

CONFIRMED MINUTES

NOVEMBER BOARD HUI



At the **December Board hui** on **9 Dec 2025** these minutes were **confirmed as presented**.

Name:	Nelson College
Date:	Thursday, 20 November 2025
Time:	5:00 pm to 7:15 pm (NZDT)
Location:	Library - Nelson College, 67 Waimea Road, Nelson
Board Members:	Richard Washington, Richard Smith (Chair), Sarah Rees, Manoli Aerakis, Tim Gall, Tim de Vries, Catherine Staig, Isaac Milner
Attendees:	Jacqui Maitland, Andrew Murray
Apologies:	Bridget Giesen
Guests/Notes:	Heledd Davis (5.00 - 5.35pm)

1. Welcome

1.1 Apologies

1.2 Interest Register

1.3 Department Report

Heledd Davis, HoD Counselling presented to the Board outlining the role of the school counsellors, challenges and depth of help provided.

The board thanked Heledd for your presentation and statistics/information provided to them.

2. Tumuaki Reports

2.1 October Financial Accounts



October 2025 Financial Accounts

That the Nelson College Board approves the October 2025 Financial accounts as tabled.

Decision Date: 20 Nov 2025

Outcome: Approved



November Financial Report

That the Nelson College Board approves the November Financial Report as tabled.

Decision Date: 20 Nov 2025

Outcome: Approved

Board noted the October financials & the Tumuaki's November Financial Report.

2.2 October Journal Report

Board noted that the Principal has sighted the October Journal report.

2.3 Draft 2026 Budget

The draft 2026 budget was tabled by management. The board had a robust discussion around the significant movement between the current year and 2026 year being circa \$500,000 swing in profitability. Most schools combine their day school operations with their international student fees. With these combined the budget as proposed is break even.

The board has cautioned management that care is needed in meeting the budget while delivering outcomes as per the strategic plan.

Board requested that the Strategic Plan and budget to be linked where there is financial alignment to the plan. The 2027 Strategic Plan to precede the 2027 budget

The board approved the draft budget.



2026 Draft Budget

The Nelson College Board approved the draft 2026 budget.

Decision Date: 20 Nov 2025

Outcome: Approved

2.4 Strategic Monitoring Report

Board noted the report and requested an update on the Quarterly Rocks section as some items have been completed.



Update Strategic Monitoring

Update quarterly rocks section of strategic monthly report - removing completed tasks and included new tasks from the Strategic Plan.

Due Date: 1 Dec 2025

Owner: Richard Washington

2.5 November Health & Safety Reports

Board noted the new reports as requested.

Discussed ensuring that H&S in boarding is continually monitored, which Principal noted is occurring.

2.6 November Boarding Report

Noted

2.7 Tumuaki PGC/PLD Report

Board noted the completion of the Tumuaki's PLD/PGC.

2.8 Board Assurances Term 4

Board noted the assurances and that the financial check by a Board Member needs to be completed. Presiding Member will complete this before the end of Term 4



Financial Check

Board Secretary to arrange for Presiding Member to complete the financial checks.

Due Date: 10 Dec 2025

Owner: Jacqui Maitland

2.9 Board Work Plan

Noted.

Discussed the changes to the Strategic Plan requirements that MoE have set. Agreed that board will continue with the current planning for 2026 and incorporate new requirements as they are advised by MoE.

Strategic Plan and budget to be linked where there is financial alignment to the plan.



Strategic Plan 2026

Principal to share the current draft Strategic Plan document with the board for review.

Due Date: 2 Dec 2025

Owner: Richard Washington

2.10 Physical Restraint Register Review

Noted.

2.11 Projected NCEA Results

Noted

2.12 NCOBA Update

No further NCOBA since the 15th October hui. Next hui is 26th November, followed by the end of year function.

3. General Business

3.1 No general business

4. In Committee

4.1 In Committee Board Time

The meeting moved into Committee at 6.30pm.

At 7.05pm the Board moved back into Public Meeting.

Carried

5. Administration

5.1 Confirm Minutes



Confirmation of October 2025 Minutes

The minutes of the Board of Trustees meeting held on 23rd October 2025 were approved as a true and correct record

Decision Date: 20 Nov 2025

Outcome: Approved

5.2 Action List

5.3 Correspondence

Petition re removal of Te Tiriti from school board objectives

Board noted the petition regarding the removal of Te Tiriti obligations for school boards. The board supports the notification posted this week outlining Nelson College's position and confirming there will be no change.

