



20<sup>th</sup> March 2025 - 5.00pm

No.	Agenda Items	Actioned by
1.	<p><b>Welcome</b></p> <p>1.1 Welcome &amp; Karakia.</p> <p>1.2 Apologies – Andrew Murray (Specialist Adviser - MoE)</p> <p>1.3 Conflicts of Interest – Nil</p> <p>1.4 Faculty Report – Social Science, David van der Velden</p>	
2.	<p><b>Tumuaki's Report</b> (taken as read).</p> <p><b>2.1 Te Pānui o te Tumuaki Tiaki</b></p> <p>F&amp;P Committee outlined discussions from the March F&amp;P Committee hui. Committee reviewed draft audited accounts for Dec '24 – awaiting final accounts from auditors. The F&amp;P Committee will review the level of schedule of delegations prior to the May hui to ensure they are appropriate.</p> <p><b>MOTION:</b> The Board approve the Finance and Property Reports. <b>Carried</b></p> <p><b>MOTION:</b> The Board approve the February 2025 monthly accounts. <b>Carried</b></p> <p><b>MOTION:</b> The Board approve the March Tumuaki report. <b>Carried</b></p> <p>Insurance review is underway and will be reviewed again before the end of October. Insurers will have an onsite inspection prior to next renewal. Recommendation from Committee that the Board move cover to Gallagher until 31<sup>st</sup> October.</p> <p><b>Motion:</b> That the Board accept the Gallagher insurance quote for cover until 31<sup>st</sup> October 2025. <b>Carried</b></p> <p><b>Fell House</b> – a one page summary drafted and tabled. Board members to provide any additional comments or feedback to the Board Secretary.</p> <p><b>Asset Sales</b> – an action plan for steps, timeframes, process of EOI will be drafted by Presiding Member. Valuation is due mid-late April.</p> <p><b>ACTION:</b> Presiding Member to draft an action plan with steps, timeframes and key points for EOI process on Broads.</p> <p><b>Asset Register</b> – this will continue to be reviewed and updated over the next 6 months. Committee agreed to create a register of assets not subject to depreciation (ie land).</p> <p><b>2.2 Te Pānui o te Tumuaki</b></p> <p>Tumuaki outlined details in the pānui.</p> <ul style="list-style-type: none"> <li>2024 Annual Goals – Tumuaki outlined new process for reporting 2025 Annual Goal progress to the Board.</li> </ul>	<p>BOT approved the March Tumuaki reports.</p> <p>BOT approved the Gallagher insurance quote for cover to 31 Oct 2025</p>

	<ul style="list-style-type: none"> <li>Health &amp; Safety - noted.</li> <li>SchoolDocs – outlined new review process via SchoolDocs. Board Secretary will send comms to whānau outlining the new system and also share the review process to staff, Board Members and whānau.</li> <li>Good Employer Report - noted.</li> </ul> <p><b>Trust Foundation &amp; NCOBA reports - Noted</b></p>										
3.	<p><b>General Business</b></p> <p><b>3.1 2025 NZSBA AGM</b> Nothing to remit.</p> <p><b>3.2 Student Representative Election 2025 – Returning Officer</b> <b>Motion:</b> That the Nelson College Board appoints Board Secretary, Jacqui Maitland, as the Returning Officer for the 2025 Board of Trustees Student Representative election on 3<sup>rd</sup> September 2025.</p> <p><b>3.3 Hall Trusses &amp; Projector Screen quote</b> Due to the specialization of the work there is only 1 provider available. <b>Motion:</b> That the Nelson College Board approves the quote for the Hall Trusses and Projector Screen work.</p> <p><b>3.4 Strategic Plan Workshop with SLT</b> Agreed to have a Strategic Plan workshop with the SLT on 15 Aug @8.30am.</p> <p><b>3.5 Electronic Resolutions confirmation</b> Approved.</p>	<p>BOT approved Jacqui Maitland as RO for Student Rep Elections in Sep 2025</p> <p>BOT approved quote for Hall Trusses and Projector Screen work.</p>									
4.	<p><b>The meeting moved into Committee at 6.00pm.</b></p> <p><b>In-Committee Items</b> 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> <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> <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> </table> <p><b>At 7.00pm the Board moved back into Public Meeting. Carried</b></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><b>Administration</b></p> <p><b>5.1 Confirmation of previous Minutes.</b> <b>Motion:</b> The minutes of the Board of Trustees meeting held on 20<sup>th</sup> February 2025 were approved as a true and correct record. <b>Carried</b></p> <p><b>5.2 Outstanding Items/Matters Arising – updated</b></p> <p><b>5.3 Correspondence In /Out – taken as read.</b></p>	<p>Previous minutes confirmed</p>									

Meeting closed at 7.05pm      Next meeting – Thursday 22<sup>nd</sup> May 2025 @ 5.00 pm.



