



Board of Trustees Meeting Minutes

3rd July 2024 – 5.00pm

Present: Richard Smith, Tim Gall, Leith Bruning, Vikki Heays, Guyon Janssen, Manoli Aerakis, Tim Oughton (Acting Principal), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor)
Guests: Tim Coker, NZ Uniforms – left 5.30pm, Richard McLaren (Deputy Principal) – left 5.55pm

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia. 1.2 Apologies – Nil 1.3 Conflicts of Interest - Nil 1.4 NZ Uniforms – Tim Coker</p> <ul style="list-style-type: none">- NZ Uniforms outlined sports uniform supply and addressed supply timeframes and colour concerns. <p>MOTION: That the Nelson College Board approves ProBrands as the sports uniform supplier for Nelson College for 2 years.</p>	<p>BOT approved ProBrands as the NC sports uniform supplier for 2 years.</p>
2.	<p>Tumuaki's Reports (taken as read).</p> <p>Chair of F&P Committee outlined the recommendations and notes from the July F&P Committee hui.</p> <p>MOTION: The Board approve the June Finance and Property Reports. Approved</p> <p>MOTION: The Board approve the May 2024 monthly accounts. Approved</p> <p>MOTION: The Board approve the June Tumuaki reports Approved</p> <p>2.1 Te Pānui o te Tumuaki Tiaki</p> <ul style="list-style-type: none">• Broads Sale Update<ul style="list-style-type: none">- The process for a designation change has been confirmed. A new valuation is in progress. EoIs will be finalised after the valuation is received.• Broads Lease<ul style="list-style-type: none">- Current lease expires 2027 and Health NZ have requested a cancellation of the lease. The Board discussed request and best option for Nelson College.<p>Motion: That the Nelson College Board of Trustees does not agree to the request to terminate the Broads lease with Health NZ. Approved</p>• Staffing<ul style="list-style-type: none">- Board will meet with staffing management to review matrix of staffing across the school.• Insurance<ul style="list-style-type: none">- The Board have agreed to seek insurance tenders by the end of the calendar year.• Cyclical Maintenance – painting<ul style="list-style-type: none">Recommended that we seek more quotes before confirming contractor. Board noted and agreed to the proposed cyclical maintenance programme for painting.	<p>BOT approved the May monthly accounts.</p> <p>BOT approved the June Tumuaki & Finance and Property reports.</p> <p>BOT does not agree to the request to terminate lease for Broads</p>

	<ul style="list-style-type: none"> Franklyn St Easement Board requested a clause be added to the resolution confirming that Nelson College can request the line be readjusted (at NC expense) in the future. This will allow the college to upgrade the ground if required. Ground Maintenance Contract A proposed ground maintenance contract was presented. Motion: That the Nelson College Board of Trustees approve entering into an annual ground maintenance contract, up to \$101,200k. Approved <p>2.2 Te Pānui o te Tumuaki</p> <ul style="list-style-type: none"> Co-Curricular Review Discussed review and various options to move forward recommendations. Agreed next steps would be to share review with staff. The Staff Working Group will then provide staff priorities from review and feedback. Once priorities are confirmed these will be shared with students. Priorities and feedback to be tabled at September Board hui. ACTION: Acting Principal to share review with staff, along with suggested considerations. Board Secretary to table at next staff working party hui. Staff Culture Survey results Board noted that less than 50% of staff participated and that there was an improvement on 2023 results. ACTION: Board Secretary to arrange a comparison report for 2023 & 2024 surveys. If available a national average to be added. ACTION: Board Secretary to get feedback on result for 2nd question in School Leadership section. Attendance Board queried process regarding attendance processing when students are absent. ACTION: Term 3 first newsletter to explain absentee process and remind them to ensure their contact details are correct. Policy SchoolDocs system is now in place and will be rolled out in Term 3. Andrew Murray will outline recommended policy/procedures system at August Board hui. ACTION: Board Secretary to forward the Board a copy of EOTC procedures & setup Teams access for BOT to review EOTC application list. Strategy Board requested the Tumuaki report to the one-page strategy document, commencing Term 3. SLT to finalise details on the document. ACTION: SLT to finalise the document and Tumuaki to incorporate in Board reporting moving forward. 	<p>BOT approved entering into a contract up to \$101,200k for annual ground maintenance.</p>
<p>3.</p>	<p>General Business</p> <p>3.1 Electronic Resolutions: Approved</p> <p>Motion: That the Nelson College Board approves that Homestay fees for 2025 are increased to \$16,850 and the International Student Holiday Fees to \$1,100.</p> <p>Motion: That the Nelson College Board approves and supports the proposed deaccessioning initiative by the Scripts/Archives team.</p>	<p>Bot approved electronic resolutions</p>

	<p>Motion: That the Nelson College Board approves the proposed Prep 2025 fees as Year 7 (inc. GST) - \$11,650.00 and Year 8 (inc. GST) - \$11,250.00.</p> <p>3.2 Funding Requests</p> <p>Motion: That the Nelson College Board of Trustees applies to NZCT for winter tournament travel and accommodation for 1st XI Football, Sr A and Jr A Basketball to the value of \$19758.27 excl GST. Approved</p> <p>3.3 Student Representative Election 2024 – Returning Officer</p> <p>Motion: That the Nelson College Board of Trustees appoints Board Secretary, Jacqui Maitland, as the Returning Officer for 2024 Board of Trustees Student Representative election. Approved</p> <p>3.6 Final hui for Acting Principal – Tim Oughton</p> <p>Board noted its thanks to Tim Oughton for his time and work at Nelson College as Acting Principal.</p>	<p>BoT approved funding requests to Mainland Foundation & Lion Foundation</p> <p>BoT approved Jacqui Maitland as Returning Officer for 2024 BoT Student Rep elections.</p>									
4.	<p>The meeting moved into Committee at 8.15pm.</p> <p>In-Committee Items</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="1" data-bbox="204 981 1133 1126"> <thead> <tr> <th data-bbox="204 1003 427 1048">General subject of each matter to be considered</th> <th data-bbox="507 1003 810 1048">Reason for passing this resolution in relation to each matter</th> <th data-bbox="890 981 1133 1048">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1059 319 1081">Staff matters</td> <td data-bbox="507 1059 770 1081">protect the privacy of persons</td> <td data-bbox="890 1059 1026 1081">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 1093 347 1115">Student matters</td> <td data-bbox="507 1093 770 1115">protect the privacy of persons</td> <td data-bbox="890 1093 1026 1115">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 8.30pm the Board moved back into Public Meeting. Approved</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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5.	<p>Administration</p> <p>5.1 Confirmation of previous Minutes.</p> <p>Motion: The minutes of the Board of Trustees meeting held on 23rd May 2024 were approved as a true and correct record. Approved</p> <p>5.2 Outstanding Items/Matters Arising – updated</p> <p>5.3 Correspondence In /Out – taken as read.</p>	<p>Previous minutes confirmed</p>									

Meeting closed at 8.40pm
Next meeting – Thursday 22nd August, at 5.00 pm.