

CONFIRMED MINUTES

FEBRUARY BOARD HUI



At the **March Board hui** on **19 Mar 2026** these minutes were **confirmed as presented**.

Name:	Nelson College
Date:	Thursday, 19 February 2026
Time:	4:30 pm to 7:55 pm (NZDT)
Location:	Library - Nelson College, 67 Waimea Road, Nelson
Board Members:	Bridget Giesen, Richard Washington, Richard Smith (Chair), Sarah Rees, Manoli Aerakis, Tim Gall, Tim de Vries, Isaac Milner
Attendees:	Jacqui Maitland, Andrew Murray
Apologies:	Catherine Staig
Guests/Notes:	Andrew Muarry

1. Welcome

1.1 Tour of College Grounds (Campus Vision focus)

Board toured the College to review the current works in progress & main areas identified under the Master Plan.

1.2 Apologies

Apologies - Catherine Staig

1.3 Interest Register

No conflicts declared for this hui.

Manoli advised that TDC Enterprise & Investment Committee interest no longer applies. Board Secretary to update Interest Register.

1.4 Election of Positions/Committees

Presiding Member

Richard Smith nominated by Manoli Aerakis. Sarah Rees nominated by Bridget Giesen. Board held a vote - tied. Board agreed to elect Richard Smith for 6 months and then Sarah Rees will become Presiding Member for remaining 6 months (July 2nd).

Deputy Presiding Member - No change - Sarah Rees

Finance & Property Committee - No change - Manoli Aerakis, Bridget Giesen, Tim Gall, Sarah Rees

NCTF members - No change - Tim Gall, Sarah Rees

NCOBA representative (non executive role) - No change - Tim Gall

1.5 Annually Reviewed Key Documents



Schedule of Delegation

Principal & Business Manager to review Schedule of Delegation and update as required. Comments section to be reworded to provide better information and validity. Revised Delegation to be tabled to March F&P Committee hui

Due Date: 11 Mar 2026

Owners: Richard Washington, Tina van Dijk



Annually Reviewed Documents

Board approved the annually reviewed documents as follows:

- Code of Conduct
- Timetable Policy
- Disciplinary Committee Terms of Reference
- F&P Committee Terms of Reference, subject to amending delegation amount to \$50,000.00.

Decision Date: 19 Feb 2026

Outcome: Approved

Board reviewed the Annually Reviewed Documents as tabled.

Agreed that the F&P Committee should review the current Schedule of Delegations values and reword the comments. Revised Schedule to be presented at the March Board hui. Schedule to be signed by 2 board members annually.

Noted that the Schedule to reviewed annually by the F&P Committee prior to the first Board hui of each year.

- Code of Conduct - reviewed & no changes
- Timetable Policy - reviewed & no changes
- Schedule of Delegations - see notes above.
- Terms of Reference -
 - Finance & Property Committee - reviewed, agreed to increase delegation amount to \$50,000.00
 - Disciplinary Committee - reviewed and no changes

1.6 Declaration that members have reviewed material ahead of the meeting

Declaration confirmed by board members

2. Strategic Matters

2.1 Strategic Monitoring Report & Draft Strategic Plan 2026-2029

Board noted report and draft strategic plan.

Milestones will be replaced by "dimensions". Once plan is finalised then quarterly rocks on the monthly strategic plan will be reviewed and updated.

Staff are currently working through actions points for each dimension. Final draft strategic plan will be tabled to Board.

3. Board Operations & Financials

3.1 December Financial Accounts

Noted - no issues or concerns at this stage. F&P Committee has agreed to complete a reforecast in May.



December Financials and February Financial Report

That the Nelson College Board approve the December Financials and February Financial Report

Decision Date: 19 Feb 2026

Outcome: Approved

3.2 Attendance Management Plan



Attendance Management Plan

That the Nelson College Board approved the draft Attendance Management Plan.

Decision Date: 19 Feb 2026

Outcome: Approved

Board reviewed & approved the draft Attendance Management Plan (AMP). An AMP is now required by MoE regulations and a copy will be on the NC website, along with the relevant SchoolDoc policy.

3.3 International Fees 2027



2027 International Fees

That the Nelson College Board approves 2027 International Fees remaining the same as 2026.

Decision Date: 19 Feb 2026

Outcome: Approved

The International Director has reviewed fees at other schools and prepared a recommendation to freeze the fees for 2027, based on market feedback and these fees.

