

## Board of Trustees Minutes – 25 March 2026

**Meeting:** Board of Trustees Meeting

**Date:** Wednesday 25 March 2026

**Time:** 5.30pm

**Venue:** Staff Room, Nayland College

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### 1. Opening

The meeting was opened with karakia.

### 2. Hola Reports

Presented to the Board by the SLT

### 3. Welcome/ Present / Apologies

Present: Rachel Robinson (Presiding Member), Hannah Banks, Maxine Noar, Tai Sa'u, Tamara Allen, Anne Cox, Hayley Pemberton, Rachael Purdie, Luke Halcrow

In Attendance: Janette Jessop (Acting Board Secretary)

Guests: HOLA line leaders

Tina Marshall – new EO/Board Secretary

Welcome: New board member Hayley Pemberton – co-opted from 25.3.26

Apologies: Isaac Carnegie

Motion: That apologies be accepted. Moved: Rachel Robinson Seconded: Maxine Noar  
Carried

### 4. 2026 workplan

- Annual implementation plan done
- Strategic plan confirmed.
- Handbook and policies to be reviewed with Tina once onboard.

### 5. Declaration of Interests

No new conflicts of interest declared

### 6. Minutes of Previous Meeting

Motion: That the minutes of the 25 February 2026 meeting be accepted. Moved: Rachel Robinson Seconded: Anne Cox Carried

## 7. Correspondence

Motion: That correspondence be received from 21 February 2026 to 25 March 2026. Moved: Maxine Noar Seconded: Anne Cox Carried

### Noted:

- Ministry of Education Bulletin (Issue 209)
- SchoolDocs Mid-Term 1 Advisory

## 8. Finance and Property Report

The Finance Committee reported that for the period ending February 2026, Nayland College is in a strong financial position, with a year-to-date operating surplus of \$101,768, significantly ahead of budget by \$62,586, and performance tracking appropriately for this stage of the year. Income and expenditure are both in line with expectations, while cash reserves (\$6.21M) and working capital (\$1.95M) remain robust, supporting ongoing operations. Capital expenditure is front-loaded but within budget, and staffing levels are slightly above entitlement but expected to normalise in Term 2. The Committee confirmed there are no significant financial concerns, with key areas under active monitoring, and recommended Board approval of the February 2026 financial statements and the cyclical maintenance plan (\$493,203 liability). The Board is also asked to note audit-related matters regarding pay equity funding and the TOTSa liability, where management positions have been outlined for audit consideration.

Motion: February Financial Statements approved. Moved: Anne Cox Seconded: Tamara Allen Carried

Motion: Cyclical Maintenance Plan approved. Moved: Anne Cox Seconded: Tai Sa'u Carried

The Board formally **notes**:

- Pay Equity Funding (\$102,872) – management position to retain in 2026
- TOTSa Liability (\$389,352) – not considered College funds and excluded from retained earnings

Motion: Finance Committee report received. Moved: Anne Cox Seconded: Maxine Noar Carried.

## 9. Health and Safety Report

Motion: Report accepted. Moved: Tamara Allen Seconded: Hayley Pemberton Carried

**Noted:**

- 6 incidents and 2 hazards reported
- No critical trends but ongoing monitoring required
- Risks include sports and EOTC-related activities

## 10. Principal's Report

Motion: Report accepted. Moved: Maxine Noar Seconded: Rachel Robinson Carried

**Key Matters Noted:**

- Strong student achievement and co-curricular participation
- NCEA achievement targets and implementation plan underway
- Increase in stand-downs and two suspensions noted
- Behaviour trends being actively managed, including external agency liaison
- Monitoring of school behaviour
- EOTC programme underway

## 11. Governance and General Matters

The Board:

- **Noted** the SchoolDocs Mid-Term 1 Advisory
- **Agreed** to complete the Term 1 review: *Safety On and Off School Grounds*
- Kathy Sherwood to bring Tina up to speed with policy documents.

## 12. General Business

The Board:

- Noted the pōwhiri arrangements for incoming Principal Kenny Diamond (2 April 2026) and Supported Board representation at the event. Ngāti Koata to attend,
- Election of Privacy Officer and Returning Officer deferred to the May meeting.
- Gavin Millar, International Director will present his international report at the next meeting in May 2026.
- Hamish and Anna have been acknowledged by the Board for their good work over the past year with Hamish being an acting Deputy Principal and Anna the Acting Assistant Principal.

## 13. Public Excluded Session

Motion: Move to Public Excluded Session. Moved: Rachel Robinson Seconded: Maxine Noar Carried

## 14. General Business

## 15. Closure

Meeting closed with Karakia at 6.48 pm

Next Meeting: May 27<sup>th</sup> 5.30 pm 2026 in the Board Room

Signed: \_\_\_\_\_

Presiding Member

Date: \_\_\_\_\_