



NELSON COLLEGE

TE KURA TAMATĀNE O WHAKATŪ

Board of Trustees Meeting Minutes

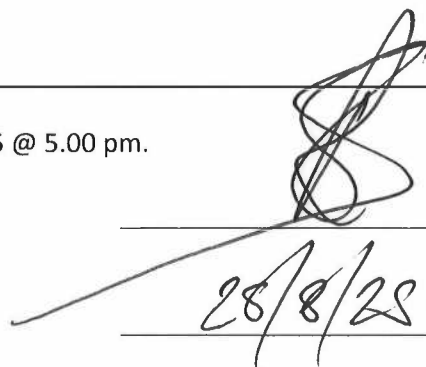
26th June 2025 – 5.00pm

Present: Richard Smith, Leith Bruning, Tim Gall (via Teams), Vikki Heays, Chase Banks (left 6.51pm), Richard Washington (Tumuaki/Principal) - 5.30pm, Andrew Murray – Specialist Adviser (MoE), Jacqui Maitland (Minutes),

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Manoli Aerakis, 1.3 Conflicts of Interest – Nil 1.4 Department Report – Rob McHardy – Learning Support	
2.	Tumuaki's Report (taken as read). 2.1 Te Pānui o te Tumuaki Tiaki No F&P Committee hui held in June so Board reviewed and discussed the Tumuaki's Tiaki report. The Principal confirmed that, as Principal, he has been completing the journal checks – no issues to report. Board noted that the finances are tracking well and on target. Principal has engaged an external contractor to assist with procedure review and this will include a drafting of the requested financial guidelines. Board noted that the College is still waiting for the final consolidated accounts from the auditor. Motion: The Board approve the May 2025 monthly accounts. Carried Motion: The Board approve the June Tumuaki Tiaki report. Carried Insurance Offer from Manoli to assist Business Manager to progress next step in Insurance review. Board discussed and agreed that Business Manager and Manoli to work together on the next steps of the insurance review. Action: Presiding Member to confirm with Manoli to progress next steps on Insurance Review. Kindo Principal outlined the Kindo system that will assist the College with fee collection. System will provide time efficiency and has a guaranteed cost per transaction. Feedback is that is user friendly for parents. Agreed to go ahead and can be reviewed at the end of the first year. Motion: The Nelson College Board of Trustees approved the implementation of Kindo at Nelson College. Carried Network Upgrade Board reviewed the table detailing savings on capital expenditure that can cover the unbudgeted expense for the upgrade. Noted that the upgrade was not an expected cost. Motion: The Nelson College Board of Trustees agreed for the Principal to sign off up to \$47,500 in capital expenditure on the N4L upgrade in Boarding. Carried	BOT approved the June Tumuaki Tiaki report and the May monthly accounts. Board approve the implementation of Kindo. Board approved the sign off for N4L upgrade in Boarding

	Property Report The Board noted the updates on the Ministry Projects and other property updates as tabled in the Tumuaki Tiaki report. Asset Sales Update Planscapes report is almost complete, the NCC report is required before it can be finalised. Final report will be sent to valuers once available. NCTF & NCOBA reports The Board noted the verbal reports from the Tumuaki/Principal for the NCTF & NCOBA. 2.2 Te Pānui o te Tumuaki Strategic Plan – 2026-2029 Community Engagement Board reviewed MoE Toolkit on community engagement for strategic plan and draft question template. Agreed to draft questions for community engagement and to review engagement options for key stakeholders, including Māori/Pasifika, refugee contacts, parents, students, police, Old Boys . Action: Vikki Heays to confirm way to engage with Māori/Pasifika and Refugee contacts. Action: Vikki Heay and Principal to draft questions for community engagement Board noted the following reports in the Tumuaki report: • Strategic Monitoring Report • Projected NCEA Results • Health & Safety Update • Boarding Report										
3.	General Business 3.1 Electronic Resolutions confirmation 5th June - That the Nelson College Board of Trustees approves the final EOTC RAMS for the Nelson College Hockey tour to Queensland in July 2025 Approved.										
4.	The meeting moved into Committee at 6.43pm. 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: <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> At 7.20pm the Board moved back into Public Meeting. Carried	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.	Administration 5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 22nd May 2025 were approved as a true and correct record. Carried 5.2 Outstanding Items/Matters Arising - nil 5.3 Correspondence In /Out – nil.	Previous minutes confirmed									

Meeting closed at 7.25pm Next meeting – 21st August 2025 @ 5.00 pm.


