

CONFIRMED MINUTES

BOARD MEETING - AUGUST 2025



At the **Board Meeting - September 2025** on **17 Sept 2025** these minutes were **confirmed as presented**.

Name:	Nayland College
Date:	Wednesday, 13 August 2025
Time:	5:30 pm to 6:43 pm (NZST)
Location:	Nayland College, 166 Nayland Road, Stoke, Nelson, New Zealand
Board Members:	Daniel Wilson, Diane Strong, Glen Heke, Isaac Carnegie, Luke Halcrow, Maxine Noar, Ross Gerritsen
Attendees:	Belinda Lee
Apologies:	Anne Cox, Rachel Robinson

1. Karakia

1.1 Opening Karakia

2. Open Section

2.1 Welcome, Present and Apologies

Apologies were received from Rachel Robinson and Anne Cox.

Maxine Noar to chair the meeting in Rachel's absence.

2.2 Confirm Minutes

Board Meeting - June 2025 25 Jun 2025, the minutes were confirmed as presented.

2.3 Interests Register

The Interests Register was **noted**.

2.4 Correspondence

The inward and outward correspondence was **noted**.

2.5 Board Workplan - August 2025



Board workplan accepted

Approved

Decision Date: 13 Aug 2025

Mover: Maxine Noar

Seconder: Isaac Carnegie

Outcome: Approved

3. Finance and Property

3.1 Finance and Property Report

New ICT provider, going well but uncovering lots of holes which is costing money to fix.

We have a new electricity agreement contract, first 6 months tariffs will be high, but over the three year period will be lower (from Jan 26), we can potentially claim a % of the difference from the Ministry.

Review of mobile phones underway.

Approval of new canteen provider Tuckr - the intention is to bring this to the next meeting for approval. We have been out to tender, but there was only one provider in the area that was interested.

Noted that admin costs have been high this year: marketing, recruitment, prospectus and video.

We have working capital \$1.8m (Ministry guidance is \$1.1m for a school of our size)



Approval of audited annual financial statements

That the Board approves the audited annual financial statements for the year ended 31 December 2024 and authorises the Presiding Member and Principal to sign on behalf of the Board

Decision Date: 13 Aug 2025

Mover: Daniel Wilson

Seconder: Diane Strong

Outcome: Approved



Approve Finance Report

That the Finance report be approved by the Board.

Decision Date: 13 Aug 2025

Mover: Maxine Noar

Seconder: Isaac Carnegie

Outcome: Approved



Remove any identifying details from the H&S Incident Register

Remove any identifying details from the H&S Incident Register.

Due Date: 18 Aug 2025

Owner: Belinda Lee



Approve the Health & Safety Report

That the Health & Safety Report be approved by the Board.

Decision Date: 13 Aug 2025
Mover: Maxine Noar
Seconders: Glen Heke
Outcome: Approved



Approve Property Report

That the Property Report be approved by the Board.

Decision Date: 13 Aug 2025
Mover: Daniel Wilson
Seconders: Diane Strong
Outcome: Approved

4. Principal's Report

4.1 Principal's Report

NCEA - we have concerns around vocational education, how will it fit into framework, will you be able to use towards a qualification, etc. We will be doing a submission as SLT, and will run this past the Board before submitting.

Stand downs and suspensions are decreasing as a result of the programme we have in place. We have employed as Assistant Pastoral Coordinator which is helping. Thank you to the Board for your support with this.

Noted that two excluded students were returned via the Ministry.



Approve Principal's report

That the Principal's report be approved by the Board.

Decision Date: 13 Aug 2025
Mover: Daniel Wilson
Seconders: Isaac Carnegie
Outcome: Approved

5. Governance and General Matters

5.1 Policies for review this term

The Board **noted** the following policies are due for review this term on SchoolDocs:

For Board review

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

For general review

- Food and Nutrition

- Police Vetting
- Missing Student Procedure

5.2 Board Assurances Term 3

The Board **noted** the following Board Assurances for Term 3 2025:

- Student Attendance
- Reporting about Student Progress and Achievement
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal
- Safety and Welfare for Students on Work Experience
- Food and Nutrition

6. Public Excluded Session

6.1 Public Excluded Session

The meeting moved in to Committee Only at 6.20pm

7. Governance and General Matters (continued)

7.1 International Policy Refresh 2025

The meeting moved out of Committee at 6.37pm.

The International Policy document was discussed.

Noted that some policies have not been updated for 20 years; accordingly the policies have been updated to the Schools International Education Business Association (SIEBA) guidelines.

The Board queried the International Students' Refunds Policy, in particular: *"Except by written request from a student or their parent, prepaid feed unused at the end of enrolment amounting to less than NZD\$500 will be refunded to the student in cash. Sums greater than NZD\$500 will be refunded into a nominated bank account."*

GMR to provide clarity on this.



International Policy Refresh

That the proposed changes to the International Policies be approved.

Decision Date: 13 Aug 2025
Mover: Daniel Wilson
Seconded: Diane Strong
Outcome: Approved

7.2 Union Action

The Board discussed the upcoming Teachers Union Strike, proposed to take place on Wednesday 20 August.

The Board agreed that the school close for instruction but remain open for supervision.

8. Meeting Close

8.1 Closing Karakia

8.2 Close the meeting

Next meeting: Finance Committee Meeting - September 2025 - 15 Sept 2025, 7:30 am