



Board of Trustees Meeting Minutes

21st March 2024 – 5.00pm

Present: Tim Gall, Leith Bruning, Manoli Aerakis, Vikki Heays, Guyon Janssen, Richard McLaren (Deputy Principal) (left 7.10pm), Tim Oughton (Acting Principal), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor) via Zoom (left 7.30pm),

Guests: Deb Kelly - FL Arts, Denise Moran – Head Drama, (5.10pm - 5.40pm)
Tim Middleton – Deputy Principal/Director of Boarding (5.40pm – 6.20pm)

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Richard Smith, 1.3 Conflicts of Interest - Nil 1.4 Faculty Leader report (Arts – Deb Kelly & Denise Moran) 1.5 SLT Update – Tim Middleton	
2.	Administration 2.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 9 th February 2024 were approved as a true and correct record. Approved 2.2 Outstanding Items/Matters Arising – - NCOBA to approve Leith Bruning on committee – in progress - Insurance payouts on a separate line of P/L – in progress 2.3 Correspondence In /Out – taken as read. 2.4	Previous minutes confirmed
3.	Tumuaki's Reports (taken as read). 3.1.1 Chair of F&P Committee outlined review from F&P Committee hui. F&P Committee Chair outlined key points from Committee hui on 19 th March. <ul style="list-style-type: none">• Business Manager will contact MoE for reimbursement of expenses relating to asset sale of 101 Franklyn St.• Budget expenditure/income spread will be reviewed and spread according to how they occur rather than spread evenly over FY.• Cyclical maintenance calculation required as per Auditors report• International tuition fee recommendation – not able to make this recommendation to the Board at this stage. The Committee has requested more information.• Master plan lite group have had two meetings with WSP including a site visit. Plan is expected to be tabled to BoT by May Board hui. BoT requested that WSP present at the May Board hui – ACTION: RM to coordinate presentation & report for May Board hui.	

	<p>MOTION: That the Nelson College Board accept the cyclical maintenance provision adjusted for inflation of \$219,631 with a total balance of \$1,011,802 Approved</p> <p>MOTION: The Board approve the March Finance and Property Report. Approved</p> <p>MOTION: The Board approve the February 2024 monthly accounts. Approved</p> <p>MOTION: The Board approve the March Tumuaki reports Approved</p> <ul style="list-style-type: none"> • Board noted excessive number of inappropriate behaviours from students in Term 1 and extra workload for the SLT/Pastoral teams. • Broads usage report tabled and noted. <p>Strategic Plan</p> <ul style="list-style-type: none"> • Agreed on format and content of draft plan as tabled. Completed plan on a page to form basis of Tumuaki reporting moving forward, with SLT plan in behind as background reading. • Implementation – <ul style="list-style-type: none"> ○ Seek feedback from staff and community. ACTION: SLT to work with TIC Māori and Refugee Coordinator to engage those Māori & Refugee communities. ACTION: Acting Principal/SLT to finalise plan and submit to MoE. Digital version to be approved by BoT before distribution to staff/community <p>Co-curricular Review</p> <ul style="list-style-type: none"> • Good feedback received from staff survey. ACTION: Acting Principal to share Survey results staff. • ToR – draft terms tabled and reviewed. Guyon & Vikki to complete their work by end Term 1. <p>MOTION: The Board approve Co-Curricular Terms of Reference. Approved</p>	<p>BOT approved the cyclical maintenance provision as tabled.</p> <p>BOT approved the February monthly accounts.</p> <p>BOT approved the March Tumuaki & Finance and Property reports.</p> <p>Bot approved the Co-Curricular review ToR</p>
<p>4.</p>	<p>General Business</p> <p>4.1 NZSTA AGM – call for remits. Nil remits from Board</p> <p>4.2 NZSTA Conference, Wellington in June – Richard Smith to attend.</p> <p>4.3 Electronic Resolution:</p> <p>That the Nelson College Board of Trustees approves the use of the Nelson College crest on windows and/or doors at the new AI drop in centre in Nelson. Approved</p>	<p>BoT approved use of the Nelson College crest on windows and/or doors at the new AI drop in centre in Nelson</p>

5.	<p>The meeting moved into Committee at 7.00pm.</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: 35%;">Reason for passing this resolution in relation to each matter</th> <th style="text-align: left; width: 35%;">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 7.50pm 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)	Approved
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Meeting closed at 8.00pm
Next meeting – Thursday 23rd May, at 5.00 pm.



