



Board of Trustees Meeting Minutes

Thursday 16th February 2023 – 5:00PM

Present: Richard Dykes, Richard Smith, Deleece Hall (left at 6.50), Vikki Heays, Tim Gall, Manoli Aerakis, Edward Henderson, Jacqui Maitland (Minutes)

Apologies: Rebecca Burgess,

No.	Agenda Items	Actioned
1.	Welcome & Karakia 1.1 Election of Board Chair (Presiding Member) Richard Smith nominated by Manoli Aerakis. Unanimous. 1.2 Election of Deputy Chair Tim Gall nominated by Richard Smith. Unanimous 1.3 Welcome 1.4 Apologies – Rebecca Burgess Chair notified Board of Matt Walters resignation. The Board acknowledged Matt's contribution and efforts whilst on the Board. A thank you gift will be arranged 1.5 Conflicts of Interest – Manoli Aerakis noted that Nelson Builders is a client	Richard Smith elected Board Chair Tim Gall elected Deputy Chair
2.	Administration 2.1 Code of Conduct – new forms signed for 2023 2.2 Terms of Reference – (Discipline, Finance & Property) – both approved Election of Committee members – <ul style="list-style-type: none">Discipline Committee – Motion: The Board moved that all Parent Representative Trustees be elected to the Discipline Committee ApprovedFinance & Property Committee Motion: That Edward Henderson, Tim Gall, Manoli Aerakis and Richard Smith be elected to the Finance & Property Committee Approved 2.3 Delegation of Authorities to Tumuaki - Approved 2.4 Timetable Policy – approved 2.5 Principal's Concurrence - Motion: that the Board approves the following resolutions regarding the Principal's Concurrence for 2023-2027: <ul style="list-style-type: none">That the Nelson College Board of Trustees delegates to the Board of Trustees Chairman the responsibility for applying to the Ministry of Education for additional remuneration for the Principal under the concurrence provisions under Section 595 of the Education and Training Act 2020.That the Nelson College Board of Trustees approves the concurrence request of 20% of the Principal's base salary (maximum allowable) for additional responsibilities including Boarding, International, and Trust Foundation fundraising/project fundraising. The concurrence is approved for 3 years and is subject to an annual review by the Board.That the Nelson College Board of Trustees acknowledges that it accepts the liability for the remuneration and has the financial capacity to make the payment without detriment to its other activities. The additional payment will be made from Board funds for school Board business. Moved Richard Smith, Seconded Tim Gall	Committee Terms of Reference Approved Delegation of Authorities to Tumuaki approved Timetable Policy approved Principal's Concurrence Approved Approved

	<p>2.6 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 13th December 2022 were approved as a true and correct record. Approved</p> <p>2.7 Outstanding Items/Matters Arising - nil</p> <p>2.8 Correspondence In /Out – taken as read ACTION: Chair to liaise with Nelson Coachlines re: new fee structure</p>	<p>Minutes of previous meeting approved.</p>
<p>3.</p>	<p>Tumuaki's Reports (taken as read).</p> <p>MOTION: The Board approve the February Tumuaki reports Approved</p> <p>MOTION: The Board approve the February Finance and Property Report. Approved</p> <p>MOTION: That the Board approves the College to contract Nelson Builders to proceed with quoted repairs to the kitchen.</p> <p>MOTION: That the Board approves the College utilising cash reserves as needed on the condition that any funds withdrawn are reimbursed from the insurance payment.</p> <p>ACTION: Tina to seek a written confirmation from insurer that claim is valid or letter of intent.</p> <p>The Board approve the December 2022 & January 2023 monthly accounts. Approved</p> <p>3.1 Health & Safety The Board accepted the monthly Health and Safety Reports for February 2023.</p> <p>3.2 Trust Foundation Discussed the proposal to disband the PTA and the implications to the Trust Foundation, following discussions and recommendation from Julie Clark. MOTION: That the Board acknowledges the decision of the PTA to disband and it will support the Trust Foundation with this process, with amendment to be 2 parents (replacing 2 PTA parents). Approved</p> <p>The NCOBA/Trust Foundation donation schemes are currently split. Discussion regarding combining these into a single philanthropic arm for the College. Board agree that the Chair continue discussions with NCOBA to move to a single arm. MOTION: The Board approve the February Trust Foundation Report. Approved</p> <p>3.3 Strategic Plan and Timeline Discussed</p> <p>3.4 NCEA Reviewed the 2022 results and agreed that given events in the year they were generally good. Board to acknowledge staff with the results, with Chair to attend staff briefing</p> <p>ACTION: Board Secretary to organise 2 evening meetings with FL to present their 2022 results to the Board.</p>	<p>Tumuaki's reports approved</p> <p>F&P Report for February approved.</p> <p>Monthly accounts for Dec & Jan approved</p> <p>H&S Report for February Approved.</p> <p>Trust Foundation Report for February approved</p>

4.	<p>General Business</p> <p>4.1 EOTC Approvals</p> <ol style="list-style-type: none"> 1. Prep Camps Years 7 & 8 2. Social Science – Vietnam & Cambodia trip 2024 <p>Board preliminary approves the trips, subject to final documentation being completed.</p> <p>4.2 Reports – security incident on school grounds</p> <p>Discussed the ongoing issue of security.</p> <p>ACTION: Chair will follow up with Nelson Police and Tumuaki will contact Ministry of Education regarding the concerns.</p>	EOTC requests approved									
5.	<p>The meeting moved into Committee at 7.20pm.</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="236 792 1165 943"> <thead> <tr> <th data-bbox="236 819 456 869">General subject of each matter to be considered</th> <th data-bbox="539 819 842 869">Reason for passing this resolution in relation to each matter</th> <th data-bbox="916 792 1165 869">Ground(s) under section 48(1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 880 347 902">Staff matters</td> <td data-bbox="539 880 802 902">protect the privacy of persons</td> <td data-bbox="916 880 1054 902">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="236 913 379 936">Student matters</td> <td data-bbox="539 913 802 936">protect the privacy of persons</td> <td data-bbox="916 913 1054 936">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 7.25pm the Board moved back into Public Meeting.</p> <p style="text-align: right;">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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Meeting closed at 7.30pm

Next meeting: Thursday 16th March 2023 at 5.00 pm.