6. Close Meeting

6.1 Close the meeting

Next meeting: December Board hui - 9 Dec 2025, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.4	Update Strategic Monitoring Due Date: 1 Dec 2025	Richard Washington
2.8	Financial Check Due Date: 10 Dec 2025	Jacqui Maitland
2.9	Strategic Plan 2026 Due Date: 2 Dec 2025	Richard Washington

Next meeting - Tuesday 9th December @5.00pm

Richard Smith
10 Dec 2025



23rd October 2025 - 5.00pm

No.	Agenda Items	Actioned by
1.	Welcome <p>1.1 Welcome</p> <p>1.2 Apologies – nil</p> <p>1.3 Department Report – Careers & Gateway, Vikki Heays (5.00pm - 5.30pm)</p> <p>1.4 Conflicts of Interest – Nil</p>	
2.	Tumuaki's Report (taken as read). <p>2.1 Te Pānui o te Tumuaki Tiaki Board noted October finances results to date.</p> <p>Motion: The Board approves the September 2025 monthly accounts. Carried</p> <p>Motion: The Board approve the October Tumuaki Tiaki report. Carried</p> <p>Insurance F&P Committee met with brokers for presentations on their proposals for insurance – the revised proposals have provided a significant decrease in premium costs without significant reduction in cover. Board agreed to do a regular review of insurance moving forward.</p> <p>Motion: The Nelson College Board accepts the Gallagher Full Replacement value proposal.</p> <p>Property Report The Board noted the updates on the Ministry Projects and other property updates as tabled in the Tumuaki Tiaki report.</p> <p>Asset Sales CBRE have submitted their invoice for the valuation report on Broads. Recommendation from F&P Committee is that the board approves the invoice for payment.</p> <p>Motion: The Nelson College Board approves the CBRE invoice for payment</p> <p>NCTF & NCOBA reports Noted. Next NCTF hui is 5th November.</p>	<p>Board approved the October Tumuaki Tiaki report and the September monthly accounts.</p> <p>Board accepted the Gallagher Full Replacement Value proposal</p> <p>Board approved CBRE invoice for payment.</p>

	<p>2.2 Te Pānui o te Tumuaki</p> <p>Strategic Plan Ministry of Education has advised of the change to the requirement for a new 2026 Strategic Plan. Confirmed information on requirements in the new Strategic Plan are expected from the MoE after the Bill has been passed in Parliament. Nelson College will continue to work through the new plan as outlined from the Strategic Planning workshop, and make amendments as required.</p> <p>2026 Board hui dates Board reviewed draft dates for 2026 – no major issues with proposed dates and agreed to keep with current meeting timings.</p> <p>Board Operational Policy – D6 Health & Safety New draft policy tabled for board’s review and board noted that this is based of the NZSBA format. Motion: That the Nelson College Board approves the Board Operational Policy, D6 Health & Safety as tabled. Carried</p> <p>Board noted the following reports in the Tumuaki report:</p> <ul style="list-style-type: none"> • Projected NCEA Results – on track for good endorsement results • Health & Safety Update – noted the new hazard identified for MoE building. • Boarding Report – enrolments and enquiries for 2026 are still being received • Strategic Monitoring Report - noted 	<p>Board approved the D6 Health & Safety Policy as tabled</p>									
<p>3.</p>	<p>General Business</p> <p>3.1 Fit & Proper Person Assessment Board Secretary outlined requirement and process for each board member to complete the assessment. Members needs to complete prior to the ERO review of Prep in late Nov/early Dec.</p> <p>3.2 BoardPro proposal Principal outlined a new software option for board papers. Board agreed to subscribe to BoardPro. Motion: That Nelson College Board approves subscribing to BoardPro. Carried</p>	<p>Board approved subscribing to Board Pro.</p>									
<p>4.</p>	<p>The meeting moved into Committee at 6.45pm.</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 data-bbox="204 1771 1134 1921"> <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 7.20pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									

5.	<p>Administration</p> <p>5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 18th September 2025 were approved as a true and correct record. Carried</p> <p>5.2 Outstanding Items/Matters Arising - nil</p> <p>5.3 Correspondence In /Out – taken as read.</p> <p>Board noted the letter received regarding the new uniform. Nelson College will continue to review feedback and discuss with supplier.</p> <p>ACTION: Board directed Principal to reply to the parent/staff member regarding the issues raised.</p>	Previous minutes confirmed
----	--	----------------------------

Meeting closed at 7.45pm Next meeting – 20th November 2025 @5.00 pm.