Board of Trustees Meeting Minutes

23rd May 2024 – 5.00pm

Present: Richard Smith, Tim Gall, Leith Bruning, Vikki Heays, Guyon Janssen, Tim Oughton (Acting Principal), Jacqui Maitland (Minutes), Andrew Murray – (MoE appointed Specialist Advisor)
Guests: Cath Elliott – F/L English, (5.00pm - 5.40pm)

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Manoli Aerakis, 1.3 Conflicts of Interest - Nil 1.4 Faculty Leader report (English – Cath Elliott)	
2.	Tumuaki’s Reports (taken as read). Chair of F&P Committee outlined the recommendations and notes from the May F&P Committee hui. MOTION: That the Nelson College Board accept the 2023 Draft Audit Report as tabled in the draft Annual Report. Approved MOTION: That the Nelson College Board engage an external party, up to a value of \$10k, to review asset management. Approved ACTION: Andrew Murray will seek recommendations for the external party. MOTION: The Board approve the May Finance and Property Report. Approved MOTION: The Board approve the April 2024 monthly accounts. Approved MOTION: The Board approve the May Tumuaki reports Approved 2.1 Te Pānui o te Tumuaki Tiaki <ul style="list-style-type: none">Cyclical Maintenance Adjustment MOTION: That the Nelson College Board adjust cyclical maintenance provision to a non-inflation adjusted provision. ApprovedPrep Fees Decision on hold as Board investigates some further details. Board will confirm decision via electronic resolution by 31st May.Boarding Fees MOTION: That the Nelson College Board approves the proposed Boarding 2025 fees as tabled. Approved Noted that Board need to review G/L expenses within next 12 months.	<p>BOT approved the draft 2023 Audit Report.</p> <p>BOT agreed to engage an external party, up to the value of \$10k, to review asset management,</p> <p>BOT approved the April monthly accounts.</p> <p>BOT approved the May Tumuaki & Finance and Property reports.</p> <p>BOT agreed to adjust cyclical maintenance provision to a non-inflation adjusted provision.</p> <p>BOT approved the proposed 2025 Boarding fees</p>

	<ul style="list-style-type: none"> Master Plan Lite F&P Committee will meet with WSP on site in June to review the MasterPlan Lite draft. Following this meeting the Board will review a draft plan. Ground Maintenance Contract Business Manager will contact contractors and request further quotes. Front Field Management Board noted the draft plan received however it agreed to decline the proposal and continue with the College managing the field as part of its operations. ACTION: The Acting Principal will reply to NCOBA to thanking them for the draft and outline Board decision. <p>2.2 Te Pānui o te Tumuaki</p> <ul style="list-style-type: none"> Strategic Plan Motion: That the Nelson College Board approves the draft Strategic Plan. <p style="text-align: right;">Approved</p> Annual Report Motion: That the Nelson College Board approves the draft Annual Report. <p style="text-align: right;">Approved</p> Co-Curricular Review The review has been completed and the Acting Principal has received a draft report. Board agreed to review the Draft report electronically and discuss at the July Board hui. ACTION: Acting Principal to circulate the draft report to Trustees for review and feedback. EOTC Policy Board noted that the Acting Principal has reviewed the EOTC current policy and discussed operating procedures with relevant staff. Board agreed to a policy review, in conjunction with a procedures review. ACTION: Acting Principal to review EOTC policy and procedures and table recommendations to Board. Broads Update Board discussed next steps for progressing sale options on Broads. ACTION: Presiding Member will contact possible interested parties to seek EOIs. H&S Board discussed issue of traffic management on college grounds, including the the speed of students exiting the grounds on bikes. ACTION: Acting Principal & SLT to review options to mitigate speed issues. 	<p>BOT approved the draft Strategic Plan</p> <p>BOT approved the draft Annual Report</p>
<p>3.</p>	<p>General Business</p> <p>3.1 Electronic Resolutions:</p> <p style="text-align: right;">Approved</p> <p>Motion: That the Nelson College Board consents to the Public Trust’s application to become the registered owner of the Land (pursuant to section 90 of the Land Transfer Act). That the Board consents to the Public Trust subsequently transferring the Land to the Nelson College for Girls Board.</p> <p>Motion: That the Nelson College Board freezes the International Fees for 2025.</p>	<p>Bot approved electronic resolutions</p>