Board Chair

3-6-2025

Dated



## Board of Trustees Meeting Minutes

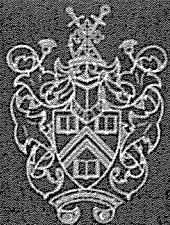
20<sup>th</sup> February 2025 – 5.00pm

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

No.	Agenda Items	Actioned by
1.	<b>Welcome</b> 1.1 Welcome & Karakia. 1.2 Apologies – Manoli Aerakis, 1.3 Conflicts of Interest – Nil 1.4 Election of Presiding Member, Deputy Chair, Board Committees – Agreed to continue with the same roles, no elections required. 1.5 Conflict of Interest Register – no changes. Conflicts of Interest for hui - Nil	
2.	<b>Tumuaki's Report</b> (taken as read). F&P Committee outlined discussions from the Feb F&P Committee hui. <b>MOTION:</b> The Board approve the Finance and Property Reports. <b>Carried</b> <b>MOTION:</b> The Board approve the December 2024 & January 2025 monthly accounts. <b>Carried</b> <b>MOTION:</b> The Board approve the February Tumuaki report. <b>Carried</b>  <b>2.1 Te Pānui o te Tumuaki Tiaki</b>  <b>Finances:</b> Noted financial reports for December 2024 & January 2025. <b>Property:</b> <ul style="list-style-type: none"><li>Insurance – Committee continuing to review insurance options and best fit for some of the properties. Awaiting further quotes</li><li>Asset Sales – Committee is waiting on the valuation for Broads, which has been delayed. The F&amp;P Committee are continuing to review the range of asset sale options.</li></ul> <b>2.2 Te Pānui o te Tumuaki</b> Tumuaki outlined details in the pānui. <ul style="list-style-type: none"><li>Noted high absentee number for Scholarship exams. This is being reviewed by the SLT to ensure future success of students choosing this option.</li><li>Boarding Report – noted. Good increase in numbers for 2025.</li><li>Work Plan – discussed inviting other departments to meet with the Board, including Careers, LSC, Counselling, Deans, Prep. <b>ACTION:</b> Board Secretary to invite the other departments to present to the Board and discuss option of Deputy Principals attending some hui.</li><li>Health &amp; Safety report – noted. Board expressed concerns with students on bikes riding at excessive speed on &amp; around the school grounds. <b>ACTION:</b> Board Secretary to organise a note to be included in newsletter reminding students no riding on grounds and exit school at a slow speed &amp; looking.</li></ul>	BOT approved the February Tumuaki reports.

	<b>Trust Foundation &amp; NCOBA reports</b> Noted <ul style="list-style-type: none"> <li>• <b>NCOBA:</b> The Score Board has been purchased and the next steps for installation &amp; training are in progress.</li> <li>• <b>NCTF</b> Tumuaki updated the Board regarding the funding from Trust Foundation (via Nankervis Estate) for upgrades at Mataki Lodge and a bouldering wall at the college.</li> </ul>	BOT approved the February Trust Foundation & NCOBA reports									
3.	<b>General Business</b> <p><b>3.1 Review of Strategic Plan</b> Most key objectives due Dec 2024 have been met. Progress to date is tracking well. Agreed to set a date for a SLT/Board workshop. Tumuaki will seek feedback from staff &amp; community prior to workshop. <b>ACTION:</b> Board Secretary to check with SLT on a suitable ½ day workshop.</p> <p><b>3.2 Board Self Review Checklist</b> <b>ACTION:</b> Board members to review and provide any questions/feedback to Board Secretary.</p> <p><b>3.3 Extra 12OED Kayak Trip – EOTC approval request</b> Approved.</p>										
4.	<b>The meeting moved into Committee at 5.47pm.</b> <b>In-Committee Items</b> 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: <table> <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> <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> </table> <p><b>At 6.47pm the Board moved back into Public Meeting. Carried</b></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.	<b>Administration</b> <p><b>5.1 Code of Conduct</b> - approved</p> <p><b>5.2 Terms of Reference – Disciplinary Committee &amp; Finance &amp; Property Committee</b> - approved</p> <p><b>5.3 Schedule of Delegations</b> - approved</p> <p><b>5.4 Timetable Policy</b> – approved</p> <p><b>5.5 Confirmation of previous Minutes.</b> <b>Motion:</b> The minutes of the Board of Trustees meeting held on 22<sup>nd</sup> January 2025 were approved as a true and correct record. <b>Carried</b></p> <p><b>5.6 Outstanding Items/Matters Arising</b> – updated</p> <p><b>5.7 Correspondence In /Out</b> – taken as read.</p>	Previous minutes confirmed									

Meeting closed at 7.15pm      Next meeting – Thursday 20<sup>th</sup> March 2025 @ 5.00 pm.



