



## Board of Trustees Meeting Minutes

23<sup>rd</sup> May 2024 – 5.00pm

**Present:** Richard Smith, Tim Gall, Leith Bruning, Vikki Heays, Guyon Janssen, Tim Oughton (Acting Principal), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor)  
**Guests:** Cath Elliott – F/L English, (5.00pm - 5.40pm)

No.	Agenda Items	Actioned by
1.	<b>Welcome</b> 1.1 Welcome & Karakia. 1.2 Apologies – Manoli Aerakis, 1.3 Conflicts of Interest - Nil 1.4 Faculty Leader report (English – Cath Elliott)	
2.	<b>Tumuaki’s Reports</b> (taken as read). Chair of F&P Committee outlined the recommendations and notes from the May F&P Committee hui.  <b>MOTION: That the Nelson College Board accept the 2023 Draft Audit Report as tabled in the draft Annual Report. Approved</b>  <b>MOTION: That the Nelson College Board engage an external party, up to a value of \$10k, to review asset management. Approved</b>  <b>ACTION:</b> Andrew Murray will seek recommendations for the external party.  <b>MOTION:</b> The Board approve the May Finance and Property Report. <b>Approved</b>  <b>MOTION:</b> The Board approve the April 2024 monthly accounts. <b>Approved</b>  <b>MOTION:</b> The Board approve the May Tumuaki reports <b>Approved</b>  <b>2.1 Te Pānui o te Tumuaki Tiaki</b> <ul style="list-style-type: none"><li><b>Cyclical Maintenance Adjustment</b> <b>MOTION: That the Nelson College Board adjust cyclical maintenance provision to a non-inflation adjusted provision. Approved</b></li><li><b>Prep Fees</b> Decision on hold as Board investigates some further details. Board will confirm decision via electronic resolution by 31st May.</li><li><b>Boarding Fees</b> <b>MOTION: That the Nelson College Board approves the proposed Boarding 2025 fees as tabled. Approved</b> Noted that Board need to review G/L expenses within next 12 months.</li></ul>	<p>BOT approved the draft 2023 Audit Report.</p> <p>BOT agreed to engage an external party, up to the value of \$10k, to review asset management,</p> <p>BOT approved the April monthly accounts.</p> <p>BOT approved the May Tumuaki &amp; Finance and Property reports.</p> <p>BOT agreed to adjust cyclical maintenance provision to a non-inflation adjusted provision.</p> <p>BOT approved the proposed 2025 Boarding fees</p>

	<ul style="list-style-type: none"> <li> <b>Master Plan Lite</b>  F&amp;P Committee will meet with WSP on site in June to review the MasterPlan Lite draft. Following this meeting the Board will review a draft plan. </li> <li> <b>Ground Maintenance Contract</b>  Business Manager will contact contractors and request further quotes. </li> <li> <b>Front Field Management</b>  Board noted the draft plan received however it agreed to decline the proposal and continue with the College managing the field as part of its operations.  <b>ACTION:</b> The Acting Principal will reply to NCOBA to thanking them for the draft and outline Board decision. </li> </ul> <p><b>2.2 Te Pānui o te Tumuaki</b></p> <ul style="list-style-type: none"> <li> <b>Strategic Plan</b>  <b>Motion: That the Nelson College Board approves the draft Strategic Plan.</b>  <p style="text-align: right;"><b>Approved</b></p> </li> <li> <b>Annual Report</b>  <b>Motion: That the Nelson College Board approves the draft Annual Report.</b>  <p style="text-align: right;"><b>Approved</b></p> </li> <li> <b>Co-Curricular Review</b>  The review has been completed and the Acting Principal has received a draft report. Board agreed to review the Draft report electronically and discuss at the July Board hui.  <b>ACTION:</b> Acting Principal to circulate the draft report to Trustees for review and feedback. </li> <li> <b>EOTC Policy</b>  Board noted that the Acting Principal has reviewed the EOTC current policy and discussed operating procedures with relevant staff. Board agreed to a policy review, in conjunction with a procedures review.  <b>ACTION:</b> Acting Principal to review EOTC policy and procedures and table recommendations to Board. </li> <li> <b>Broads Update</b>  Board discussed next steps for progressing sale options on Broads.  <b>ACTION:</b> Presiding Member will contact possible interested parties to seek EOIs. </li> <li> <b>H&amp;S</b>  Board discussed issue of traffic management on college grounds, including the the speed of students exiting the grounds on bikes.  <b>ACTION:</b> Acting Principal &amp; SLT to review options to mitigate speed issues. </li> </ul>	<p>BOT approved the draft Strategic Plan</p> <p>BOT approved the draft Annual Report</p>
<p><b>3.</b></p>	<p><b>General Business</b></p> <p><b>3.1 Electronic Resolutions:</b></p> <p style="text-align: right;"><b>Approved</b></p> <p><b>Motion:</b> That the Nelson College Board consents to the Public Trust’s application to become the registered owner of the Land (pursuant to section 90 of the Land Transfer Act). That the Board consents to the Public Trust subsequently transferring the Land to the Nelson College for Girls Board.</p> <p><b>Motion:</b> That the Nelson College Board freezes the International Fees for 2025.</p>	<p>Bot approved electronic resolutions</p>