Board of Trustees Meeting Minutes

18th September – 5.00pm

Present: Tim Gall, Manoli Aerakis (via Teams), Sarah Rees, Tim de Vries, Catherine Staig, Richard Washington (Tumuaki/Principal), Isaac Milner, Andrew Murray – Specialist Adviser (MoE), Jacqui Maitland (Minutes),

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Introductions. Board appointed Tim Gall to chair the hui.</p> <p>1.2 Apologies – Bridget Giesen</p> <p>1.3 Department Report – Prep, Richard Nott (5.00pm - 5.20pm)</p> <p>1.4 Conflicts of Interest – Nil</p> <p>1.5 Co-opting options Board discussed the options for co-opting a previous board member onto the board. Agreed there is a need to provide continuity on the College's current financial situation with Ministry and co-opting a previous board member will ensure progression. Agreed that board needs to ensure governance leadership experience and availability. Discussed co-opting additional people to increase the strength of the board, succession planning and skill sets. The board agreed to look at options for further co-opting and review at next hui. Resolution: Nelson College Board agrees to co-opt Richard Smith to the board until February 2027.</p> <p>1.6 Election of Presiding Member – Tim Gall nominated Richard Smith . Carried</p> <p>1.7 Election of Deputy Presiding Member – Tim Gall nominated Sarah Rees Carried As a new board member was absent, the Presiding Member will discuss role with this member. If they are interested in the role the board will review at next hui.</p> <p>1.8 Election of Board Committees (F&P, Disciplinary, Trust Foundation)<ul style="list-style-type: none">○ F&P Committee – Sarah, Manoli, Tim Gall – Bridget to be confirmed○ Discipline - as available,○ Trust Foundation – Sarah, Tim GallBoard also agreed on the following:<ul style="list-style-type: none">○ NC Old Boys liaison - Tim Gall (this is not an NCOBA executive role)○ Board Updates - Catherine Staig</p>	
2.	<p>Tumuaki's Report (taken as read).</p> <p>2.1 Te Pānui o te Tumuaki Tiaki The monthly financials were reviewed – board noted that the Specialist Adviser advised that the Colleges income and expenditure performance is currently running at good normal school operating levels, however the Colleges financial position is still well below where it should be. Motion: The Board approves the August 2025 monthly accounts. Carried Motion: The Board approve the September Tumuaki Tiaki report. Carried</p>	Board approved the September Tumuaki Tiaki report and the August monthly accounts.

	<p>Maintenance – Painting Programme Principal outlined the proposed painting programme from Brown & Symes. F&P Committee recommends that the board approve the programme as tabled. Motion: The Nelson College Board approves painting programme of B Block South Side and Inner Quad for summer of 2025/26. Carried</p> <p>Property Report The Board noted the updates on the Ministry Projects and other property updates as tabled in the Tumuaki Tiaki report.</p> <p>NCTF & NCOBA reports Noted.</p> <p>2.2 Te Pānui o te Tumuaki</p> <p>Strategic Plan Currently being developed by the SLT and staff – a draft will come back to board for review prior to finalisation.</p> <p>Governance Manual and Governance Policies Board reviewed the new manual and draft governance policies. Motion: That the Nelson College Board approves the Governance Policies tabled in the Governance Manual. Carried</p> <p>SchoolDocs Term Review Updates Board noted the policy changes and updates from the Term Review.</p> <p>Board Assurances Term 3 Board reviewed and noted the Board Assurances provided by the Principal for Term 3.</p> <p>Board noted the following reports in the Tumuaki report:</p> <ul style="list-style-type: none"> • Strategic Monitoring Report • Projected NCEA Results • Health & Safety Update • Boarding Report 	<p>Board approved the painting programme of B Block South Side and Inner Quad for summer 2025/26.</p> <p>Board approved the Governance policies as tabled in the Governance manual.</p>
3.	<p>General Business</p> <p>3.1 Electronic Resolutions confirmation – 3rd Sep 2025 That the Nelson College Board approve for Principal to sign a two-year contract with Grounded GM Limited as negotiated. Approved</p> <p>3.2 Gym Gear Purchase A capex request was tabled to purchase secondhand gym equipment. The equipment is available at a reduced price and can replace broken equipment in the fitness centre. Motion: That Nelson College Board approves capital expenditure of up to \$15,000 for second-hand gym equipment to be installed in the fitness centre. Carried</p> <p>3.3 End of Year Function Agreed to hold hui at College and then offsite function.</p>	<p>Board approved capital expenditure of up to \$15k for 2nd hand gym equipment.</p>

