

# CONFIRMED MINUTES

## MARCH BOARD HUI



At the **May Board hui** on **21 May 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Nelson College
<b>Date:</b>	Thursday, 19 March 2026
<b>Time:</b>	5:00 pm to 7:10 pm (NZDT)
<b>Location:</b>	Library - Nelson College, 67 Waimea Road, Nelson
<b>Board Members:</b>	Richard Washington, Sarah Rees (Chair), Tim Gall, Tim de Vries, Bridget Giesen, Catherine Staig, Dicky Smith, Isaac Milner
<b>Attendees:</b>	Jacqui Maitland, Andrew Murray
<b>Apologies:</b>	Manoli Aerakis, Richard Smith
<b>Guests/Notes:</b>	Andrew Murray

### 1. Welcome

#### 1.1 Department Report - International

Chris Hart, International Director, outlined the history of International students during his time at Nelson College and the current situation, challenges and marketing plans.

#### 1.2 Election - Presiding Member

Election of Presiding Member & Deputy Presiding Member

Presiding Member: Sarah Rees elected - no other nominations.

Deputy Presiding Member - Tim de Vries elected - no other nominations.

#### 1.3 Apologies

Apologies from Manoli Aerakis & Dicky Smith accepted.

#### 1.4 Interest Register

No conflicts declared.

#### 1.5 Declaration that members have reviewed material ahead of the meeting

Board members declared they had read the papers prior to the meeting.

## 2. Strategic Matters

### 2.1 Strategic Monitoring Report

Discussed the report - no concerns at this rate. Quarterly Rocks to be updated by Principal for May hui.

Revised strategic plan is in progress and should be presented to the Board at the May hui.

## 3. In Committee

### 3.1 In Committee Board Time

Board moved into In Committee at 5.42pm

Board moved back to Public Meeting at 6.40pm.

## 4. Board Operations & Financials

### 4.1 February Financial Accounts

Board noted the Financial Report and February financials. Principal commented that student numbers at March 2026 were under but close to the predicted numbers used in setting the budget - there will be minimal impact from this.

Several Capex expenditures have been approved, which is helping to improve conditions and facilities.

F&P Committee will continue to monitor the financials & potential risks, especially in the current economic situation - a reforecast is due for the May Board hui. The Committee will review the April Financials as soon as they are available.



#### **March Financial Report and February 2026 Financials**

That the Nelson College Board approve the March Financial Report & February 2026 Financials.

**Decision Date:** 19 Mar 2026

**Outcome:** Approved

### 4.2 Prep School Fees 2027



#### **Prep Fees 2027**

The Nelson College Board approved increase in Prep tuition fees to \$12,250 for Year 7 students in 2027.

**Decision Date:** 19 Mar 2026

**Outcome:** Approved

Recommendation from the F&P Committee is to approve the proposed Prep School fees for 2027. This is based on current market comparisons and CPI. The Committee has agreed that a review at some stage is required to determine if increases need to be higher than market and/or CPI.

### 4.3 Boarding Fees 2027



#### 2027 Boarding Fees

The Nelson College Board approved an increase in boarding fees to \$17,500 for 2027

**Decision Date:** 19 Mar 2026

**Outcome:** Approved

The F&P Committee reviewed the proposed Boarding Fees and their comparativeness to other similar boarding schools. The Committee is mindful of the need to monitor significant increases in inflation, especially with the current world financial situation.

Recommendation from the Committee is to increase the fees as proposed.

### 4.4 Schedule of Delegations

The F&P Committee reviewed a revised schedule and has requested further amendments.

Principal and Business Manager will make these amendments and an updated Schedule will be tabled at the May F&P Committee hui.

### 4.5 March Health & Safety Reports

Board noted the Health & Safety reports for March 2026.

No major issues or concerns with the reports - though the Board noted the hospitalisation of a staff member. A close call at which staff reacted well and a thorough review has been done in response.

Board agreed that reporting to Worksafe would be best practice.



#### Reporting of staff medical incident to Worksafe

Principal to report staff medical incident to Worksafe

**Due Date:** 31 Mar 2026

**Owner:** Richard Washington

## 5. General Business

### 5.1 Draft Board Operational Policies



#### Board Operational Policies

The Nelson College Board approved the D4.2 Financial Planning & Condition Policy.

The Nelson College Board approved the D4.3 Asset Protection Policy, with the additional Expectation of "The Principal to complete a biennial review of the Asset Register and provide the Board with an assurance that this has been completed."

**Decision Date:** 19 Mar 2026

**Outcome:** Approved

Discussed the regularity of asset register reviews and agreed that this is to be completed biennially by the Principal. The Principal to provided a biennial assurance to the Board following the review. Policy to be amended with this additional expectation.

## 5.2 NZSBA Conference

Board discussed attendance for this conference and agreed that Presiding Member and Deputy Presiding Member should attend. Other members are welcome to also attend.



### NZSBA Conference

Board Secretary to register Presiding Member and Deputy Presiding Member for the NZSBA Conference and book travel.

**Due Date:** 31 Mar 2026  
**Owner:** Jacqui Maitland

## 6. Administration

### 6.1 Confirm Minutes

February Board hui 19 Feb 2026, the minutes were confirmed as presented.

### 6.2 Action List

Due Date	Action Title	Owner(s)
11 May 2026	Schedule of Delegation <b>Status:</b> Completed on 4 May 2026	Richard Washington, Tina van Dijk

Noted Action List - no issues

### 6.3 Correspondence

Noted correspondence.

## 7. Standing Reports, Operational Matters for Board Noting

### 7.1 Good Employer Report - March 2026

Noted - no issues

### 7.2 Board Work Plan

Discussed combined NC/NCG hui. Presiding Members/Principals to review and confirm.

### 7.3 March 2026 Journal Report

Board noted that the Principal has sighted the March Journal Report

### 7.4 Ministry Project Update

Updates on the Ministry Projects noted. Board commented that it was great to have the new basement toilets completed.

### 7.5 Other Project Update

Noted and no issues.

## 7.6 March Boarding Report

Noted

## 7.7 March International Report

Noted

## 7.8 Board Dates 2026

Board noted that a Strategic Plan review against budget needs to be held prior to the budget planning - preferably in August.



### 2026 Strategic Plan Review

Principal to provide updated Strategic Plan v budget for review, preferably by August board hui

**Due Date:** 14 May 2026  
**Owner:** Richard Washington

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** May Board hui - 21 May 2026, 5:00 pm

Approved decisions made between meetings



### Signatures required for contracts executed by Nelson College Board

**Contracts to be executed by the Board require a minimum of two Board members' signatures**

**7 Supported:** Catherine Staig , Isaac Milner , Manoli Aerakis , Richard Washington , Sarah Rees , Tim de Vries , Tim Gall

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 16 Mar 2026  
**Outcome:** Approved

Next meeting - May 21st@5.00pm

Sarah Rees  
26 May 2026

# CONFIRMED MINUTES

## FEBRUARY BOARD HUI



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

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

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
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