Board of Trustees Meeting Minutes

Thursday 16th March 2023 – 5:00PM

Present: Leonor White (Acting Tumuaki), Richard Smith, Deleece Hall, Vikki Heays, Tim Gall, Edward Henderson, Jacqui Maitland (Minutes)

No.	Agenda Items	Actioned
1.	Welcome & Karakia 1.1 Welcome 1.2 Apologies – Manoli Aerakis, Richard Dykes, Rebecca Burgess, 1.3 Conflicts of Interest	
2.	Administration 2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 16 th February 2023 were approved as a true and correct record with one amendment - change 3.0 Motion #4 “credit” to “credited” or “reimbursed”. Approved 2.2 Outstanding Items/Matters Arising - nil 2.3 Correspondence In /Out – taken as read	Minutes of previous meeting approved.
3.	Tumuaki’s Reports (taken as read). MOTION: The Board approve the March Tumuaki report Approved MOTION: The Board approve the March Finance and Property Report. Approved MOTION: The Board approve the February 2023 monthly accounts. Approved MOTION: The Nelson College Board approves the including of the provision for cyclical maintenance as calculated by the Business Manager and recommended by BDO. Approved MOTION: The Nelson College Board approves the commitment of funds to repair the Dining Room roof, and that the ownership split between Nelson College and the Ministry of Education will remain the same as it is currently. Approved MOTION: The Nelson College Board approves the transfer of land currently occupied by Nelson College for Girls to the Public Trust, and the subsequent transfer to the Nelson College for Girls Board. Approved	Tumuaki’s reports approved F&P Report for March approved. Monthly accounts for Feb approved Cyclical maintenance provision approved Commitment of funds for Dining Room roof repairs approved Transfer of land to Public Trust and subsequent transfer to NCG

	<p>3.1 (3) Trust Foundation MOTION: The Board approve the March Trust Foundation Report. Approved</p> <p>3.2 (4.) Health & Safety</p> <p>Emergency Procedures: The Board discussed these and agreed that a check in/check out policy is required to meet H&S requirements. Board requested that the H&S Committee review and provide a revised proposal with full staff participation/contribution. Final proposal to be presented to Board for approval.</p> <p>The Board accepted the monthly Health and Safety Reports for March 2023.</p> <p>3.2 (5) International/Boarding fees increases:</p> <p>Motion: The Nelson College Board approves the following proposed International fee changes:</p> <table border="0"> <tr> <td>1. 2024 International Holiday Boarding Fee</td> <td>\$1,000 per holiday or \$62.50 per night</td> </tr> <tr> <td>2. 2024 International Homestay fee</td> <td>\$16,100 per year or \$350 per week</td> </tr> <tr> <td>3. International Tuition Fees –</td> <td></td> </tr> <tr> <td> a. 2024 new student enrolment</td> <td>\$20,500.00</td> </tr> <tr> <td> b. 2-24 existing student re-enrolment</td> <td>\$19,500.00</td> </tr> </table> <p style="text-align: right;">Approved</p> <p>The Board discussed the proposed Boarding fees increase to \$16,200.00 and requested more information relating to inflationary pressures. Information to be circulated by the BOT, who will review and provide an electronic resolution before Term 2.</p>	1. 2024 International Holiday Boarding Fee	\$1,000 per holiday or \$62.50 per night	2. 2024 International Homestay fee	\$16,100 per year or \$350 per week	3. International Tuition Fees –		a. 2024 new student enrolment	\$20,500.00	b. 2-24 existing student re-enrolment	\$19,500.00	<p>Trust Foundation Report for March approved</p> <p>H&S Report for March Approved.</p> <p>International Fee increases for 2024 approved</p>
1. 2024 International Holiday Boarding Fee	\$1,000 per holiday or \$62.50 per night											
2. 2024 International Homestay fee	\$16,100 per year or \$350 per week											
3. International Tuition Fees –												
a. 2024 new student enrolment	\$20,500.00											
b. 2-24 existing student re-enrolment	\$19,500.00											
<p>4.</p>	<p>General Business</p> <p>4.1 Funding Application approvals:</p> <p>Motion: The Nelson College Board of Trustees resolves to apply for funding to Rata Foundation for \$63,529.34 to cover the costs of refurbishment of the College Fitness/Weights Room. Approved</p> <p>Motion: The Nelson College Board of Trustees resolves to apply for funding to NZCT for \$10,000.00 to cover the costs of Volleyball Coaching for 2023. Approved</p> <p>Motion: The Nelson College Board of Trustees resolves to apply for funding to Trillian Trust for \$4,500.00 to cover the accommodation costs of the College football team at Nationals. Approved</p>	<p>Funding applications for Rata Foundation, NZCT and Trillian Trust approved.</p>										

5.	<p>The meeting moved into Committee at 7.05pm.</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%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">General subject of each matter to be considered</th> <th style="text-align: left; width: 30%;">Reason for passing this resolution in relation to each matter</th> <th style="text-align: left; width: 30%;">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 7.15pm the Board moved back into Public Meeting.</p> <p style="text-align: right;">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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Meeting closed at 7.20pm

Next meeting: Thursday 18th May 2023 at 5.00 pm.