4.	<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> <tr> <th data-bbox="204 293 424 342">General subject of each matter to be considered</th><th data-bbox="507 293 810 342">Reason for passing this resolution in relation to each matter</th><th data-bbox="887 271 1133 342">Ground(s) under section 48 (1) for the passing of this resolution</th></tr> <tr> <td data-bbox="204 353 424 376">Staff matters</td><td data-bbox="507 353 810 376">protect the privacy of persons</td><td data-bbox="887 353 1133 376">Section 7 (2) (a)</td></tr> <tr> <td data-bbox="204 387 424 409">Student matters</td><td data-bbox="507 387 810 409">protect the privacy of persons</td><td data-bbox="887 387 1133 409">Section 7 (2) (a)</td></tr> </table> <p>At 7.14pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									
5.	<p>Administration</p> <p>5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 21st August 2025 were approved as a true and correct record. Carried</p> <p>5.2 Outstanding Items/Matters Arising - nil</p> <p>5.3 Correspondence In /Out – taken as read.</p>	Previous minutes confirmed									



21st August 2025 – 5.00pm

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & Karakia.</p> <p>1.2 Apologies – Chase Banks ,</p> <p>1.3 Conflicts of Interest – Nil</p> <p>1.4 Department Report – Steve Garside – OED, Grant Billcliff – EOTC (5.00pm - 5.30pm)</p> <p>1.5 Duke & Cooke re Broads Valuation – Simon Charles (5.36pm – 5.55pm)</p>	
2.	<p>Tumuaki’s Report (taken as read).</p> <p>2.1 Te Pānui o te Tumuaki Tiaki Finances continue to track well against budget, this is partly due to increasing International & Boarding numbers and operational grants. Specialist Adviser noted that there is good progress towards improving future budgets.</p> <p>Motion: The Board approve the July 2025 monthly accounts. Carried</p> <p>Motion: The Board approve the August Tumuaki Tiaki report. Carried</p> <p>Audited Accounts The audit of 2024 has been completed and auditor’s report/recommendations received. F&P Committee will continue to review recommendations and adopt as appropriate.</p> <p>Payroll/HR Advisor F&P Committee reviewed the proposal for replacing the retiring Payroll/HR Advisor. Board agreed to the recommendation as it’s a critical role, with specialised skills. Motion: The Nelson College Board of Trustees approve the appointment of a Payroll Administrator role for 25 hours per week term time only on Grade 4 of Support Staff Collective. Carried</p> <p>Grounded Maintenance Contract renewal The contract for current maintenance company Grounded is due for renewal. Recommendation from F&P Committee was to negotiate a new contract. Board agreed to recommendation – there have been no issues with Grounded in the first year. Motion: The Nelson College Board of Trustees approves the Principal to negotiate a two-year contract with Grounded. Carried</p>	<p>BOT approved the August Tumuaki Tiaki report and the July monthly accounts.</p> <p>BOT approved the appointment of a Payroll Admin role</p> <p>BOT approved the Principal to negotiate a 2-year contract with Grounded.</p>

Budget Guidance

F&P Committee drafted some guidance for the Principal and Business Manager for drafting the 2026 budget. Key points are:

- Depreciation to be funded
- Maintenance at around 2% of built asset value (\$13.25M) or another Board agreed ratio as a series of specific projects and any excess to a 'building maintenance provision'
- Build working capital towards consistently meeting the approx \$800K MoE requirement
- Make provision to improve accuracy of budgeting for historically overspent areas such as relieving, acknowledging other initiatives may reduce some of these burdens
- Take increased risk in some areas where we have historically underestimated at budget time (student numbers are one example)
- Make provision for funding aspects of strategic initiatives once Strategic Plan is agreed by Board

Property Report

The Board noted the updates on the Ministry Projects and other property updates as tabled in the Tumuaki Tiaki report.