Board noted recommendation from F&P Committee to maintain the same International Fees for 2027 and agreed to hold the fees for 2027. T

3.4 Board Operational Policies - draft



Board Operational Policies

That the Nelson College Board approves the Board Operational Polices - Child Protection Policy and Protection & Sharing of Intellectual Property Policy

Decision Date: 19 Feb 2026

Outcome: Approved

Board reviewed and approved the 2 new Board Operational Policies.

3.5 Draft Board Exit Survey



Board Exit Survey

That the Nelson College Board approves the draft Nelson College Board Exit Survey, with the addition of a final question - "Is there anything else you would like to add".

Decision Date: 19 Feb 2026

Outcome: Approved

Board reviewed the draft exit survey for Board members. Agreed to add a final questions - "Is there anything else you would like to add?". Survey approved, subject to adding final question.

3.6 Triennial Board Work Plan

Board reviewed the new Board Work Plan - this is now a triennial review programme. Agreed to move strategic plan review from December to August each year.

3.7 February Health & Safety Reports

Noted - no major incidents or concerns from the report.

4. General Business

4.1 NCEA Results for 2025

Board reviewed and discussed the NCEA results for 2025. Results are below targets in most areas - Principal outlined that a number of factors have influenced the results.

SLT have setup Literacy & Numeracy classes to support Y11 & Y12 students to achieve their full results. Testing for Y9 & Y10 has been introduced.

Faculties will report to SLT in March following reviews of their departments. Regular updates for 2026 NCEA progress will continue to be tabled at each Board hui.

4.2 EOTC Application Form - Ngā Aho Rau Japan Trip



EOTC Application - Ngā Aho Rau

That the Nelson College Board approved the initial EOTC application for the Ngā Aho Rau trip to Japan.

Decision Date: 19 Feb 2026

Outcome: Approved

Board reviewed the application - no issues. Final RAMS must be submitted for board approval before travel.

5. In Committee

5.1 In Committee Board Time

The Board moved into In Committee at 6.55pm

Board moved back to public meeting at 7.45pm

6. Administration

6.1 Confirm Minutes

December Board hui 9 Dec 2025, the minutes were confirmed as presented.

Board confirmed the 9 December 2025 Board hui minutes

6.2 Action List

Due Date	Action Title	Owner(s)
10 Dec 2025	Financial Check	Jacqui Maitland

Status: Completed on 9 Dec 2025

Noted Action List - all items completed

6.3 Correspondence

Board noted the correspondence.

7. Standing Reports, Operational Matters for Board Noting

7.1 November & December 2025 Journal Reports

Noted - the Tumuaki confirmed that he has sighted the November & December journal reports. No issues were noted.

7.2 Ministry Project Update

Noted - most projects are progressing well, as observed during the tour prior to the hui. Board noted the delays in the A block roofing project. Tumuaki & Business Manager are working through the contingency and updates as they occur.

7.3 Other Project Update

Board noted the project update and the good progress or completion of these. Good reports on the improvements at Matakia Lodge

7.4 Maintenance and Capital Expenditure over Christmas

Noted - no concerns raised by the Board.

7.5 February Boarding Report

Noted - Boarding continues to track well for the start of year and the Board noted that there is strong marketing scheduled for the year.

7.6 NC Student - 2025 Destination Data

Noted

7.7 Staff Departure Data

Noted - no concerns raised by the Board. Most departures are inline with expectations of staff turnover.

7.8 New SchoolDocs Policy - Generative AI

Noted - this is a new policy developed by SchoolDocs. SLT have reviewed the policy and discussed with staff. The policies has been completed with the Nelson College specific details, where possible.

8. Close Meeting

8.1 Close the meeting

Next meeting: March Board hui - 19 Mar 2026, 5:00 pm

Approved decisions made between meetings



Pub Charity Grant Funding Application

That the Nelson College Board applies to Pub Charity for sports balls (match quality) across all major sports to the value of \$18,577.39 excl GST.

6 Supported: Isaac Milner , Manoli Aerakis , Richard Washington , Sarah Rees , Tim Gall ,

Richard Smith - Support docs and SLT approval next time please if required

0 Opposed:

0 Abstained:

Decision Date: 17 Dec 2025

Outcome: Approved



NZCT Grant Funding Application

That the Nelson College Board applies to NZCT for a basketball shooting machine to the value of \$7,391.30 excl GST.

6 Supported: Isaac Milner , Manoli Aerakis , Richard Smith , Richard Washington , Sarah Rees , Tim Gall

0 Opposed:

0 Abstained:

Decision Date: 17 Dec 2025

Outcome: Approved

Tim de Vries left the meeting at 7.00pm

Sarah Rees
20 Mar 2026