Board of Trustees Meeting Minutes

Thursday 18th May 2023 – 5:15pm

Present: Richard Dykes, Richard Smith, Manoli Aerakis, Deleece Hall, Vikki Heays, Edward Henderson
Jacqui Maitland (Minutes), Andrew Murray (MoE appointed Specialist Help Provider)

No.	Agenda Items	Actioned
1.	Welcome & Karakia 1.1 Welcome & Karakia. Introductions & welcome to Andrew Murray 1.2 Apologies – Tim Gall 1.3 Conflicts of Interest - Nil	
2.	Administration 2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 16 th March 2023 were approved as a true and correct record. Approved 2.2 Outstanding Items/Matters Arising – 2024 Boarding fees - completed. 2.3 Correspondence In /Out – taken as read	Minutes of previous meeting approved.
3.	Tumuaki's Reports (taken as read). 3.1.1 MOTION: The Board approve the May Tumuaki reports Approved MOTION: The Board approve the May Finance and Property Report. Approved MOTION: The Board approve the March & April 2023 monthly accounts. Approved MOTION: The Nelson College Board approves the 2024 Prep School fees as \$11,250 (incl GST) for year 7 and year 8 fees as \$10,600 (incl GST). Approved MOTION: The Nelson College Board accept the Sedgwick offer of \$726,642.71 (+ GST) and approve an extra contingency of \$40,000 (+GST) for possible unexpected costs as a part of the Dining Room repair project. Approved ACTION – Business Manager to request insurer's specify which clauses in Policy clarify excluding certain items and full payout. MOTION: The Nelson College Board approves the WSP reports received. Approved	Tumuaki's reports approved F&P Report for May approved. Monthly accounts for Mar & Apr approved 2024 Prep fees approved Sedgwick offer and \$40k contingency for Dining Room repairs approved. WSP reports approved.

	<p>3.1.2 MOTION: The Nelson College Board approves the Dining Room costings as tabled – totalling \$2,014,860.80 (Board contribution \$1,680,393.87). Approved</p> <p>MOTION: The Nelson College Board approves the revised 5YA/10YPP. Approved</p> <p>3.1.3 Trust Foundation</p> <p>MOTION: The Nelson College Board approves the May Trust Foundation Report. Approved</p> <p>3.2.5 Annual Report</p> <p>MOTION: The Nelson College Board approves the Annual Report (subject to receiving final audit report & Board Chair to sign off on final report). Approved</p> <p>3.2.6 NCEA & Curriculum Refresh</p> <p>MOTION: The Nelson College Board agrees to assess students for 15 credits per Level 1 course in 2024. Approved</p> <p>3.2.8 Term 4 Provision for Year 11 Students in 2024 – discussed and decision deferred until further information available.</p> <p>3.2.9 Ara Māori – recommend discussing with whānau to get feedback with view to extending the programme to year 10 & employing a new Ara Māori teacher.</p> <p>3.2.18 Health & Safety</p> <p>The Board accepted the monthly Health and Safety Reports for May 2023.</p> <p>3.2.19 On-Site Guidelines & Emergency Procedures</p> <p>MOTION: The Nelson College Board approves the On-Site requirements as tabled. Approved</p> <p>3.2.20 Physical Restraint Guidelines</p> <p>MOTION: The Board approve the new Delegations of Authority for Tumuaki, incorporating the changes required under the new Physical Restraint Guidelines. Approved</p>	<p>Dining Room costings approved</p> <p>Revised 5YA/10YPP approved</p> <p>Trust Foundation Report for May approved</p> <p>Annual Report approved</p> <p>NCEA assessment for 15 credits per Level 1 in 2024 approved</p> <p></p> <p>H&S Report for May Approved.</p> <p>On-Site requirements approved</p> <p>New Delegation of Authority for Tumuaki approved</p>
<p>4.</p>	<p>General Business</p> <p>4.1 Appointment Panel for Deputy Principal</p> <p>Nominated Richard Smith, Vikki Heays as Board representatives for Interview Panel - Approved.</p> <p>Student Rep, Edward Henderson invited to attend as an observer.</p> <p>4.2 Request for Information on Offering Programmes that include Consent Education</p> <p>MOTION: The Nelson College Board approves the inclusion of Consent Education. Approved</p> <p>4.3 Boarding Fees 2024 – ratification of electronic motion</p> <p>MOTION: The Nelson College Board approves the 2024 Boarding fee of \$16,200.00. Approved</p>	<p>Richard Smith & Vikki Heays -Board Reps for DP Appointment Panel</p> <p>Consent Education approved for NC.</p> <p>Electronic Motion ratified – 2024 Boarding fees</p>

5	<p>The meeting moved into Committee at 6.25pm & 6.50pm.</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 6.35pm & 8.35pm the Board moved back into Public Meeting.</p> <p style="text-align: right;">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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Meeting closed at 8.40pm

Next meeting: Thursday 15th June 2023 at 5.00 pm.



Board of Trustees Meeting Minutes

Thursday 15th June 2023 – 5:00pm

Present: Richard Dykes, Richard Smith, Manoli Aerakis, Deleece Hall, Vikki Heays, Tim Gall, Edward Henderson, Jacqui Maitland (Minutes), Andrew Murray (MoE appointed Specialist Help Provider), Kay Hawk (5.15pm – 7.15pm onwards), Jonathan Black (via Zoom 6.00pm – 6.40pm), PPTA Branch Reps – Alex Crisp, Nicholas Withers (5.00pm – 5.15pm)