- B Block roof replacement begins in September
- Electrical boards and heat pump replacement work begins next month
- Toilet upgrade timeline expected by end of August
- NCC will trim heritage trees during next school holidays due to H&S ri

Insurance

Board reviewed the current insurance on key buildings and discussed preferred replacement value & option.

Asset Sales Update

Board discussed valuation review by Duke & Cooke and various options for sale of Broads. Board agreed that a key point is to ensure the college still maintains sufficient sports field. Specialist Advisor recommended a national marketing campaign to maximise the offers. Agreed that next step is to go to market for EOIs.

Action: F&P to schedule an extra-ordinary hui to confirm EOI details.

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

Principal has shared an agenda, guidelines and feedback themes for strategic plan hui on 22nd August. Surveys were sent to whānau, staff, students, Old Boys for community feedback on the new plan.

Board Elections – including exit process

Board noted the high caliber of candidates for the Parent election – 9 nominations received. New members will have an initial induction on the 18th September, prior to board hui. Agreed to have an exit process for Board members.

Action: Board Secretary to prepare survey for exiting board members.

	<p>Board noted the following reports in the Tumuaki report:</p> <ul style="list-style-type: none"> • Strategic Monitoring Report • Projected NCEA Results • Health & Safety Update • Boarding Report • Physical Restraint Register 										
3.	<p>General Business</p> <p>3.1 EOTC Initial approval request – 2026 Japan Trip with NCG Approved</p> <p>3.2 Electronic Resolutions confirmation 15th July - That the Nelson College Board of Trustees approves the \$6k for an Insurance Risk Survey report from Gallagher Insurance. Approved</p>										
4.	<p>The meeting moved into Committee at 7.05pm.</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> <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>At 7.45pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									
5.	<p>Administration</p> <p>5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 26th June 2025 were approved as a true and correct record. Carried</p> <p>5.2 Outstanding Items/Matters Arising - nil</p> <p>5.3 Correspondence In /Out – taken as read.</p>	Previous minutes confirmed									

Meeting closed at 7.55pm Next meeting – 18th September 2025 @ 5.00 pm.



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 <ul style="list-style-type: none">1.1 Welcome & Karakia.1.2 Apologies – Manoli Aerakis,1.3 Conflicts of Interest – Nil1.4 Department Report – Rob McHardy – Learning Support	
2.	Tumuaki's Report (taken as read). <ul style="list-style-type: none">2.1 Te Pānui o te Tumuaki Tiaki<p>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.</p><p>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.</p><p>Motion: The Board approve the May 2025 monthly accounts. Carried</p><p>Motion: The Board approve the June Tumuaki Tiaki report. Carried</p><p>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.</p><p>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</p><p>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</p>	<p>BOT approved the June Tumuaki Tiaki report and the May monthly accounts.</p> <p>Board approve the implementation of Kindo.</p> <p>Board approved the sign off for N4L upgrade in Boarding</p>

	<p>Property Report The Board noted the updates on the Ministry Projects and other property updates as tabled in the Tumuaki Tiaki report.</p> <p>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.</p> <p>NCTF & NCOBA reports The Board noted the verbal reports from the Tumuaki/Principal for the NCTF & NCOBA.</p> <p>2.2 Te Pānui o te Tumuaki</p> <p>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</p> <p>Board noted the following reports in the Tumuaki report:</p> <ul style="list-style-type: none"> • Strategic Monitoring Report • Projected NCEA Results • Health & Safety Update • Boarding Report 										
3.	<p>General Business</p> <p>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.</p>										
4.	<p>The meeting moved into Committee at 6.43pm.</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> <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>At 7.20pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									
5.	<p>Administration</p> <p>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</p> <p>5.2 Outstanding Items/Matters Arising - nil</p> <p>5.3 Correspondence In /Out – nil.</p>	<p>Previous minutes confirmed</p>									

