



Board of Trustees Meeting Minutes

22nd August 2024 – 5.00pm

Present: Richard Smith, Vikki Heays, Tim Gall, Leith Bruning, Richard Washington (Tumuaki/Principal), Jacqui Maitland (Minutes),
- Manoli Aerakis (left at , Guyon Janssen, Andrew Murray (Specialist Advisor - MoE) via Zoom (left at 5.55pm)
Guests: Cristina Armstrong-Hernandez (FL Languages) – left 5.40pm

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 Faculty Report – Cristina Armstrong-Hernandez (Languages) ACTION: Tumuaki/Board Secretary to frame up questions for F/L catchups.</p>	
2.	<p>Tumuaki's Reports (taken as read). Chair of F&P Committee outlined the recommendations and notes from the Aug F&P Committee hui.</p> <p>MOTION: The Board approve the August Finance and Property Reports. Approved</p> <p>MOTION: The Board approve the June & July 2024 monthly accounts. Approved</p> <p>MOTION: The Board approve the August Tumuaki reports. Approved</p> <p>2.1 Te Pānui o te Tumuaki Tiaki</p> <ul style="list-style-type: none">Finances – reviewed monthly accounts and reconfirmed goal of a balanced budget. Reviewed & discussed boarding and support staff financial reports as tabled. Agreed that Tumuaki/SLT will need to review options for managing relief costs, Board funded staff. Board requested more detailed commentary on budget variances. ACTION: Tumuaki/SLT to review options – relief costs/process.Assets Sale Update Fell House – recommendation from F&P Committee to investigate cost of converting to staff housing. Agreed ACTION: Presiding Member to review options for obtaining quotes on conversion work for Fell House. Broads – recommendation from F&P Committee to continue with valuation/EoI process with CBRE. Agreed that Board needs to obtain a more accurate independent evaluation prior to next steps. Discussed EoI process and various options for this step. Agreed to inform WSP to engage CBRE. ACTION: Andrew Murray to contact Colliers re costs for a valuation/EoI on Broads. Property – reviewed the new plan and costs estimates for roof replacement on A Block. Need to ensure that the areas being replaced are not red/yellow areas on the	<p>BOT approved the June & July monthly accounts.</p> <p>BOT approved the August Tumuaki & Finance and Property reports.</p>

Campus Vision.

ACTION: Business Manager to ensure roofing doesn't include any red/yellow areas in the campus vision

2.2 Te Pānui o te Tumuaki

- **Annual Implementation Plan 2024**

Wording for Section B.2 of Strategic Plan needs adjusting as balanced budget will include depreciation. Agreed to amend wording to "Achieve a balanced budget for 2025 (less application of maintenance funding)" on both the Strategic Plan and draft Annual Implementation Plan.

Motion: That the Nelson College Board endorse the draft Annual Implementation Plan, subject to the wording correction in B.2.

ACTION: Board Secretary to amend Strategic Plan and Annual Implementation Plan.

ACTION: Tumuaki to provide update on Annual Implementation Plan in Board papers each meeting.

- **Staff Culture Survey results**

Noted improvement over the previous year's results.

- **Co-curricular Review next steps**

Tumuaki recommended that a separate group be formed to work through the review recommendation and feedback from staff. Group would include staff who are interested in this area.

ACTION: Tumuaki to coordinate a working group for the co-curricular review and table feedback at the September Board hui.

- **Boarding Report**

Noted

- **Board Meeting Schedule**

Noted the new NCG Board Presiding Member – Dave McGibbon.

ACTION: Board Secretary to postpone NCG/NC catchup till end of the year

- **Work Plan**

Board requested that the Tumuaki utilize the One-page BoT Summary as the reporting format moving forward.

- **Policy**

Health & Safety – Tumuaki recommended that we engage an external company to review our current H&S on site.

ACTION: Tumuaki to investigate quotes and liaise with F&P committee on next steps.

- **EOTC Approvals**

Tumuaki noted that more information and actions required for both trips before the final BoT approval.

ACTION: Tumuaki to discuss RAMS requirements required for BoT approval on both trips.

ACTION: Board Secretary to submit final documents for approval via electronic resolution.

- **Trust Foundation / NCOBA**

Outlined discussion at the August Trust Foundation meeting re: funding requests to NCTF.

Noted the work from Kieran Cleary – it looks like a good initiative.

<p>3.</p>	<p>General Business</p> <p>3.1 Electronic Resolutions: Approved</p> <p>Motion: That the Nelson College Board agrees to sign the Resolution to the Board for the 101 Franklyn St, Nelson electricity easement with Nelson Electricity Limited.</p> <p>Motion: That the Nelson College Board of Trustees applies to Mainland Foundation for transport and accommodation costs for 1st XV Rugby travel to Timaru to the value of \$5458.20 excl GST and employment of a Rugby Development and Performance Manager for July to Nov of the 2024 Season to the value of \$20,000.00 incl GST.</p> <p>Motion: That the Nelson College Board of Trustees approves the Junior Curriculum Proposal as tabled.</p> <p>3.2 Funding Requests</p> <p>Motion: That the Nelson College Board of Trustees applies to Pub Charity for cricket fees to cover player fees, umpire fees and indoor net subscription to the amount of \$7,313.04 excl GST. Approved</p> <p>Motion: That the Nelson College Board of Trustees applies to Trillian Trust for cricket balls (5 teams worth of balls for the 2024-25 season) to the amount of \$10,817.38 excl GST. Approved</p> <p>Motion: That the Nelson College Board of Trustees applies to Air Rescue for rowing ergs for rowing training and House rowing erg competition, to the amount of \$8,240.00 excl GST. Approved</p>	<p>Bot approved electronic resolutions</p> <p>BoT approved funding requests to Pub Charity, Trillian Trust & Air Rescue.</p>									
<p>4.</p>	<p>The meeting moved into Committee at 7.30pm.</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="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">General subject of each matter to be considered</th> <th style="text-align: left;">Reason for passing this resolution in relation to each matter</th> <th style="text-align: left;">Ground(s) under section 48 (1) for the passing of this resolution</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>At 8.00pm 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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<p>5.</p>	<p>Administration</p> <p>5.1 Confirmation of previous Minutes.</p> <p>Motion: The minutes of the Board of Trustees meeting held on 3rd July 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 8.05pm

Next meeting – Thursday 19th September, at 5.00 pm.