No.	Agenda Items	Actioned
1.	<p>Welcome & Karakia</p> <p>1.1 Welcome & Karakia. Introductions for PPTA Branch Reps.</p> <p>1.2 Apologies – Nil</p> <p>1.3 Conflicts of Interest - Nil</p>	
2.	<p>Administration</p> <p>2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 18th May 2023 were approved as a true and correct record. Approved</p> <p>2.2 Outstanding Items/Matters Arising - nil</p> <p>2.3 Correspondence In /Out – taken as read</p>	<p>Minutes of previous meeting approved.</p>
3.	<p>Tumuaki's Reports (taken as read).</p> <p>3.1.1</p> <p>MOTION: The Board approve the June Tumuaki reports Approved</p> <p>MOTION: The Board approve the June Finance and Property Report. Approved</p> <p>MOTION: The Board approve the May 2023 monthly accounts. Approved</p> <p>3.1.7 Revised 5YA/10YPP received from MoE.</p> <p>MOTION: The Nelson College Board approves the revised 5YA/10YPP. Approved</p> <p>MOTION: The Nelson College Board approves the decision by the selection panel WSP – (appointed by MoE) & Tumuaki to appoint Summit as the marketing agent for the sale of the Caretaker's residence, Westmount. The Board delegates the Board Chair to sign the agency agreement on behalf of the Board. Approved</p> <p>3.1.8 Trust Foundation</p> <p>MOTION: The Nelson College Board approves the June Trust Foundation Report. Approved</p> <p>3.2.10 Health & Safety</p> <p>No report for June as Committee have not met due to illness.</p> <p>ACTION: Board Secretary to request current report and forward to the Board.</p>	<p>Tumuaki's reports approved</p> <p>F&P Report for June approved.</p> <p>Monthly accounts for May approved</p> <p>Revised 5YA/10YPP approved</p> <p>Trust Foundation Report for June approved</p>

<p>4.</p>	<p>General Business</p> <p>4.1 5.00pm – 5.15pm PPTA Branch</p> <p>Branch representatives tabled a letter from the Branch to the Board and requested the Board review and provide feedback. Board agreed to Branch request that they can advise PPTA Branch members that the letter has been tabled.</p> <p>4.2 Vietnam & Cambodia 2024 Trip proposal</p> <p>MOTION: The Nelson College Board approves Vietnam & Cambodia 2024 Trip proposal. Approved</p> <p>4.3 NZSTA AGM – Voting delegation – not discussed</p> <p>4.4 Code of Conduct – clause 10 “no surprises” to be revised. Electronic resolution</p> <p>Draft new Code of Conduct tabled, amendments required to meet new MoE requirements. Clause 10 to be amended and agreed upon via electronic resolution before 21st June deadline</p> <p>4.5 Funding Application</p> <p>MOTION: The Nelson College Board of Trustees resolves to apply for funding to NZCT for \$9,682.61 excl GST to cover accommodation for the concert band to Wellington in September and the Senior A Basketball team to Palmerston North in October 2023. Approved</p> <p>4.6 Student Rep election 2023</p> <p>MOTION: The Nelson College Board of Trustees appoints the Board Secretary, Jacqui Maitland as the Returning Officer for the 2023 Student Rep election. Approved</p>	<p>Vietnam & Cambodia 2024 trip proposal approved</p> <p>Funding application for NZCT approved.</p> <p>Board Secretary appointed as RO for 2023 Student Election</p>									
<p>5.</p>	<p>The meeting moved into Committee at 5.15pm & 8.05pm.</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 1272 1133 1422"> <thead> <tr> <th data-bbox="204 1301 424 1350">General subject of each matter to be considered</th> <th data-bbox="507 1301 810 1350">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 1272 1133 1350">Ground(s) under section 48(1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1357 320 1384">Staff matters</td> <td data-bbox="507 1357 772 1384">protect the privacy of persons</td> <td data-bbox="887 1357 1023 1384">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 1391 347 1417">Student matters</td> <td data-bbox="507 1391 772 1417">protect the privacy of persons</td> <td data-bbox="887 1391 1023 1417">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 7.15pm & 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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Meeting closed at 8.30pm

Next meeting: Thursday 17th August 2023 at 5.00 pm.



Board of Trustees Meeting Minutes

Thursday 17th August 2023 – 5.00pm

Present: Richard Dykes (left at 6.25pm, Richard Smith, Manoli Aerakis, Deleece Hall, Vikki Heays, Tim Gall, Edward Henderson, Jacqui Maitland (Minutes), Andrew Murray (MoE appointed Specialist Help Provider),

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia.</p> <p>1.2 Apologies – Nil</p> <p>1.3 Conflicts of Interest – Vikki Heays, Edward Henderson re Celestielle Travel approval request</p>	
2.	<p>Administration</p> <p>2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 15th June 2023 were approved as a true and correct record. Approved</p> <p>2.2 Outstanding Items/Matters Arising - nil</p> <p>2.3 Correspondence In /Out – taken as read</p>	<p>Previous minutes confirmed</p>
3.	<p>Tumuaki's Reports (taken as read).</p> <p>3.1.1</p> <p>MOTION: The Board approve the August Tumuaki reports Approved</p> <p>MOTION: The Board approve the August Finance and Property Report. Approved</p> <p>MOTION: The Board approve the July 2023 monthly accounts. Approved</p> <p>3.1.2</p> <p>MOTION: That the Nelson College Board instruct Noble to proceed with the tender and liaise with MoE re roof repairs. Approved</p> <p>MOTION: That the Nelson College Board approves the revised 5YA application form and the Board Presiding Member sign it on behalf of the college, subject to the correct figures for Master Plan Light. Approved</p> <p>MOTION: The Nelson College Board to engage JASMAX to work as needed, as per the August Tumuaki Tiaki Pānui property report. Approved</p> <p>MOTION: The Nelson College Board instruct the agent to put the Caretakers/Westmount properties on the market for offers over \$1.1m. Approved</p>	<p>BOT approved the Tumuaki & the August Finance and Property reports.</p> <p>BOT approved the July monthly accounts.</p> <p>BOT to instruct Noble to proceed with tender and liaise with MoE</p> <p>BOT approves the 5YA application form and Presiding Member to sign, subject to correct figures.</p> <p>BOT to engage JASMAX to work as needed.</p> <p>BOT to instruct agent to put properties on market for offers over \$1.1m</p>