	<p>3.2 Funding Requests</p> <p>Motion: That the Nelson College Board of Trustees applies to Mainland Foundation for winter tournament travel and accommodation for 1st XI Football, Sr A and Jr A Basketball to the value of \$19,758.27 excl GST. Approved</p> <p>Motion: That the Nelson College Board of Trustees applies to Lion Foundation for gym equipment for the fitness room to replace old equipment to the value of \$19,950.75 excl GST. Approved</p> <p>3.3 Te Whakarōputanga Kaitiaki Kura o Aotearoa AGM (formerly NZSTA)</p> <p>Motion: That the Nelson College Board of Trustees approves Tim Gall to “vote as he sees fit” at the 2024 Te Whakarōputanga Kaitiaki Kura o Aotearoa AGM. Approved</p> <p>3.4 Social Media – pornography</p> <p>Reviewed and noted.</p>	<p>BoT approved funding requests to Mainland Foundation & Lion Foundation</p>									
<p>4.</p>	<p>The meeting moved into Committee at 7.07pm.</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="204 927 1133 1075"> <thead> <tr> <th data-bbox="204 949 424 999">General subject of each matter to be considered</th> <th data-bbox="507 949 810 999">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 927 1133 999">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 1012 319 1034">Staff matters</td> <td data-bbox="507 1012 772 1034">protect the privacy of persons</td> <td data-bbox="887 1012 1024 1034">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 1048 347 1070">Student matters</td> <td data-bbox="507 1048 772 1070">protect the privacy of persons</td> <td data-bbox="887 1048 1024 1070">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 7.50pm 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 21st March 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 7.30pm

Next meeting – Wednesday 3rd July, at 5.00 pm.



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="199 974 1141 1131"> <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 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.



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%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;">General subject of each matter to be considered</th> <th style="text-align: left; width: 33%;">Reason for passing this resolution in relation to each matter</th> <th style="text-align: left; width: 33%;">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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Meeting closed at 8.05pm

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



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: <p>Motion: That the Nelson College Board approves recruiting of a 0.5 Director of Boarding. Carried</p> <p>Motion: That the Nelson College Board holds support staff hires, without Board approval. Carried</p> • Assets Sale Update <p>Fell House – The Board will have a builder review Fell House and provide recommendations.</p> • Broads. <p>Valuation expected in October and the Board can then proceed with next steps for expressions of interest.</p> 	<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 745"> <thead> <tr> <th data-bbox="204 622 424 674">General subject of each matter to be considered</th> <th data-bbox="507 622 810 674">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 600 1133 674">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 685 320 707">Staff matters</td> <td data-bbox="507 685 770 707">protect the privacy of persons</td> <td data-bbox="887 685 1023 707">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 719 347 741">Student matters</td> <td data-bbox="507 719 770 741">protect the privacy of persons</td> <td data-bbox="887 719 1023 741">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.



Board of Trustees Meeting Minutes

24th October 2024 – 5.00pm

Present: Richard Smith, Vikki Heays, Leith Bruning, Chase Banks, Richard Washington (Tumuaki/Principal), Andrew Murray (Specialist Advisor - MoE), Jacqui Maitland (Minutes),
Guests: Johnnie Fraser (FL Science) – left 5.30pm