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.	<p>Welcome</p> <p>1.1 Welcome & Karakia.</p> <p>1.2 Apologies –</p> <p>1.3 Conflicts of Interest – Nil</p> <p>1.4 Department Report – Caroline Henderson, Library</p>	
2.	<p>Tumuaki’s Report (taken as read).</p> <p>2.1 Te Pānui o te Tumuaki Tiaki</p> <p>F&P Committee outlined discussions from the May F&P Committee hui. Agreed to have a reforecast for the June hui.</p> <p>Motion: The Board approve the Finance and Property Reports. Carried</p> <p>Motion: The Board approve the April 2025 monthly accounts. Carried</p> <p>Motion: The Board approve the May Tumuaki Tiaki report. Carried</p> <p>Additional staffing for Priority Learners</p> <p>Tumuaki requested funding and approval to advertise/recruit 2 new roles to support Priority Learners.</p> <p>Motion: Board approve advertising & appointing roles for a Pou Tautoko and a part time teacher aide for the remainder of 2025. Carried</p> <p>2026 Fees – Boarding, Prep & International.</p> <p>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.</p> <p>Motion: That the Board accepts the proposed 2026 fees for Boarding, Prep & International as tabled. Carried</p> <p>Schedule of Delegations</p> <p>F&P Committee reviewed the current Schedule of Delegations and recommend that the Board accept the changes as outlined in the Tumuaki Tiaki report.</p> <p>Motion: That the Board approves the changes to the Schedule of Delegations as tabled. Carried</p> <p>Asset Sales Update</p> <p>Evaluators updated that completed work to present to Board now only likely ready around End July.</p> <p>Action: Presiding Member to update MoE with further delay to receiving the evaluation and the impact on timeframes.</p>	<p>BOT approved the May Tumuaki reports.</p> <p>BOT approved the recruitment of fixed term Pou Tautoko and part-time teacher aide for Priority Learners</p> <p>BOT approved the 2026 Prep, Boarding and International fees</p> <p>BOT approved the changes to the Schedule of Delegations</p>

	<p>2.2 Te Pānui o te Tumuaki</p> <p>Annual Implementation Plan Motion: That the Board approves the Annual Implementation Plan. Carried</p> <p>Annual Report Motion: That the Board approves the Annual Report, subject to adding the 2024 Statement from the auditors. Carried</p> <p>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.</p> <p>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.</p> <p>Timetable Policy Revised to compensate teachers who are over the average class size limit. Motion: That the Board approves the Timetable Policy. Carried</p> <p>SchoolDocs</p> <ul style="list-style-type: none"> • The Board noted Term 1 & Term 2 Board Assurances from the Principal • The Board noted the SchoolDocs Internal Review Updated and action points <p>Trust Foundation & NCOBA reports - Noted</p>	<p>BOT approved the 2025 Annual Implementation Plan</p> <p>BOT approved the the 2024 Annual report subject to adding the audited accounts</p> <p>BOT approved the Timetable Policy</p>
<p>3.</p>	<p>General Business</p> <p>3.1 MoE – Update on Intervention review</p> <p>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</p> <p>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.</p> <p>3.4 Electronic Resolutions confirmation Approved.</p>	<p>BOT approved permission for a licensed event by a hirer at the college on 6th June 2025</p> <p>BOT nominated Richard Smith as its delegate to the NZSBA 2025 AGM.</p>

4.	<p>The meeting moved into Committee at 7.08pm.</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"> <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 7.25pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									
5.	<p>Administration</p> <p>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</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 – Thursday 26th June 2025 @ 4.30 pm.