## Board of Trustees Meeting Minutes

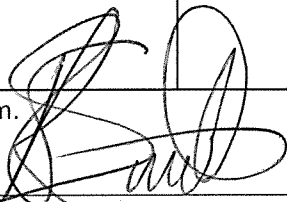
22<sup>nd</sup> January 2025 – 5.00pm


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

No.	Agenda Items	Actioned by
1.	<b>Welcome</b> <ul style="list-style-type: none"> <li>1.1 Welcome &amp; Karakia.</li> <li>1.2 Apologies – Chase Banks, Manoli Aerakis, Andrew Murray,</li> <li>1.3 Conflicts of Interest - Nil</li> </ul>	
2.	<b>Tumuaki's Report</b> (taken as read). <p><b>MOTION:</b> The Board approve the January Tumuaki report. <span style="float: right;"><b>Carried</b></span></p> <p><b>2.1 Te Pānui o te Tumuaki</b></p> <p><b>Attendance:</b> - Noted Term 4 2024 report</p> <p><b>Provisional NCEA results 2024:</b> Noted</p> <p><b>Board Self Review:</b> Discussed the NZSTA form for self-review and options to complete. Agreed that Presiding Member to complete and then review/discuss with full Board</p> <p><b>ACTION:</b> Presiding Member to complete Self Review Checklist and table at March Board hui.</p> <p><b>Finances:</b> Discussed with Tumuaki the current financial reports. Board requested December financials</p> <p><b>ACTION:</b> Board Secretary to forward December financial reports to Board.</p> <p><b>School Docs:</b> The final review has been completed and site is now live.</p> <p><b>MOTION:</b> That the Nelson College Board of Trustees adopts the SchoolDocs policies. <span style="float: right;"><b>Carried</b></span></p> <p><b>AI Training:</b> Discussed offer for AI training for some Board Members. Agreed that Dicky, Tim &amp; Vikki for evening sessions.</p> <p><b>Trust Foundation &amp; NCOBA reports</b></p> <p>Noted – NCTF approved the funding requests in total for sports, gym floor, hardship, music room update.</p> <p>NCTF Chair has also visited Mataiki Lodge and confirmed that the Foundation will provide funds from one of the trust estate funds to do some repairs/refurbishment.</p>	<p>BOT approved the January Tumuaki report.</p> <p>BOT agreed to adopt the SchoolDocs policies.</p> <p>BOT approved the January Trust Foundation &amp; NCOBA reports</p>

3.	<p><b>General Business</b></p> <p><b>3.1 Asset Sales Update</b> No further updates – awaiting for valuation, which is due end January.</p> <p><b>3.2 Funding Applications Request for gym flooring</b> Discussed various options and Board confirmed that no school funds are available for this project. Board requested that 2 more quotes be sought and confirmation of best flooring option.</p> <p><b>3.3 NZ School Boards Association – AGM/Conference</b> Presiding Member will attend &amp; Board agreed that it would be good to send at least 1 or potentially 2 other Board Member.</p> <p><b>3.4 Electronic Resolutions</b> <span style="float: right;"><b>Approved</b></span>  <b>26-11-2024 Motion:</b> That the Nelson College Board of Trustees approve the signing of a five-year photocopier contract with Canon.   <b>27-11-2024 Motion:</b> That the Nelson College Board of Trustees approve the initial EOTC proposal for the Nelson College Hockey trip to Australia in 2025.   <b>20-12-2024</b>  <b>Motion:</b> That the Nelson College Board approve the remaining Principal wellbeing funds of \$4,006.50 be rolled over to 2025.  <b>Motion:</b> That the Nelson College Board approve the schedule of Senior OED trips in 2025.</p>										
4.	<p><b>The meeting moved into Committee at 6.20pm.</b></p> <p><b>In-Committee Items</b> 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 1249 1129 1400"> <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><b>At 6.30pm the Board moved back into Public Meeting.</b> <span style="float: right;"><b>Carried</b></span></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 6.32pm      Next meeting – Thursday 20<sup>th</sup> February 2025 @ 5.00 pm.

  
 Board Chair

  
 Dated