



Board of Trustees Meeting Minutes

19th September 2024 – 5.00pm

Present: Richard Smith, Vikki Heays, Tim Gall, Leith Bruning, Chase Banks, Richard Washington (Tumuaki/Principal), Guyon Janssen left 6.20pm, Andrew Murray (Specialist Advisor - MoE) left at 6.00pm, Jacqui Maitland (Minutes),
- Manoli Aerakis via Zoom left at 6.55pm
Guests: Luke Toynbee (FL Maths) – left 5.30pm

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia. 1.2 Apologies – Nil 1.3 Introduction & welcome to new Student Rep – Chase Banks 1.4 Farewell to outgoing Student Rep – Guyon Janssen 1.5 Conflicts of Interest - Nil 1.6 Faculty Report – Luke Toynbee (Maths)</p> <p>ACTION: Tumuaki to review options for team building for faculty.</p>	
2.	<p>Tumuaki's Reports (taken as read).</p> <p>Chair of F&P Committee outlined the recommendations and notes from the Sep F&P Committee hui. The Committee will continue to review key financial areas, with a focus for achieving a zero budget for 2025.</p> <p>MOTION: The Board approve the Finance and Property Reports. Approved</p> <p>MOTION: The Board approve the August 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: Motion: That the Nelson College Board approves recruiting of a 0.5 Director of Boarding. Carried Motion: That the Nelson College Board holds support staff hires, without Board approval. CarriedAssets Sale Update Fell House – The Board will have a builder review Fell House and provide recommendations.Broads. Valuation expected in October and the Board can then proceed with next steps for expressions of interest.	<p>BOT approved the August monthly accounts.</p> <p>BOT approved the September Tumuaki & Finance and Property reports.</p> <p>BoT approved recruiting a 0.5 Director of Boarding</p> <p>BoT approved holding all support staff hires without Board approval.</p>

	<p>Property:</p> <p>Motion: That the Nelson College Board agree to sign a contract with Brown & Syme to paint the Hall and suspended walkway. Carried</p> <p>Master Plan Lite – Board to review new draft plan. A workshop will be held in Nov with SLT.</p> <p>Trust Foundation – Process for funding applications is in progress. Foundation is working on an outline of the possible Development Officer role and scope of this position.</p> <p>2.2 Te Pānui o te Tumuaki</p> <ul style="list-style-type: none"> <p>Strategic Plan Monitoring Reviewed new reporting and noted changes, additional information required moving forward. Tumuaki/SLT to provide explanations and mitigation plans for areas in amber or red.</p> <p>NCG/NC Meeting alignment Discussed the different meeting schedules and agreed to maintain current meeting schedule for NC.</p> <p>Health & Safety – Noted recent incident of accidental slip and injury to a staff member. The Committee is compiling emergency packs for classrooms, for use in a Lockdown. KAMAR updated for emergency class lists.</p> <p>Co-Curricular Review Discussed steps to date following review and current distribution. Agreed that the Board needs to create a synopsis for wider distribution to stakeholders. NCTF will need to read the review as part of their discussion on the funds distribution process to the College. ACTION: Board Secretary to forward to NCTF Coordinator for distribution as confidential document to NCTF. ACTION: Vikki Heays to write a synopsis for distribution to school stakeholders.</p> <p>Policies Both policies tabled – Legislative & Other, Strategic Planning & Reporting, were reviewed by members. No changes required to either policy. Approved.</p> 	<p>BoT approved signing contract with Brown & Syme to paint Hall & suspended walkway</p> <p>BoT approved Governance Policies as tabled</p>
<p>3.</p>	<p>General Business</p> <p>3.1 Board Updates for staff & community Discussed ensuring that a Board Member is available following each hui to write the Board update. Agreed that September Update incorporate updates from August hui. ACTION: Manoli to write the September Update.</p> <p>3.2 End of Year Board dinner Confirmed Board hui, followed by dinner at Vikki’s house on 10th December.</p> <p>3.3 Pastoral Allowance New time allowance has been provided by the MoE. Recommendation from Tumuaki to create an Engagement and Wellbeing Coordinator (similar to Dean) \$7,000 allowance. This role would be between SLT and Dean roles.</p>	

	<p>Motion: That the Nelson College Board approves the Tumuaki to appoint a new pastoral role with a \$7,000 remuneration. Approved</p> <p>3.4 Electronic Resolutions:</p> <p>Motion: That the Nelson College Board approves the final EOTC RAMS for the Japan and USA Kapa Haka trips. Approved</p>	<p>Bot approved Tumuaki to appoint a new pastoral role</p> <p>Bot approved electronic resolution</p>									
<p>4.</p>	<p>The meeting moved into Committee at 6.55pm.</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" data-bbox="204 600 1133 743"> <thead> <tr> <th data-bbox="204 622 427 676">General subject of each matter to be considered</th> <th data-bbox="507 622 810 676">Reason for passing this resolution in relation to each matter</th> <th data-bbox="890 600 1133 676">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 683 322 705">Staff matters</td> <td data-bbox="507 683 769 705">protect the privacy of persons</td> <td data-bbox="890 683 1024 705">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 716 347 739">Student matters</td> <td data-bbox="507 716 769 739">protect the privacy of persons</td> <td data-bbox="890 716 1024 739">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 7.10pm 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 22nd August 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 7.15pm

Next meeting – Thursday 24th October, at 5.00 pm.