Board Chair

26-6-2025

Dated



20th March 2025 - 5.00pm

No.	Agenda Items	Actioned by
1.	<p>Welcome</p> <p>1.1 Welcome & 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>Tumuaki's Report (taken as read).</p> <p>2.1 Te Pānui o te Tumuaki Tiaki</p> <p>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.</p> <p>MOTION: The Board approve the Finance and Property Reports. Carried</p> <p>MOTION: The Board approve the February 2025 monthly accounts. Carried</p> <p>MOTION: The Board approve the March Tumuaki report. Carried</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 31st October.</p> <p>Motion: That the Board accept the Gallagher insurance quote for cover until 31st October 2025. Carried</p> <p>Fell House – a one page summary drafted and tabled. Board members to provide any additional comments or feedback to the Board Secretary.</p> <p>Asset Sales – an action plan for steps, timeframes, process of EOI will be drafted by Presiding Member. Valuation is due mid-late April.</p> <p>ACTION: Presiding Member to draft an action plan with steps, timeframes and key points for EOI process on Broads.</p> <p>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).</p> <p>2.2 Te Pānui o te Tumuaki</p> <p>Tumuaki outlined details in the pānui.</p> <ul style="list-style-type: none"> 2024 Annual Goals – Tumuaki outlined new process for reporting 2025 Annual Goal progress to the Board. 	<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"> • 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. <p>Trust Foundation & NCOBA reports - Noted</p>										
3.	<p>General Business</p> <p>3.1 2025 NZSBA AGM Nothing to remit.</p> <p>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.</p> <p>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.</p> <p>3.4 Strategic Plan Workshop with SLT Agreed to have a Strategic Plan workshop with the SLT on 15 Aug @8.30am.</p> <p>3.5 Electronic Resolutions confirmation 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>The meeting moved into Committee at 6.00pm.</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> <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>At 7.00pm the Board moved back into Public Meeting. Carried</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)									
Student matters	protect the privacy of persons	Section 7 (2) (a)									
5.	<p>Administration</p> <p>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</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 7.05pm 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: <ul style="list-style-type: none">Insurance – Committee continuing to review insurance options and best fit for some of the properties. Awaiting further quotesAsset 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. <ul style="list-style-type: none">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 <ul style="list-style-type: none"> • 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)	
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)									
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.

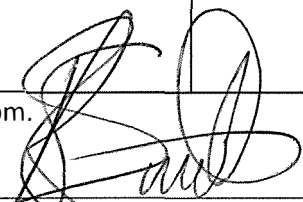


22nd January 2025 - 5.00pm

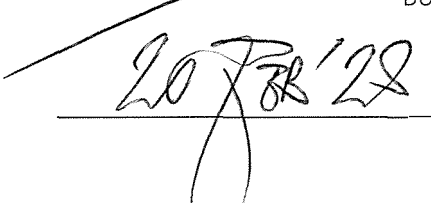
No.	Agenda Items	Actioned by
1.	Welcome <p>1.1 Welcome & Karakia.</p> <p>1.2 Apologies – Chase Banks, Manoli Aerakis, Andrew Murray,</p> <p>1.3 Conflicts of Interest - Nil</p>	
2.	Tumuaki's Report (taken as read). <p>MOTION: The Board approve the January Tumuaki report. Carried</p> <p>2.1 Te Pānui o te Tumuaki</p> <p>Attendance: - Noted Term 4 2024 report</p> <p>Provisional NCEA results 2024: Noted</p> <p>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</p> <p>ACTION: Presiding Member to complete Self Review Checklist and table at March Board hui.</p> <p>Finances: Discussed with Tumuaki the current financial reports. Board requested December financials</p> <p>ACTION: Board Secretary to forward December financial reports to Board.</p> <p>School Docs: The final review has been completed and site is now live.</p> <p>MOTION: That the Nelson College Board of Trustees adopts the SchoolDocs policies. Carried</p> <p>AI Training: Discussed offer for AI training for some Board Members. Agreed that Dicky, Tim & Vikki for evening sessions.</p> <p>Trust Foundation & NCOBA reports</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 & NCOBA reports</p>

3.	<p>General Business</p> <p>3.1 Asset Sales Update No further updates – awaiting for valuation, which is due end January.</p> <p>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.</p> <p>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.</p> <p>3.4 Electronic Resolutions Approved</p> <p>26-11-2024 Motion: That the Nelson College Board of Trustees approve the signing of a five-year photocopier contract with Canon.</p> <p>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.</p> <p>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.</p>										
4.	<p>The meeting moved into Committee at 6.20pm.</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="1" data-bbox="199 1249 1133 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>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)	
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)									
5.	<p>Administration</p> <p>5.1 Confirmation of previous Minutes. Motion: The minutes of the Board of Trustees meeting held on 21st November 2024 were approved as a true and correct record. Carried</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 6.32pm Next meeting – Thursday 20th February 2025 @ 5.00 pm.



 Board Chair



 Dated