

# Board of Trustees Meeting Minutes

20th February 2025 - 5.00pm

Present: Richard Smith, Leith Bruning, Tim Gall, Vikki Heays, Chase Banks, Andrew Murray (Specialist Adviser - MoE), Richard Washington (Tumuaki/Principal), Jacqui Maitland (Minutes),

No.	Agenda Items	Actioned by
1.	<ul> <li>Welcome</li> <li>1.1 Welcome &amp; Karakia.</li> <li>1.2 Apologies – Manoli Aerakis,</li> <li>1.3 Conflicts of Interest – Nil</li> <li>1.4 Election of Presiding Member, Deputy Chair, Board Committees – Agreed to continue with the same roles, no elections required.</li> <li>1.5 Conflict of Interest Register – no changes. Conflicts of Interest for hui - Nil</li> </ul>	
2.	Tumuaki's Report (taken as read).  F&P Committee outlined discussions from the Feb F&P Committee hui.  MOTION: The Board approve the Finance and Property Reports.  Carried  MOTION: The Board approve the December 2024 & January 2025 monthly accounts.  Carried  MOTION: The Board approve the February Tumuaki report.  Carried	BOT approved the February Tumuaki reports.
	<ul> <li>2.1 Te Pānui o te Tumuaki Tiaki</li> <li>Finances: Noted financial reports for December 2024 &amp; January 2025.</li> <li>Property: <ul> <li>Insurance – Committee continuing to review insurance options and best fit for some of the properties. Awaiting further quotes</li> <li>Asset Sales – Committee is waiting on the valuation for Broads, which has been delayed. The F&amp;P Committee are continuing to review the range of asset sale options.</li> </ul> </li> </ul>	
	<ul> <li>2.2 Te Pānui o te Tumuaki         <ul> <li>Tumuaki outlined details in the pānui.</li> </ul> </li> <li>Noted high absentee number for Scholarship exams. This is being reviewed by the SLT to ensure future success of students choosing this option.</li> <li>Boarding Report – noted. Good increase in numbers for 2025.</li> <li>Work Plan – discussed inviting other departments to meet with the Board, including Careers, LSC, Counselling, Deans, Prep.         <ul> <li>ACTION: Board Secretary to invite the other departments to present to the Board and discuss option of Deputy Principals attending some hui.</li> <li>Health &amp; Safety report – noted. Board expressed concerns with students on bikes riding at excessive speed on &amp; around the school grounds.</li> </ul> </li> <li>ACTION: Board Secretary to organise a note to be included in newsletter reminding students no riding on grounds and exit school at a slow speed &amp; looking.</li> </ul>	

## **Trust Foundation & NCOBA reports** Noted NCOBA: The Score Board has been purchased and the next steps for installation & training are in progress. NCTF Tumuaki updated the Board regarding the funding from Trust Foundation (via **BOT** approved the **February Trust** Nankervis Estate) for upgrades at Mataki Lodge and a bouldering wall at the college. Foundation & **NCOBA** reports 3. **General Business** 3.1 Review of Strategic Plan Most key objectives due Dec 2024 have been met. Progress to date is tracking well. Agreed to set a date for a SLT/Board workshop. Tumuaki will seek feedback from staff & community prior to workshop. **ACTION:** Board Secretary to check with SLT on a suitable ½ day workshop. 3.2 Board Self Review Checklist ACTION: Board members to review and provide any questions/feedback to Board Secretary. 3.3 Extra 120ED Kayak Trip – EOTC approval request Approved. The meeting moved into Committee at 5.47pm. 4. **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: Ground(s) under section 48 Reason for passing this resolution General subject of each (1) for the passing of this matter to be considered in relation to each matter resolution Staff matters protect the privacy of persons Section 7 (2) (a) Section 7 (2) (a) Student matters protect the privacy of persons At 6.47pm the Board moved back into Public Meeting. **Carried** 5. **Administration** 5.1 Code of Conduct - approved **Previous minutes** 5.2 Terms of Reference - Disciplinary Committee & Finance & Property Committee confirmed approved 5.3 Schedule of Delegations - approved 5.4 Timetable Policy – approved 5.5 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 22<sup>nd</sup> January 2025 were approved as a true and correct record. Carried 5.6 Outstanding Items/Matters Arising – updated **5.7** Correspondence In /Out – taken as read.



