



## Board of Trustees Meeting Minutes

Thursday 14<sup>th</sup> September 2023 – 5.00pm

**Present:** Richard Smith, Manoli Aerakis, Deleece Hall, Vikki Heays, Tim Gall, Richard McLaren (Acting Principal), Edward Henderson - left 7.00pm, Jacqui Maitland (Minutes), Andrew Murray – left 7.00pm (MoE appointed Specialist Help Provider),

No.	Agenda Items	Actioned by
1.	<b>Welcome</b> 1.1 Welcome & Karakia. 1.2 Apologies – Nil 1.3 Conflicts of Interest – Manoli, Nelson Builders (client)	
2.	<b>Administration</b>  <b>2.1 Confirmation of previous Minutes.</b> <b>Motion:</b> The minutes of the Board of Trustees meeting held on 17 <sup>th</sup> August 2023 were approved as a true and correct record. <b>Approved</b>  <b>2.2 Outstanding Items/Matters Arising - nil</b>  <b>2.3 Correspondence In /Out – taken as read.</b> <b>MOTION:</b> The Board approve the payment of Duncan Cotterill invoice #1307488	Previous minutes confirmed  BOT approved payment of Duncan Cotterill invoice
3.	<b>Tumuaki's Reports</b> (taken as read).  <b>3.1.1</b> <b>MOTION:</b> The Board approve the September Tumuaki reports <b>Approved</b>  <b>MOTION:</b> The Board approve the September Finance and Property Report. <b>Approved</b>  <b>Campus Vision</b> Project is currently on hold and will be reviewed within the next month. Committee will re-allocate the internal project management if needed so that the plan can be reviewed and a recommendation made to the Board. Agreed that the process will be consultative with staff, students and the Board.  <b>Asset Sales/Debt Elimination</b> The Westmount/Caretaker – currently under a conditional S&P Agreement. Board discussed various scenarios and options if conditions cannot be lifted.  Motion: The Nelson College Board agrees to a reduced sale price up to \$20,000 if required. <b>Approved</b>  The Section 40 process for Broads is in progress. Time estimate advised to the Board for this is up to 6 months.  <b>Finances –</b> F&P Chair noted that finances are currently tracking better than forecasted & that a high level reforecast is in progress.	BOT approved the Tumuaki & the September Finance and Property reports.  BOT agreed to a sale price reduction up to \$20k if required.

	<p><b>Audit Report</b> - Board noted the 3 points raised in the report. Agreed that Tumuaki to complete the review of journals.</p> <p><b>MOTION:</b> The Board approve the August 2023 monthly accounts. <b>Approved</b></p> <p><b>Property</b> Board reviewed the revised financials for the reinstatement work required &amp; agreed that the work is essential. Noted that some of the cost may be recovered via insurance</p> <p><b>MOTION:</b> The Nelson College Board approve the quote from Nelson Builders for the reinstatement of the food tech and canteen areas of the Dining room to \$16,500.00 over the approved total budget of \$211,217. <b>Approved</b></p> <p>Board agreed that it is more economical to do the painting of the Old Gym while the scaffolding is still in place from the maintenance repairs. <b>Action:</b> Acting Principal &amp; Business Manager to provide comms to staff re: painting of Old Gym</p> <p><b>MOTION:</b> The Nelson College Board agrees to exterior paint of Old Gym up to \$17,500 plus GST – subject to obtaining further quotes, if possible <b>Approved</b></p> <p>Board reviewed recommendation from Noble Project Managers for the design of roof remediation for A and X (known as B) Block and covered walkways. No issues for engaging Redbox.</p> <p><b>MOTION:</b> The Nelson College Board sign short form agreement with Redbox and Design Fees release. <b>Approved</b></p> <p>Board discussed the legal requirements for the College to have an Asbestos Management Plan and agreed to move forward with finalising a plan.</p> <p><b>MOTION:</b> The Nelson College Board approve completion of an Asbestos Management Plan up to the total costs of \$10,000.00. <b>Approved</b></p> <p><b>3.1.3 Trust Foundation</b> Funds are performing well and the Trust has some great plans in progress. <b>MOTION:</b> The Nelson College Board approves the September Trust Foundation Report. <b>Approved</b></p> <p><b>3.2.9 Health &amp; Safety</b> <b>The Board accepted the monthly Health and Safety Reports for September 2023.</b> Board requested that the Health &amp; Safety Officer attend at least 2 Board meeting per year. Acting Principal noted that the SLT has discussed that each SLT member would attend 2 meetings a year.</p>	<p>BOT approved the August monthly accounts.</p> <p>BOT Approved quote for reinstatement of Food Tech/Canteen areas</p> <p>BOT agreed to exterior paint Old Gym up to \$17.5k</p> <p>BOT agreed to sign short form agreement with Redbox</p> <p>BOT approved completion of an Asbestos Management Plan up to \$10k</p> <p>September Trust Foundation report approved.</p> <p>H&amp;S Report for September Approved.</p>
4.	<p><b>General Business</b></p> <p><b>4.1 Prep EOTC request</b> – Approved</p> <p><b>4.2 Catering – BOT End of Year Dinner.</b> Approved</p> <p><b>4.3 Nelson College for Girls – Board of Trustees Combined discussion</b></p> <p>Boards discussed key areas for collaboration between the schools that assists both the schools &amp; whānau/students. Also discussed opportunities to share promotional activities such as fairs, international marketing etc.</p>	

<b>5.</b>	<p><b>The meeting moved into Committee at 6.20pm.</b></p> <p><b>In-Committee Items</b></p> <p>Move that the public be excluded from this part of the proceedings of this meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987. The reasons for this resolution are as follows:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>General subject of each matter to be considered</b></th> <th style="text-align: left; width: 35%;"><b>Reason for passing this resolution in relation to each matter</b></th> <th style="text-align: left; width: 35%;"><b>Ground(s) under section 48 (1) for the passing of this resolution</b></th> </tr> </thead> <tbody> <tr> <td>Staff matters</td> <td>protect the privacy of persons</td> <td>Section 7 (2) (a)</td> </tr> <tr> <td>Student matters</td> <td>protect the privacy of persons</td> <td>Section 7 (2) (a)</td> </tr> </tbody> </table> <p><b>At 7.00pm the Board moved back into Public Meeting.</b></p> <p style="text-align: right;"><b>Approved</b></p> <p>The meeting ended with a Karakia.</p>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 (1) for the passing of this resolution</b>	Staff matters	protect the privacy of persons	Section 7 (2) (a)	Student matters	protect the privacy of persons	Section 7 (2) (a)	
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Staff matters	protect the privacy of persons	Section 7 (2) (a)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									

Meeting closed at 7.30pm

Next meeting – Thursday 19<sup>th</sup> October, at 5.00 pm.