



Board of Trustees Meeting Minutes

9th February 2024 – 4.00pm

Present: Richard Smith, Tim Gall, Leith Bruning, Manoli Aerakis, Vikki Heays, Guyon Janssen (arrived 5.00pm), Richard McLaren (Acting Principal), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor)

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia.</p> <p>1.2 Apologies – Tim Oughton (Acting Principal),</p> <p>1.3 Election of Presiding Member – Tim Gall nominated Richard Smith. Carried</p> <p>1.4 Election of Deputy Chair – Manoli Aerakis nominated Tim Gall. Carried</p> <p>1.5 Election of Board Committees (F&P, Disciplinary, Trust Foundation)</p> <ul style="list-style-type: none">○ F&P Committee - Manoli Aerakis, Tim Gall (Chair), Richard Smith,○ Discipline - as available, Leith Bruning to lead Committee○ Wellbeing/Workplace Culture – Vikki Heays to lead & coordinate a process ACTION: Richard McLaren to roster Middle Management to report to BoT○ Trust Foundation – Manoli Aerakis, Tim Gall○ NC Old Boys – ACTION: Richard McLaren to check re having a BoT rep on committee. Leith Bruning to be representative is approved by NCOBA <p>1.6 Conflicts of Interest - ACTION: Board Secretary to update Leith Bruning employment</p>	
2.	<p>Administration</p> <p>2.1 Code of Conduct – agreed & signed</p> <p>2.2 Terms of Reference – Disciplinary, Finance & Property Committees – agreed & signed</p> <p>2.3 Delegation of Authorities to Tumuaki – Discussed point A - expenditures limited except for staffing. ACTION: Tim Gall & Andrew Murray to review Point A and table a new Authority for signing.</p> <p>2.4 Timetable Policy – agreed & signed</p> <p>2.5 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 12th December 2023 were approved as a true and correct record. Approved</p> <p>2.6 Outstanding Items/Matters Arising – - Nil</p> <p>2.7 Correspondence In /Out – taken as read.</p>	Previous minutes confirmed

<p>3.</p>	<p>Tumuaki’s Reports (taken as read).</p> <p>3.1.1 Chair of F&P Committee outlined review from F&P Committee hui. Finances on budget. Note that insurance payment received & showing as income however not all expenses incurred. Agreed to account for this in the P/L with a separate line.</p> <p>Depreciation review will be done by Manoli & Business Manager and they will provide recommendations/policies to BoT. They will also review a policy for cash reserves.</p> <p>MOTION: The Board approve the February Tumuaki reports Approved</p> <p>MOTION: The Board approve the February Finance and Property Report. Approved</p> <p>MOTION: The Board approve the December 2023 monthly accounts. Approved</p> <p>Asset Sales/Debt Elimination</p> <p>Westmount/Caretakers Houses sale - Settles on 22/2 – separation of electricity & water meters in progress. Finalisation of easement in process.</p> <p>Broads – recommendation from F&P Committee that the Board confirm that it intends to sell Broads. A sub-committee (MA, TG & RS) will evaluate a strategy and will report at BoT hui).</p> <p>ACTION: Richard McLaren to provide BoT with a usage report for Broads, as well as confirming MoE meterage/per student requirements.</p> <p>MOTION: That the Nelson College Board intends to sell Broads. Approved</p> <p>3.2.5 Mobile Phone Policy – Survey with parents was 88% in favour of “away for day”. Tumuaki has been discussing collaboration with NCG on policy & procedures.</p> <p>MOTION: That the Nelson College Board approves the draft Mobile Phone Management Policy. Approved</p> <p>3.2.7 Working Party Update Progressing well – first hui for 2024 scheduled for 20th Feb.</p> <p>3.2.9 Uniform Review – Commercial Partner selection Uniform Review Committee provided 3 commercial partner options for the Board to consider. Board discussed pros/cons for a uniform store on site and agreed to hold stores of uniform at the college for students get sizing before placing online orders.</p> <p>MOTION: That the Nelson College Board appoints NZ Uniforms as the Commercial Partner for uniform supply offsite. Approved</p> <p>Trust Foundation Board noted that the new bequest should come in Q2. BoT will table suggestions for for usage of the money prior to the Q2 Trust Foundation hui.</p>	<p>BOT approved the February Tumuaki & Finance and Property reports.</p> <p>BOT approved the December monthly accounts.</p> <p>BoT approved Mobile Phone Management Policy</p> <p>BoT approved NZ Uniforms as Commercial Partner for uniform supply</p>
<p>4.</p>	<p>General Business</p> <p>4.1 Electronic Resolution:</p> <p>That the Nelson College Board of Trustees agrees to select Leith Bruning to fill the Casual Vacancy by selection as the Board Member to replace Matt Walters. Approved</p>	<p>BoT approved Leith Bruning as a new Trustee.</p>

5.

The meeting moved into Committee at 6.20pm.

In-Committee Items

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 (1) for the passing of this resolution
Staff matters	protect the privacy of persons	Section 7 (2) (a)
Student matters	protect the privacy of persons	Section 7 (2) (a)

At 7.00pm the Board moved back into Public Meeting.

Approved

The meeting ended with a Karakia.