	<p><b>3.2 Funding Requests</b></p> <p><b>Motion:</b> That the Nelson College Board of Trustees applies to Mainland Foundation for winter tournament travel and accommodation for 1<sup>st</sup> XI Football, Sr A and Jr A Basketball to the value of \$19,758.27 excl GST. <b>Approved</b></p> <p><b>Motion:</b> That the Nelson College Board of Trustees applies to Lion Foundation for gym equipment for the fitness room to replace old equipment to the value of \$19,950.75 excl GST. <b>Approved</b></p> <p><b>3.3 Te Whakarōputanga Kaitiaki Kura o Aotearoa AGM (formerly NZSTA)</b></p> <p><b>Motion:</b> That the Nelson College Board of Trustees approves Tim Gall to “vote as he sees fit” at the 2024 Te Whakarōputanga Kaitiaki Kura o Aotearoa AGM. <b>Approved</b></p> <p><b>3.4 Social Media – pornography</b></p> <p>Reviewed and noted.</p>	<p>BoT approved funding requests to Mainland Foundation &amp; Lion Foundation</p>									
<p>4.</p>	<p><b>The meeting moved into Committee at 7.07pm.</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" data-bbox="204 927 1133 1075"> <thead> <tr> <th data-bbox="204 949 424 999">General subject of each matter to be considered</th> <th data-bbox="507 949 810 999">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 927 1133 999">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1010 320 1032">Staff matters</td> <td data-bbox="507 1010 772 1032">protect the privacy of persons</td> <td data-bbox="887 1010 1023 1032">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 1043 347 1066">Student matters</td> <td data-bbox="507 1043 772 1066">protect the privacy of persons</td> <td data-bbox="887 1043 1023 1066">Section 7 (2) (a)</td> </tr> </tbody> </table> <p><b>At 7.50pm the Board moved back into Public Meeting.</b> <b>Approved</b></p> <p>The meeting ended with a Karakia.</p>	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)	
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<p>5.</p>	<p><b>Administration</b></p> <p><b>5.1 Confirmation of previous Minutes.</b></p> <p><b>Motion:</b> The minutes of the Board of Trustees meeting held on 21<sup>st</sup> March 2024 were approved as a true and correct record. <b>Approved</b></p> <p><b>5.2 Outstanding Items/Matters Arising – updated</b></p> <p><b>5.3 Correspondence In /Out – taken as read.</b></p>	<p>Previous minutes confirmed</p>									

Meeting closed at 7.30pm

Next meeting – Wednesday 3<sup>rd</sup> July, at 5.00 pm.