 Board Chair
 28/8/25.
 Dated



22nd May 2025 – 5.00pm

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – 1.3 Conflicts of Interest – Nil 1.4 Department Report – Caroline Henderson, Library	
2.	Tumuaki’s Report (taken as read). 2.1 Te Pānui o te Tumuaki Tiaki F&P Committee outlined discussions from the May F&P Committee hui. Agreed to have a reforecast for the June hui. Motion: The Board approve the Finance and Property Reports. Carried Motion: The Board approve the April 2025 monthly accounts. Carried Motion: The Board approve the May Tumuaki Tiaki report. Carried Additional staffing for Priority Learners Tumuaki requested funding and approval to advertise/recruit 2 new roles to support Priority Learners. Motion: Board approve advertising & appointing roles for a Pou Tautoko and a part time teacher aide for the remainder of 2025. Carried 2026 Fees – Boarding, Prep & International. F&P Committee reviewed the proposed fees and recommend that the Board approve the 2026 fees as outlined in the Tumuaki Tiaki report. Proposed rates are within current rates markets and inflation. Motion: That the Board accepts the proposed 2026 fees for Boarding, Prep & International as tabled. Carried Schedule of Delegations F&P Committee reviewed the current Schedule of Delegations and recommend that the Board accept the changes as outlined in the Tumuaki Tiaki report. Motion: That the Board approves the changes to the Schedule of Delegations as tabled. Carried Asset Sales Update Evaluators updated that completed work to present to Board now only likely ready around End July. Action: Presiding Member to update MoE with further delay to receiving the evaluation and the impact on timeframes.	BOT approved the May Tumuaki reports. BOT approved the recruitment of fixed term Pou Tautoko and part-time teacher aide for Priority Learners BOT approved the 2026 Prep, Boarding and International fees BOT approved the changes to the Schedule of Delegations

	2.2 Te Pānui o te Tumuaki Annual Implementation Plan Motion: That the Board approves the Annual Implementation Plan. Carried Annual Report Motion: That the Board approves the Annual Report, subject to adding the 2024 Statement from the auditors. Carried Strategic Plan – 2026-28 Community engagement/consultation Discussed options for community consultation and ensuring strong engagement from the community. Action: Tumuaki & Andrew Murray to draft questions, information and table at June BoT hui or electronically. Bot Elections 2025 Recommended sharing information on the upcoming elections with the school community via social media, newsletter etc. NCG & NC Boards will host a joint information evening for the community. Action: Tumuaki to arrange for marketing & comms to the school community, including the combined information evening. Timetable Policy Revised to compensate teachers who are over the average class size limit. Motion: That the Board approves the Timetable Policy. Carried SchoolDocs • The Board noted Term 1 & Term 2 Board Assurances from the Principal • The Board noted the SchoolDocs Internal Review Updated and action points Trust Foundation & NCOBA reports - Noted	BOT approved the 2025 Annual Implementation Plan BOT approved the the 2024 Annual report subject to adding the audited accounts BOT approved the Timetable Policy
3.	General Business 3.1 MoE – Update on Intervention review 3.2 Hireage – permission sought for licensed event at Nelson College Motion: That the Nelson College Board approves the hirer of the school hall on 6th June to serve alcohol provided they meet all legal requirements under the Sale & Supply of Alcohol Act 2012 and Nelson College’s Host Responsibility obligations. Carried 3.3 NZSBA 2025 AGM Delegation Board required to delegate voting to its representative at the 2025 AGM. Motion: Board nominates Richard Smith, Presiding Member as its delegate for the NZSBA 2025 AGM. 3.4 Electronic Resolutions confirmation Approved.	BOT approved permission for a licensed event by a hirer at the college on 6th June 2025 BOT nominated Richard Smith as its delegate to the NZSBA 2025 AGM.

4.	The meeting moved into Committee at 7.08pm. 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: <table border="1"> <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> At 7.25pm the Board moved back into Public Meeting. Carried	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.	Administration 5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 20th March 2025 were approved as a true and correct record. Carried 5.2 Outstanding Items/Matters Arising – updated 5.3 Correspondence In /Out – taken as read.	Previous minutes confirmed									

Meeting closed at 7.30pm Next meeting – Thursday 26th June 2025 @ 4.30 pm.