# Board of Trustees Meeting Minutes

22<sup>nd</sup> January 2025 - 5.00pm

Present: Richard Smith, Leith Bruning, Tim Gall, Vikki Heays (joined 5.15pm), Richard Washington (Tumuaki/Principal), Jacqui Maitland (Minutes),

No.	Agenda Items	Actioned by
1.	Welcome	
	1.1 Welcome & Karakia.	
_	1.2 Apologies – Chase Banks, Manoli Aerakis, Andrew Murray,	
	1.3 Conflicts of Interest - Nil	
2.	Tumuaki's Report (taken as read).	BOT approved the January
	MOTION: The Board approve the January Tumuaki report. Carried	Tumuaki report.
	2.1 Te Pānui o te Tumuaki	
	Attendance: - Noted Term 4 2024 report	
	Provisional NCEA results 2024: Noted	
	<b>Board Self Review:</b> Discussed the NZSTA form for self-review and options to complete. Agreed that Presiding Member to complete and then review/discuss with full Board	
	ACTION: Presiding Member to complete Self Review Checklist and table at March Board hui.	
	<b>Finances:</b> Discussed with Tumuaki the current financial reports. Board requested December financials	
Green.	ACTION: Board Secretary to forward December financial reports to Board.	
	School Docs: The final review has been completed and site is now live.	BOT agreed to adopt the
	MOTION: That the Nelson College Board of Trustees adopts the SchoolDocs policies.  Carried	SchoolDocs policies.
	<b>Al Training:</b> Discussed offer for Al training for some Board Members. Agreed that Dicky, Tim & Vikki for evening sessions.	
	Trust Foundation & NCOBA reports  Noted — NCTF approved the funding requests in total for sports, gym floor, hardship, music room update.  NCTF Chair has also visited Mataiki Lodge and confirmed that the Foundation will provide funds from one of the trust estate funds to do some repairs/refurbishment.	BOT approved th January Trust Foundation & NCOBA reports

#### 3. General Business

#### 3.1 Asset Sales Update

No further updates – awaiting for valuation, which is due end January.

## 3.2 Funding Applications Request for gym flooring

Discussed various options and Board confirmed that no school funds are available for this project. Board requested that 2 more quotes be sought and confirmation of best flooring option.

### 3.3 NZ School Boards Association - AGM/Conference

Presiding Member will attend & Board agreed that it would be good to send at least 1 or potentially 2 other Board Member.

#### 3.4 Electronic Resolutions

#### **Approved**

26-11-2024 **Motion:** That the Nelson College Board of Trustees approve the signing of a five-year photocopier contract with Canon.

27-11-2024 **Motion:** That the Nelson College Board of Trustees approve the initial EOTC proposal for the Nelson College Hockey trip to Australia in 2025.

20-12-2024

**Motion:** That the Nelson College Board approve the remaining Principal wellbeing funds of \$4,006.50 be rolled over to 2025.

**Motion:** That the Nelson College Board approve the schedule of Senior OED trips in 2025

# 4. 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
Student matters

protect the privacy of persons protect the privacy of persons

Section 7 (2) (a) Section 7 (2) (a)

#### At 6.30pm the Board moved back into Public Meeting.

Carried

The meeting ended with a Karakia.

## 5. Administration

#### 5.1 Confirmation of previous Minutes.

**Motion:** The minutes of the Board of Trustees meeting held on 21<sup>st</sup> November 2024 were approved as a true and correct record. **Carried** 

Previous minutes confirmed

#### 5.2 Outstanding Items/Matters Arising – updated

**5.3** Correspondence In /Out – taken as read.

Meeting closed at 6.32pm Next meeting – Thursday 20th February 2025 @ 5.00 pm.

Board Chair

Dated