	<p>MOTION: The Nelson College Board to enter into the Section 40 process with a view to the sale of all or part of Broads. Approved</p> <p>3.1.3 Trust Foundation MOTION: The Nelson College Board approves the August Trust Foundation Report. Approved</p> <p>3.2.7 BoT Meeting Schedule – BoT to invite NCG BoT to the 14th Sept meeting for a discussion re future collaboration. Final BoT meeting for 2023 on Dec 12th meeting to be followed by dinner at Tim Gall’s. Vikki and Board Secretary to organise.</p> <p>Student Representative election to be held 14th September. BoT recommended co-opting Edward Henderson following the election until the end of 2023.</p> <p>3.2.10 Health & Safety The Board accepted the monthly Health and Safety Reports for August 2023.</p>	<p>BOT to enter in S40 process with a view to sell all or parts of Broads.</p> <p>August Trust Foundation report approved.</p> <p>H&S Report for August Approved.</p>
<p>4.</p>	<p>General Business</p> <p>4.1 Specialist Help Scoping Report – read & noted.</p> <p>4.2 Breakfast wānanga for Trustees – Sept to Nov. Trustee attendance welcome.</p> <p>4.3 EOTC – Celestielle Travel approval request MOTION: The Nelson College Board approves 2023 Celestielle Travel Trip proposal. Approved</p> <p>4.4 Document signing for property sales MOTION: The Nelson College Board authorises the F&P Committee Chair Tim Gall, or in their absence Manoli Aerakis, to sign for and on behalf of the BoT the documents relating to the sale of the assets for the purpose of debt elimination (ie Caretaker’s Residence and Westmount Property). The Sale & Purchase agreements to be reviewed and approved by the Board prior to signing. Approved</p> <p>4.5 Electronic Resolution confirmation</p> <ol style="list-style-type: none"> The Nelson College Board approves the increased net contribution of \$740,823.90 (up from \$570,294.62) for the Dining Room repairs and betterment. The Nelson College Board nominates Richard Smith, Board Chair, as its voting delegate at the NZSTA AGM on Saturday 22nd July 2023, with the voting delegation of “Free” (to vote as they see fit) for each remit. The Nelson College Board requests Joe Haddon to modify his refreshment leave to be for 12 months starting January 27, 2024. Approved 	<p>Celestielle Travel EOTC proposal approved</p> <p>BOT approved F&P Chair to sign property sale documents, with S&P agreement requiring BOT approval prior to signing.</p> <p>Electronic resolutions approved</p>

5.	<p>The meeting moved into Committee at 6.25pm.</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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;">General subject of each matter to be considered</th> <th style="text-align: left; width: 30%;">Reason for passing this resolution in relation to each matter</th> <th style="text-align: left; width: 40%;">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.</p> <p style="text-align: right;">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)	
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)									
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Meeting closed at 8.05pm

Next meeting – Thursday 14th September, at 5.00 pm.

MATTERS ARISING				
Agenda	Subject	Description	Actioned By	Progress Update
	Nil			

	<p>Audit Report - Board noted the 3 points raised in the report. Agreed that Tumuaki to complete the review of journals.</p> <p>MOTION: The Board approve the August 2023 monthly accounts. Approved</p> <p>Property Board reviewed the revised financials for the reinstatement work required & agreed that the work is essential. Noted that some of the cost may be recovered via insurance</p> <p>MOTION: The Nelson College Board approve the quote from Nelson Builders for the reinstatement of the food tech and canteen areas of the Dining room to \$16,500.00 over the approved total budget of \$211,217. Approved</p> <p>Board agreed that it is more economical to do the painting of the Old Gym while the scaffolding is still in place from the maintenance repairs. Action: Acting Principal & Business Manager to provide comms to staff re: painting of Old Gym</p> <p>MOTION: The Nelson College Board agrees to exterior paint of Old Gym up to \$17,500 plus GST – subject to obtaining further quotes, if possible Approved</p> <p>Board reviewed recommendation from Noble Project Managers for the design of roof remediation for A and X (known as B) Block and covered walkways. No issues for engaging Redbox.</p> <p>MOTION: The Nelson College Board sign short form agreement with Redbox and Design Fees release. Approved</p> <p>Board discussed the legal requirements for the College to have an Asbestos Management Plan and agreed to move forward with finalising a plan.</p> <p>MOTION: The Nelson College Board approve completion of an Asbestos Management Plan up to the total costs of \$10,000.00. Approved</p> <p>3.1.3 Trust Foundation Funds are performing well and the Trust has some great plans in progress. MOTION: The Nelson College Board approves the September Trust Foundation Report. Approved</p> <p>3.2.9 Health & Safety The Board accepted the monthly Health and Safety Reports for September 2023. Board requested that the Health & Safety Officer attend at least 2 Board meeting per year. Acting Principal noted that the SLT has discussed that each SLT member would attend 2 meetings a year.</p>	<p>BOT approved the August monthly accounts.</p> <p>BOT Approved quote for reinstatement of Food Tech/Canteen areas</p> <p>BOT agreed to exterior paint Old Gym up to \$17.5k</p> <p>BOT agreed to sign short form agreement with Redbox</p> <p>BOT approved completion of an Asbestos Management Plan up to \$10k</p> <p>September Trust Foundation report approved.</p> <p>H&S Report for September Approved.</p>
4.	<p>General Business</p> <p>4.1 Prep EOTC request – Approved</p> <p>4.2 Catering – BOT End of Year Dinner. Approved</p> <p>4.3 Nelson College for Girls – Board of Trustees Combined discussion</p> <p>Boards discussed key areas for collaboration between the schools that assists both the schools & whānau/students. Also discussed opportunities to share promotional activities such as fairs, international marketing etc.</p>	