Board Chair

26-6-2025

Dated



20th March 2025 - 5.00pm

No.	Agenda Items	Actioned by
1.	Welcome 1.1 Welcome & Karakia. 1.2 Apologies – Andrew Murray (Specialist Adviser - MoE) 1.3 Conflicts of Interest – Nil 1.4 Faculty Report – Social Science, David van der Velden	
2.	Tumuaki's Report (taken as read). 2.1 Te Pānui o te Tumuaki Tiaki F&P Committee outlined discussions from the March F&P Committee hui. Committee reviewed draft audited accounts for Dec '24 – awaiting final accounts from auditors. The F&P Committee will review the level of schedule of delegations prior to the May hui to ensure they are appropriate. MOTION: The Board approve the Finance and Property Reports. Carried MOTION: The Board approve the February 2025 monthly accounts. Carried MOTION: The Board approve the March Tumuaki report. Carried 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 31st October. Motion: That the Board accept the Gallagher insurance quote for cover until 31st October 2025. Carried Fell House – a one page summary drafted and tabled. Board members to provide any additional comments or feedback to the Board Secretary. Asset Sales – an action plan for steps, timeframes, process of EOI will be drafted by Presiding Member. Valuation is due mid-late April. ACTION: Presiding Member to draft an action plan with steps, timeframes and key points for EOI process on Broads. Asset Register – 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). 2.2 Te Pānui o te Tumuaki Tumuaki outlined details in the pānui. 2024 Annual Goals – Tumuaki outlined new process for reporting 2025 Annual Goal progress to the Board.	BOT approved the March Tumuaki reports. BOT approved the Gallagher insurance quote for cover to 31 Oct 2025

	- Health & Safety - noted. - 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. - Good Employer Report - noted. Trust Foundation & NCOBA reports - Noted										
3.	General Business 3.1 2025 NZSBA AGM Nothing to remit. 3.2 Student Representative Election 2025 – Returning Officer Motion: That the Nelson College Board appoints Board Secretary, Jacqui Maitland, as the Returning Officer for the 2025 Board of Trustees Student Representative election on 3rd September 2025. 3.3 Hall Trusses & Projector Screen quote Due to the specialization of the work there is only 1 provider available. Motion: That the Nelson College Board approves the quote for the Hall Trusses and Projector Screen work. 3.4 Strategic Plan Workshop with SLT Agreed to have a Strategic Plan workshop with the SLT on 15 Aug @8.30am. 3.5 Electronic Resolutions confirmation Approved.	BOT approved Jacqui Maitland as RO for Student Rep Elections in Sep 2025 BOT approved quote for Hall Trusses and Projector Screen work.									
4.	The meeting moved into Committee at 6.00pm. 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: <table> <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> At 7.00pm the Board moved back into Public Meeting. Carried	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.	Administration 5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 20th February 2025 were approved as a true and correct record. Carried 5.2 Outstanding Items/Matters Arising – updated 5.3 Correspondence In /Out – taken as read.	Previous minutes confirmed									

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



Board Chair

3-6-2025

Dated



Board of Trustees Meeting Minutes

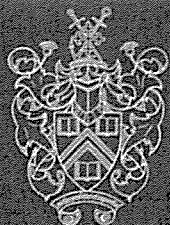
20th February 2025 – 5.00pm

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

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

	Trust Foundation & NCOBA reports Noted • NCOBA: The Score Board has been purchased and the next steps for installation & training are in progress. • NCTF Tumuaki updated the Board regarding the funding from Trust Foundation (via Nankervis Estate) for upgrades at Mataki Lodge and a bouldering wall at the college.	BOT approved the February Trust Foundation & NCOBA reports									
3.	General Business 3.1 Review of Strategic Plan Most key objectives due Dec 2024 have been met. Progress to date is tracking well. Agreed to set a date for a SLT/Board workshop. Tumuaki will seek feedback from staff & community prior to workshop. ACTION: Board Secretary to check with SLT on a suitable ½ day workshop. 3.2 Board Self Review Checklist ACTION: Board members to review and provide any questions/feedback to Board Secretary. 3.3 Extra 12OED Kayak Trip – EOTC approval request Approved.										
4.	The meeting moved into Committee at 5.47pm. 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: <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> At 6.47pm the Board moved back into Public Meeting.	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.	Administration 5.1 Code of Conduct - approved 5.2 Terms of Reference – Disciplinary Committee & Finance & Property Committee - approved 5.3 Schedule of Delegations - approved 5.4 Timetable Policy – approved 5.5 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 22 nd January 2025 were approved as a true and correct record. Carried 5.6 Outstanding Items/Matters Arising – updated 5.7 Correspondence In /Out – taken as read.	Previous minutes confirmed									

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



Board of Trustees Meeting Minutes

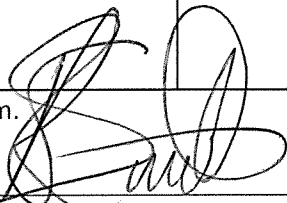
22nd January 2025 – 5.00pm

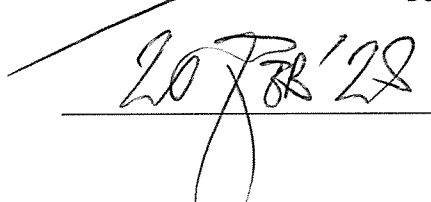
Present: Richard Smith, Leith Bruning, Tim Gall, Vikki Heays (joined 5.15pm), Richard Washington (Tumuaki/Principal), Jacqui Maitland (Minutes),

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

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


 Board Chair


 Dated