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Tim Gall, Manoli Aerakis 1.3 Conflicts of Interest - Nil 1.4 Faculty Report – Johnnie Fraser Science)	
2.	Tumuaki's Reports (taken as read). Tumuaki outlined the recommendations and notes from the Oct F&P Committee hui. MOTION: The Board approve the Finance and Property Reports. Carried MOTION: The Board approve the September monthly accounts. Carried MOTION: The Board approve the October Tumuaki reports. Carried 2.1 Te Pānui o te Tumuaki Tiaki Finances: Noted Property: Assets Sale Update Fell House – Presiding Member met with a builder to review Fell House and a report is expected early November. Broads. Awaiting the valuation from CBRE. MOTION: That the Board approves the F&P Committee to approve the valuation process approval up to \$25k (with a 10% leeway), subject to a further quote from CBRE. Carried Trust Foundation Noted 2.2 Te Pānui o te Tumuaki Noted <ul style="list-style-type: none">2025 Board Dates Agreed to draft dates. ACTION: Board Secretary to provide some possible dates in Jan/Feb for a Strategic Planning hui	BOT approved the September monthly accounts. BOT approved the October Tumuaki & Finance and Property reports. BOT approved the October Tumuaki report. BOT approved the October Trust Foundation

	<ul style="list-style-type: none"> • ERP Review <p>MOTION: The Board approve the Tumuaki to engage Intesafety for an ERP review, as per their quote. Carried</p> <p>ACTION: Tumuaki to confirm with Intesafety and initiate review.</p>	<p>BOT approved the Tumuaki to engage Intesafety for an ERP review as per the quote.</p>									
<p>3.</p>	<p>General Business</p> <p>2.1 End of Year for Staff Agreed BoT will host a morning tea for staff towards the end of term. ACTION: Board Secretary to coordinate the morning tea and send invites to BoT.</p>										
<p>4.</p>	<p>The meeting moved into Committee at 6.10pm.</p> <p>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:</p> <table border="0" data-bbox="204 745 1133 896"> <thead> <tr> <th data-bbox="204 770 424 819">General subject of each matter to be considered</th> <th data-bbox="507 770 810 819">Reason for passing this resolution in relation to each matter</th> <th data-bbox="887 745 1133 819">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="204 831 320 853">Staff matters</td> <td data-bbox="507 831 772 853">protect the privacy of persons</td> <td data-bbox="887 831 1026 853">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="204 864 347 887">Student matters</td> <td data-bbox="507 864 772 887">protect the privacy of persons</td> <td data-bbox="887 864 1026 887">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 6.30pm the Board moved back into Public Meeting. Carried</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. Motion: The minutes of the Board of Trustees meeting held on 19th September 2024 were approved as a true and correct record. Carried</p> <p>5.2 Outstanding Items/Matters Arising – updated ACTION: Presiding Member to draft Board Update for October hui</p> <p>5.3 Correspondence In /Out – taken as read.</p>	<p>Previous minutes confirmed</p>									

Meeting closed at 6.40pm

Next meeting – Thursday 21st November, at 5.00 pm.



Board of Trustees Meeting Minutes

21st November 2024 – 5.00pm

Present: Richard Smith, Leith Bruning, Tim Gall, Manoli Aerakis, Richard Washington (Tumuaki/Principal), Andrew Murray (Specialist Advisor - MoE), Jacqui Maitland (Minutes),
Guests: Jamie Brown (FL Health, Outdoor Ed & PE - HOPE) – left 5.50pm

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Chase Banks, Vikki Heays, 1.3 Conflicts of Interest - Nil 1.4 Faculty Report – Jamie Brown – F/L HOPE	
2.	Tumuaki’s Reports (taken as read). Tumuaki outlined the recommendations and notes from the Nov F&P Committee hui. MOTION: The Board approve the Finance and Property Reports. Carried MOTION: The Board approve the October monthly accounts. Carried MOTION: The Board approve the November Tumuaki reports. Carried 2.1 Te Pānui o te Tumuaki Tiaki Finances: Noted Draft budget – Tumuaki outlined key points for the draft 2025 budget and work done to achieve a zero balance. Board discussed capital expenditure tracking and requested updates on progress as it occurs, along with any re prioritising. ACTION: Tumuaki to review capital expenditure reporting options and add to work plan. MOTION: The Board approve the draft 2025 Budget & Capital Expenditure. Carried MOTION: The Board approve the audit fee proposal from Silks Audit. Carried Property: The F&P Committee are reviewing insurance options for the Board owned property and have agreed to get valuations on some of the properties before confirming the level of insurance required. MOTION: The Board approve insuring Fell House, the Sanitorium and Preparatory Classrooms at Demolition value only. Carried	<p>BOT approved the October monthly accounts.</p> <p>BOT approved the November Tumuaki & Finance and Property reports.</p> <p>BOT approved the November Tumuaki report.</p> <p>BOT approved the draft 2025 budget.</p> <p>BOT approved the audit fee proposal from Silks Audit</p> <p>BOT approved insuring Fell House, the Sanitorium & Prep Classrooms at Demolition only</p>