5.	<p>The meeting moved into Committee at 6.20pm.</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>		
	<p>General subject of each matter to be considered</p> <p>Staff matters</p> <p>Student matters</p>	<p>Reason for passing this resolution in relation to each matter</p> <p>protect the privacy of persons</p> <p>protect the privacy of persons</p>	<p>Ground(s) under section 48 (1) for the passing of this resolution</p> <p>Section 7 (2) (a)</p> <p>Section 7 (2) (a)</p>
	<p>At 7.00pm the Board moved back into Public Meeting.</p>		<p>Approved</p>
	<p>The meeting ended with a Karakia.</p>		

Meeting closed at 7.30pm

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



Board of Trustees Meeting Minutes

Thursday 19th October 2023 – 5.00pm

Present: Richard Smith, Manoli Aerakis, Deleece Hall (via Zoom), Tim Gall (via Zoom – left 7.15pm), Vikki Heays, Guyon Janssen, Tim Oughton (Acting Principal), Richard McLaren (Tumuaki Tuarua), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor - left 7.15pm), Edward Henderson,

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Nil 1.3 The Board thanked Edward Henderson, the retiring Student Representative & presented him with a gift. Board welcomed the new Student Rep – Guyon Janssen 1.4 Conflicts of Interest – Trustees reviewed new register.	
2.	Administration 2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 14 th September 2023 were approved as a true and correct record. Approved 2.2 Outstanding Items/Matters Arising - nil 2.3 Correspondence In /Out – taken as read. Discussed the proposal received from Karl Hellyer re: using SANS for telemedicine services. ACTION: Tim Oughton & Richard McLaren to review and bring recommendation to Board	Previous minutes confirmed
3.	Tumuaki's Reports (taken as read). 3.1.1 MOTION: The Board approve the October Tumuaki reports Approved MOTION: The Board approve the October Finance and Property Report. Approved F&P Committee have reviewed reforecasts this month and will continue to do so each month for the rest of this term. Asset Sales/Debt Elimination Board discussed proposal received from Edward & Hardy re: 101 Franklyn St. Board is ok with the details provided and notes that they may need to consult with council regarding some of the points raised. MOTION: That the Nelson College Board confirms to Edward & Hardy (via the agent) that is ok with their proposal. Approved	BOT approved the Tumuaki & the October Finance and Property reports. BOT approved the September monthly accounts. BOT Approved the proposal for 101 Franklyn St from Edward & Hardy.

<p>Confirmation has been received that a Section 40 for Broads is exempt from the buy back requirements. Board will look at next steps to pursue this option as part of its activeness in its strategies to repay the government loan and to ensure capital moving forward. Agreed to include update in monthly Board Update to school community.</p> <p>No decision on Broads sale at this stage as it is still investigating options and ongoing discussions with Nelson City Council.</p> <p>MOTION: That now Section 40 has been clarified that Nelson College Board is exempt from the offer of buy back that the Board will investigate options to potentially sell Broads. Approved</p> <p>Property Tender process for Dining Hall Roof repairs has been completed – Board reviewed and agreed with recommendation.</p> <p>MOTION: That the Nelson College Board accept the tender from Nelson Builders and sign the procurement recommendation report & project input page, subject to confirmation that budget is within amount previously approved by Board. Approved</p> <p>MOTION: That the Nelson College Board accept the insurance offer of \$736, 664.11 (repairs & plant), agree to settle and discharge the claim. Approved (Manoli Aerakis abstained)</p> <p>5YA The names of those who can provide quotes has been received and Board discussed that the SLT do the initial review and then provide recommendations to the Board</p> <p>MOTION: That the Nelson College Board refer the Master Plan Light names to the SLT for review and action, with quotes to be referred to the Board. Approved</p> <p>School Car The car is available for use by the Acting Principal and recommendation is that it be utilised as needed.</p> <p>Motion: That the Nelson College Board approve the use of the school car for the Acting Principal, Tim Oughton, in lieu of mileage reimbursement. Approved</p> <p>3.1.3 Trust Foundation Board agreed to schedule a meeting for the Trust Foundation, NCOBA and BoT to discuss future details regarding funding. ACTION: Richard Smith to send invites for a meeting</p> <p>oundation Report. Approved</p> <p>3.2.7 Uniform Review The Board reviewed the tenders received and noted that the Uniform Review Committee is progressing this process. New uniforms would be available for the 2025 school year.</p> <p>3.2.9 Health & Safety The Board noted the potential risks in the Assembly Hall as listed on the register. This is being reviewed by the H&S Committee. The Board accepted the monthly Health and Safety Reports for October 2023.</p>	<p>BOT to investigate options to potentially sell Broads.</p> <p>BOT accepted the tender from Nelson Builders</p> <p>BOT accepted the insurance offer and agreed to settle/ discharge claim</p> <p>BOT refer the Master Light Plan to SLT for review.</p> <p>BOT approve the Acting Principal to use the school car in lieu of mileage reimb.</p> <p>October Trust Foundation report approved.</p> <p>H&S Report for October Approved.</p>
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4.	<p>General Business</p> <p>4.1 Board Meeting dates 2024 – Noted that hui in 2024 will be 3rd week of the month. ACTION: Acting Principal to review draft calendar and add strategic planning for the Board.</p> <p>4.2 EOTC Japan visit 2024 request – Approved</p> <p>4.3 Funding Approval Request. Motion – That the Nelson College Board of Trustees applies to NZCT for sports balls (match quality) across a range of sports to the value of \$17,528.70 excl GST. Approved</p> <p>4.4 Board Trustees vacancies The Board currently has 2 parent vacancies and option to Co-opt another Trustee. ACTION: Board Secretary to review options for filling vacancies prior to the next Trustee election.</p> <p>4.5 Nelson College for Girls – Board of Trustees invitation for catchup on 16 Nov. Board available for this from 7.30pm – Board Secretary to advise NCG.</p>	<p>BOT approved EOTC Japan visit 2024</p> <p>BOT approved funding application to NZCT</p>									
5.	<p>The meeting moved into Committee at 7.15pm.</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="191 985 1149 1164"> <thead> <tr> <th data-bbox="191 985 478 1075">General subject of each matter to be considered</th> <th data-bbox="478 985 861 1075">Reason for passing this resolution in relation to each matter</th> <th data-bbox="861 985 1149 1075">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1075 478 1120">Staff matters</td> <td data-bbox="478 1075 861 1120">protect the privacy of persons</td> <td data-bbox="861 1075 1149 1120">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="191 1120 478 1164">Student matters</td> <td data-bbox="478 1120 861 1164">protect the privacy of persons</td> <td data-bbox="861 1120 1149 1164">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 8.15pm the Board moved back into Public Meeting.</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)	<p>Approved</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)									

