Coding of an English assistant was queried. The Acting Principal is to check this with the Finance Manager for correction.
  - The bulk grant is currently 20% under budget. The Acting Principal is to check this large variance with the Finance Manager and email members with the outcome.
- The work of the new Finance Manager thus far was acknowledged.

### **PROPERTY MATTERS**

- This is a complex situation with multiple projects either underway or due to start before the end of the year.
- Significant disruption is being caused for staff having to move out of affected areas. Their cooperation was acknowledged.

### **Safety Fencing**

- This has been commenced in the back part of the school, with the front due to be completed during the holidays.

### **Library**

- This is virtually finished and looks great. A small amount of landscaping and finishing is required ready for opening at the start of 2025.

### **Access and Mobility Projects**

- These are required to allow wheelchair access and will start in the April 2025 holidays.

### **Roofing Repairs**

- The final section is the graphics room.
- Scaffolding is due to be erected shortly. This is in close proximity to the staffroom which is due for imminent demolition and could cause conflict. The Maitai School project will be given priority.

### **Gym Weathertightness Repair and Refurbishment**

- This is a complex project due to funding coming from MOE, 5YA and the Board.
- The \$250K board contribution for additional work was secured based on figures presented by the previous Finance Manager. However, many of these were estimates rather than quotes, there was no contingency included and it transpires that the actual cost will be closer to \$284K.
- A significant amount has already been spent on architect and engineer fees and other reports required by the Ministry.
- General costings were supplied by the Project Manager but the Board have requested actual quotes before making any further decisions.
- It may be necessary to revise the scope of the project and pause less essential parts until a later date.
- The MOE will dictate how 5YA money is to spent.

### **Electrical Review**

- This is a priority for the MOE but will take a significant amount out of 5YA.
- They have also requested a boiler report as significant cost could be required for its repair.

### **Outdoor Education**

- The climbing wall is due to be installed during the holidays.
- This learning area is now looking at raising funds for a pump track. A budget request will be included in CAPEX 2025.

### **Resolution:**

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

Moved: Rachel Robinson

Seconded: Maxine Noar

Carried: Unanimous

### **Board Expenses October 2024**

- These are as expected.

### **Resolution:**

*That the Board expenses for October 2024 be approved*

Moved: Rachel Robinson

Seconded: Maxine Noar

Carried: Unanimous

### **Grant Applications**

- Nil

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

Presented by Acting Principal, Hannah Banks.

### **Thank yous**

- Acting Principal Hannah Banks thanked the Board for their support during her tenure as Acting Principal.
- She was thanked by the Board for her thorough reports and great newsletter articles ensuring all are well informed.
- The outgoing Board Secretary was thanked for her work and contribution over a number of years.

### **Staffing 2025**

- This is almost complete as it currently stands, though further changes are likely.
- It is pleasing that a te reo Māori teacher has been appointed.

### **EOTC Update**

- The connection between EOTC and schoolwide Health & Safety was explained.

### **Teacher Workplace Survey**

- Results of the survey are included in the report.
- 70% of teaching staff completed the survey.
- Much of it is positive, but with some areas identified for as concern. These include:
  - The pace of change and introduction of new initiatives.
  - Teachers not feeling involved in decision making.
  - Disconnect between staff and SLT.
- The Acting Principal has met with the PPTA Union Rep to discuss possible next steps and will seek more information from staff if necessary.

### **Pastoral Update**

- The number of stand downs were mentioned by the Acting Principal but endorsed by the board who felt it important to draw a “line in the sand” in order to look after the needs of other students and staff.
- Board members were thanked for their willingness to attend disciplinary hearings.

### **Achievement Update**

- The nationwide trend of Level 1 results tracking below normal continues due to changes in this qualification.
- Other levels are tracking in line with previous years.

### **Resolution:**

*That the Principal’s Report for November 2024 be adopted*

Moved: Hannah Banks  
Seconded: Jodie Colvin  
Carried: Unanimous

## **9. GOVERNANCE GENERAL MATTERS**

### **The Policy for review in Term 4 is the Finance and Asset Management Policy:**

- Finance and Asset Management Policy (Board review)
- Managing Income and Expenditure (Board review)
- Financial Conflicts of Interest (Board review)
- School Donations and Student Activity Payments/Attendance Dues and Other Income
- Expenditure
- Asset Management and Protection (Board review)
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud and Theft

Feedback by Friday 13 December 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:

- Performance Management
- Professional Development
- Staff Leave
- Media
- Staff Conduct
- Food and Nutrition
- EOTC
- Attendance Procedures
- Academic Authenticity
- Generative AI
- International Learners Concerns and Complaints

## **10. PUBLIC EXCLUDED SECTION**

*Public Excluded Section commenced at 6:47 pm (at the end of the meeting).*

*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: Glen Heke  
 Seconded: Rachel Robinson  
 Carried: Unanimous

*Moved out of Public Excluded Section at 6:58 pm*

## **11. GENERAL BUSINESS**

Discussed prior to Public Excluded section.

### **Schoolwide EOTC Management Plan and Processes**

- The final version of this document was presented.
- The presentation by the Head of Outdoor Education and regular updates in the Principal's report were noted as being appreciated.

### **Resolution:**

*That the final version of the EOTC Safety Management Plan be approved and signed by the Presiding Member on behalf of the Board.*

Moved: Hannah Banks  
 Seconded: Maxine Noar  
 Carried: Unanimous

### **Amendment to the Reserve Powers and Delegations Schedule 2024.**

- An additional clause (13. EOTC) has been included and endorsed by the Board.
- It was requested that references to communication with the media be checked for consistency across all school documentation before the updated version is signed.

## Youth Nelson Management Report Term 3 2024

- This report was taken as read.
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### Australia Volleyball Trip

- The Acting Principal has met with the Director of Sport a number of times regarding organisational aspects of this trip.
- Parent communication via letter and in-person meetings has ensured an understanding that the trip is only approved if all payments have been made in full prior to bookings being made.
- The second instalment deadline is due Friday 29 November.
- The Presiding Member and Acting Principal agreed that funds from the first instalment could be released to secure flight bookings only, and that no further bookings are to be made until all payment is complete. Further expenditure requires approval by the Acting Principal.
- It was reiterated that the Board is not prepared to contribute financially to the trip.

## 12. ITEMS FOR NEXT MEETING

| Action   | Person Responsible                | Due Date            |
|--|-----------------------------------|---------------------|
| English Assistant coding to be checked in Finance report   | Acting Principal, Finance Manager | February 2025       |
| Variance in bulk grant to be checked and board members notified of the outcome                   | Acting Principal, Finance Manager | As soon as possible |
| Detailed quotes for additional work on gym to be requested from the Project Manager              | Acting Principal, Finance Manager | As soon as possible |
| Next steps following results of teacher workload survey  | Acting Principal, SLT, PPTA Rep   | February 2025       |
| School documentation checked to ensure references to communication with the media are consistent | Acting Principal, EA              | February 2025       |

## 13. MEETING CLOSED

Meeting closed: 7:03 pm

Signed:

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Rachel Robinson (Presiding Member)

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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 |
|--------|--------|--------|--------|--------|--------|--------|--------|