	<p>Assets Sale Update Broads. Valuation expected January/February 2025.</p> <p>Trust Foundation & NCOBA reports Noted</p> <p>2.2 Te Pānui o te Tumuaki Noted Board noted that attendance continues to be an issue throughout schools, including Nelson College and discussed how the Tumuaki/SLT are addressing this. The new role – Wellbeing & Engagement Coordinator will have a focus on improving these rates.</p> <ul style="list-style-type: none"> • Strategic Plan Review 2025 The BoT agreed to review the key objectives of the Strategic Plan at the February 2025 hui. SLT & BoT will review progress and update as required in August. • SchoolDocs The initial draft of the new school policy system, SchoolDocs, has been received and is being reviewed by Board and staff representatives. • 2025 Triennial School Board elections MOTION: The Board approve appointing Schooled as the Returning Officer for both the Parent and Staff 2025 Triennial School Board elections. Carried 	<p>BOT approved the November Trust Foundation & NCOBA reports</p> <p>BOT approved Schooled as the Returning Officer for the 2025 Trustee elections</p>
<p>3.</p>	<p>General Business</p> <p>3.1 Funding Applications Requests</p> <p>Motion: That the Nelson College Board of Trustees applies to Mainland Foundation for Sports & Kapa Haka uniforms to the amount of \$12,631.75 excl GST. Carried</p> <p>Motion: That the Nelson College Board of Trustees applies to Aotearoa Gaming Trust for Music Equipment to the amount of \$7,652.17 excl GST. Carried</p> <p>Motion: That the Nelson College Board of Trustees applies to NZCT for Gym Flooring to the amount of \$129,844 excl GST. Carried</p> <p>Motion: That the Nelson College Board of Trustees applies to Lion Foundation for Gym Flooring to the amount of \$129,844 excl GST. Carried</p> <p>Motion: That the Nelson College Board of Trustees applies to Rata Foundation for Gym Flooring to the amount of \$129,844 excl GST. Carried</p> <p>3.2 Co-Curricular Review Synopsis Noted and thanked Vikki for her work on the synopsis.</p> <p>ACTION: Tumuaki to ask Vikki to expand the synopsis to include all recommendations from the review committee.</p> <p>3.3 NCOBA/NCTF – catchup/thank you ACTION: Board Secretary to check if 4th December at Nelson College would be suitable for NCOBA/NCTF.</p>	

4.	<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="199 257 1133 414"> <thead> <tr> <th data-bbox="199 280 494 347">General subject of each matter to be considered</th> <th data-bbox="494 280 869 347">Reason for passing this resolution in relation to each matter</th> <th data-bbox="869 257 1133 347">Ground(s) under section 48 (1) for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td data-bbox="199 347 494 380">Staff matters</td> <td data-bbox="494 347 869 380">protect the privacy of persons</td> <td data-bbox="869 347 1133 380">Section 7 (2) (a)</td> </tr> <tr> <td data-bbox="199 380 494 414">Student matters</td> <td data-bbox="494 380 869 414">protect the privacy of persons</td> <td data-bbox="869 380 1133 414">Section 7 (2) (a)</td> </tr> </tbody> </table> <p>At 7.35pm the Board moved back into Public Meeting. Carried</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. Motion: The minutes of the Board of Trustees meeting held on 24th October 2024 were approved as a true and correct record. Carried</p> <p>5.2 Outstanding Items/Matters Arising – updated</p> <p>5.3</p> <p>5.4 Correspondence In /Out – taken as read.</p>	<p>Previous minutes confirmed</p>									

Meeting closed at 7.45pm

Next meeting – Tuesday 10th December, at 5.00 pm.