Meeting closed at 8.20pm

Next meeting – Thursday 16th November, at 5.00 pm.



Board of Trustees Meeting Minutes

Thursday 16th November 2023 – 5.00pm

Present: Richard Smith, Manoli Aerakis (arrived 5.30pm), Deleece Hall, Vikki Heays, Guyon Janssen, Tim Oughton (Acting Principal), Jacqui Maitland (Minutes),

Via Zoom - Tim Gall, Andrew Murray – (MoE appointed Specialist Advisor – via Zoom, left at 7.15pm),
Guests - Mayor Nick Smith (left at 5.45pm), Leith Bruning (at invite of Board, left at 7.35pm)

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia. Introductions for Mayor Nick Smith</p> <p>Board & Mayor Nick discussed the current situation & timeframes for the Nelson Hospital rebuild. The Board is exploring the options for the sale of Broads and the implications for this in terms of the hospital rebuild project.</p> <p>Indication was that the Board would need to contact the Ministry of Health to indicate an interest in selling Broads, which could include options for a partial land swap. The Board agreed that will also explore other possible purchaser options. Further investigation into the utilisation of Broads would also be needed in conjunction with all school land use.</p> <p>Thank you to Mayor Nick for his time and input.</p> <p>MOTION: The Nelson College Board agreed to open discussions for options on potential sale of Broads to repay Ministry of Education loan. Approved</p> <p>Exploring project/capital maintenance priorities in line with possible asset sales.</p> <p>1.2 Apologies – Nil</p> <p>1.3 Conflicts of Interest – Trustees reviewed new register.</p>	<p>BoT agreed to open discussions for options on potential sale of Broads to repay MoE loan</p>
2.	<p>Administration</p> <p>2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 19th October 2023 were approved as a true and correct record. Approved</p> <p>2.2 Outstanding Items/Matters Arising –</p> <ul style="list-style-type: none">2.3 SANS offer – in progress, no further action at this stage3.1.3 Trust Foundation/NCOBA/BoT hui – meeting was held in Nov and points agreed.4.4 Trustee vacancy – Board discussed options available to fill current vacancy and agreed on selection process for Leith Bruning. MOTION: The Nelson College Board to fill a current vacancy via selection, with Leith Bruning to be appointed. Approved	<p>Previous minutes confirmed</p> <p>BoT to fill vacancy via selection.</p>

	<ul style="list-style-type: none"> 4.1 Strategic Planning workshop to be scheduled in February 2024. ACTION: – Acting Principal & Presiding Member to coordinate facilitator for the workshop. MOTION: The Nelson College Board agreed to schedule the February Board meeting on Friday 23rd February and Strategic Planning Workshop on Saturday 24th February 2024. Approved <p>2.3 Correspondence In /Out – taken as read. Noted that there has been no reply from the MoE to Andrew Murray</p>	<p>BoT agreed to 23.2.24 Board hui & Strategic Planning Workshop 24.2.24</p>
<p>3.</p>	<p>Tumuaki’s Reports (taken as read).</p> <p>3.1.1 MOTION: The Board approve the November Tumuaki reports Approved</p> <p>MOTION: The Board approve the November Finance and Property Report. Approved</p> <p>MOTION: The Board approve the October 2023 monthly accounts. Approved</p> <p>2024 Budget The Board reviewed the draft 2024 budget and recommendation from the F&P Committee. Noted that a loss is forecasted for 2024 however that is not sustainable & that it will continue to review forecasts and costings. The Board thanks the Business Manager for their work on the budget. MOTION: The Nelson College Board approve the 2024 operating budget and minor capital expenditure budget of \$85,000.00. Major Capital expenditure will be approved on a case by case basis. Approved</p> <p>Asset Sales/Debt Elimination Noted that 101 Franklyn Street is under a conditional offer.</p> <p>3.1.3 Trust Foundation MOTION: The Nelson College Board approves the November Trust Foundation Report. Approved.</p> <p>3.1.7 Principal recruitment Board discussed the recruitment process for appointing a new Principal and reviewed the draft timeframe. Board confirmed the following points: <ul style="list-style-type: none"> Andrew Murray will lead the process, with support from the Acting Principal. Survey to be sent to School community seeking their feedback on key personal qualities for a Principal. </p> <p>3.1.8 Working Party Update Acting Principal gave an update on Nelson College Way work. A working party with representatives from all sectors in the College has been formed. First meeting was held 15th November for initial discussion on collated sector responses. Next hui scheduled for Wed 22nd to review next steps.</p> <p>3.2.10 Health & Safety The Board accepted the monthly Health and Safety Reports for November 2023.</p>	<p>BOT approved the November Tumuaki & Finance and Property reports.</p> <p>BOT approved the October monthly accounts.</p> <p>November Trust Foundation report approved.</p> <p>H&S Report for November Approved.</p>

