

MINUTES (in Review)

BOARD MEETING - NOVEMBER 2025



Name:	Nayland College
Date:	Wednesday, 26 November 2025
Time:	5:45 pm to 6:40 pm (NZDT)
Location:	Nayland College, 166 Nayland Road, Stoke, Nelson, New Zealand
Board Members:	Rachel Robinson (Chair), Daniel Wilson, Isaac Carnegie, Tamara Allen, Rachael Purdie, Luke Halcrow
Attendees:	Belinda Lee
Apologies:	Maxine Noar, Anne Cox, Taifau Sau

1. Karakia

1.1 Opening Karakia

1.2 Welcome, Present and Apologies

Rachel welcomed the board members and thanked them for their ongoing support and work throughout the principal appointment process.

2. Open Section

2.1 Confirm Minutes

Board Meeting - October 2025 29 Oct 2025, the minutes were confirmed as presented.

2.2 Interests Register

2.3 Correspondence

The Board noted the correspondence register. No further discussion was required.

2.4 Board Workplan - November 2025

It was noted that some items will be pushed to 2026:

- Top of the South Trades Academy (TOTSTA) Report 2025
- Youth Nelson Report 2025

The 2026 Workplan was discussed. A draft plan is to be reviewed at the February meeting.



That the 2025 Board Workplan be approved

Approved

Decision Date: 26 Nov 2025
Mover: Rachel Robinson
Outcome: Approved

3. Finance and Property

3.1 Finance and Property Report



Statement of Responsibility

Approved

Decision Date: 26 Nov 2025
Mover: Tamara Allen
Seconder: Rachael Purdie
Outcome: Approved



Use of documents in 2025 annual documents

Approved

Decision Date: 26 Nov 2025
Mover: Rachel Robinson
Seconder: Luke Halcrow
Outcome: Approved

Highlights

- Strong operating surplus of \$112k, significantly above the budgeted \$24k.
- Income at 90% of budget, boosted by higher-than-expected MOE grants (including ESOL).
- Expenses at 88%, with overspending in administration and property, particularly electricity.
- International revenue tracking well at 88% of budget.
- Net assets increased to \$3.85m with working capital at \$1.91m.
- Capex mostly spent, with larger investment in ICT planned for 2026.
- Several property projects progressing, including gym ceiling work, roofing replacements and Music area redevelopment planning.

Budget

- Budget forecast - conservative approach as we have reduction in students 2026
- Budget not yet formalised. Board agreed to hold until next year, full Board to approve with Finance Committee approval
- Capex budget reviewed and approved by the Board



Finance Committee Meeting

Schedule out of cycle finance committee meeting to approve operating budget

Due Date: 30 Nov 2025
Owner: Belinda Lee



Capex Budget

Capex budget approved
Great plan around IT spend

Decision Date: 26 Nov 2025
Mover: Rachel Robinson
Seconder: Isaac Carnegie
Outcome: Approved

4. Principal's Report

4.1 Principal's Report

Daniel spoke about the recent Leadership Offsite. Learning Area action plans and goals are currently being developed. There will be no accountability plans until a year later.

Daniel reiterated the importance of middle leadership understanding the strategic plan.

The Board were happy with Y11 academics, and acknowledged that the work that is being done in the junior school around literacy and numeracy is playing off.



That the Principal's report be approved.

Approved

Decision Date: 26 Nov 2025
Mover: Rachel Robinson
Seconder: Tamara Allen
Outcome: Approved

5. Governance and General Matters

5.1 2026 Board and Finance Committee Meeting Dates

The proposed dates for 2026 board and committee meetings were presented to the Board.

The Board accepted the schedule and the dates are to be locked in and the schedule published.

5.2 World Challenge 2026



That the Unearthed Education Malaysia Trip 2026 be approved

Approved

Decision Date: 26 Nov 2025
Mover: Rachel Robinson
Seconder: Tamara Allen
Outcome: Approved

6. Public Excluded Session

7. Meeting Close

7.1 Closing Karakia

7.2 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____