4.	<p>General Business</p> <p>4.1 Mobile phones – discussed and agreed to ask SLT to survey the community re: use in schools. Board & Acting Principal will then review further to form a clear policy for all staff/students to follow.</p> <p>MOTION: The Nelson College Board agreed to engage with SLT review an effective mobile phone policy. Approved</p> <p>4.2 Key Projects – Board discussed the need to prioritise some key projects. Agreed that the Business Manager & Acting Principal prepare an outline of key priority projects for the Board to review.</p> <p>ACTION: Acting Principal to provide a list of key priority projects to the Board at the Strategic Planning Workshop in Feb 2024.</p>										
5.	<p>The meeting moved into Committee at 7.35pm.</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="204 943 1133 1088"> <thead> <tr> <th data-bbox="204 965 424 1016">General subject of each matter to be considered</th> <th data-bbox="507 965 810 1016">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 943 1133 1016">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1025 320 1050">Staff matters</td> <td data-bbox="507 1025 772 1050">protect the privacy of persons</td> <td data-bbox="887 1025 1026 1050">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 1059 347 1084">Student matters</td> <td data-bbox="507 1059 772 1084">protect the privacy of persons</td> <td data-bbox="887 1059 1026 1084">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 8.10pm the Board moved back into Public Meeting. Approved</p> <p>Noted from “In Committee” - The Board discussed the current sport & co-curricular activities at NC and agreed to embark on an independent review of both.</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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Staff matters	protect the privacy of persons	Section 7 (2) (a)									
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Meeting closed at 8.15pm

Next meeting – Tuesday 12th December, at 5.00 pm.



Board of Trustees Meeting Minutes

Tuesday 12th December 2023 – 5.00pm

Present: Richard Smith, Manoli Aerakis, Deleece Hall, Vikki Heays, Guyon Janssen, Tim Gall,
Jacqui Maitland (Minutes),

Via Zoom - Andrew Murray – (MoE appointed Specialist Advisor – left at 5.45pm),

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Tim Oughton (Acting Principal), Richard McLaren (Deputy Principal) 1.3 Conflicts of Interest – Trustees reviewed new register – no updates.	
2.	Administration 2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 16 th November 2023 were approved as a true and correct record. Approved 2.2 Outstanding Items/Matters Arising – Strategic Planning Workshop – scheduled for 10 th February 2024. Agenda & framework to be confirmed. Action: Presiding Member to invite Olivia Hall to the workshop, as a previous Board member and for feedback on Te Tiriti requirements under the Education Act. 2.3 Correspondence In /Out – nil.	Previous minutes confirmed BoT to hold strategic planning workshop in Feb '24 and invite Olivia Hall
3.	Tumuaki's Report (taken as read). 3.1 MOTION: The Board approve the December Tumuaki report Approved 3.1.1 Finance & Property Update MOTION: That the Nelson College Board agrees to rollover the remaining 2023 Principal's Professional Coaching and Wellbeing Support Allowance funds at year end to 2024. Approved Dining Room Roof Board noted the repairs in 2024 to the Dining Room roof and closure of the Dining Room during this process. Action: Business Manager to ensure provision made to secure availability of a container kitchen if required. MOTION: That the Nelson College Board agrees if the Dining Room Building is required to be closed during roof construction the Business Manager is authorised to sign a contract with Host Services to hire a container kitchen for the period of closure. Approved	BOT approved the December Tumuaki report. Business Manager to ensure provision made to secure a container kitchen if req'd

	<p>Flagship Project Recommendation from SLT Board agreed to project recommendations from SLT and noted that it will request funding from Trust Foundation if possible.</p> <p>Master Plan Light MOTION: That the Nelson College Board accepts the proposal from WSP for \$25,000 and agree to cover additional costs of \$5,000 not covered by the Ministry of Education funding of \$20,000. Approved</p> <p>3.1.2 Selection Process for Parent Representative</p> <ul style="list-style-type: none"> Notification of the selection process has been sent to eligible voters. To date on only 1 response received requesting a by-election. <p>3.1.3 Board Work Plan & Meeting Schedule – noted.</p> <ul style="list-style-type: none"> ACTION: Board to review and create a framework for workshop. ACTION: Board Secretary to invite NCG Board for drinks/nibbles following NC March Board hui. <p>3.1.4 Principal recruitment</p> <ul style="list-style-type: none"> Process is well under way. Application be online in early January and hard copy Education Gazette in late January. ACTION: Board Secretary to share Survey Monkey results <p>3.1.5 Working Party Update</p> <ul style="list-style-type: none"> The Working Group held their last meeting in early December and are making good progress to date. Next stage in the process will recommence in early February 2024. 	<p>BoT approved WSP proposal for \$25k for Master Plan Light</p>									
<p>4.</p>	<p>General Business</p> <p>4.1 Electronic Resolution 28th November - That the Nelson College Board of Trustees approves the purchase of 30 new computers for Computer Suite One, for a total of \$51,978.90 ex GST. Approved</p> <p>4.2 EOTC approval requests</p> <p>a. 2024 OED School Trips Approved</p> <p>b. 2024 Cultural exchange request Approved</p>										
<p>5.</p>	<p>The meeting moved into Committee at 5.45pm.</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 1637 1134 1783"> <thead> <tr> <th>General subject of each matter to be considered</th> <th>Reason for passing this resolution in relation to each matter</th> <th>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 6.00pm 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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