

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 30 November 2023 at 6.30pm

Present: Karen Shepherd, Kamaia Renata (Staff Representative), Milica Zivanovic, Te Ana Fowell (Coopted Member), Chris Taylor (Principal)

Absent: Derek Saumolia (Presiding Member), Loudeen Parsons (Parent Representative), Taneora Ryall, Finn Bowbyes (Student Representative)

In attendance: Nadine Bowen (Board Secretary), Clare Gibson (Business Manager)

Karakia – Karen Shepherd

1. **Draft Budget** – Clare Gibson, Business Manager

Clare summarised the draft budget:

Expenses have had a 5 – 8 percent increase across all areas to consider inflation etc. Curricular spending has been increased to ensure better support for the students learning. Computer/IT expenses have been increased as we now have full-time onsite support. Cleaning contract has been increased due to extra cleaning required. Repairs and maintenance has also been increased as Chris has plans for repairs around the kura that will not come under cyclical maintenance or fixed assets. Depreciation is affected as there will be more purchases that come under fixed assets – server, Chromebooks, new admin block interior, carpet, security.

The Board discussed the budget at length. There were no further questions of Clare. Karen said the Board would review the draft budget over the summer break and discuss again at the next meeting. Clare left the meeting at 6:57pm.

2. Student Representative report – Finn provided a report for the Board pack. Finn was unable to attend the meeting. The Board suggested Finn shares his Breakfast Club presentation at the next meeting.

Kamaia is happy to work with Finn with his Breakfast Club plan and ideas.

Moved that the Board accept the Student Representative report.

K Renata / K Shepherd

3. **Staff Representative report** – Kamaia – tabled as read.

The Board again noted the staff profile in the Staff Representative report – it was great to read about Yvonne. Kamaia agreed to concentrate on staff profiles in future reports as they are very well accepted and welcomed by the Board.

It was suggested that Kamaia includes the staff's voice about the Principal and their performance in her reports.

Te Ana shared: the staff are feeling relaxed and the atmosphere is really good.

Chris invited the Board to the staff end of year celebration on Friday 8 December 2023.

Moved that the Board accept the Staff Representative report.

K Renata / K Shepherd

4. Principal's report – Chris tabled as read.

Karena noted that the successful Social Worker must be registered. Kamaia confirmed all the applicants that have been shortlisted for interview are registered. Interviews are taking place on Tuesday 5 December 2023.

Milica congratulated Chris on meeting one-on-one with all teaching staff. Chris said he had got a lot out of the meetings. The Board agreed that it was a great thing to do as a new Principal.

Chris explained the development in the proposed Atea and car parking project. The revised plan and quote will result in a saving of \$495,000.

Milica said she was really happy with the new plan.

Moved that the Board accepts and approves the new plan.

C Taylor / Karen Shepherd

The roofing project is estimated to cost \$4.8m. The windows have to be changed because of the new roof.

Moved that the Board accepts the Principal's report.

C Taylor / K Renata

4. Sub-committee reports

(a) Marae Committee

Kamaia summarised the minutes for the Board. The Board fully supports the purchase of new mattresses and pillows for the Marae.

Moved the purchase of 40 mattresses and 40 pillows based on the quote provided.

K Renata / C Taylor

Moved the minutes of Marae Committee be accepted.

K Renata / C Taylor

(b) Health & Safety Committee

Chris summarised the H&S Committee meeting. The kura is due to update the H&S register, the science lab and woodwork room are due a health and safety check. A first aid course will be held onsite for 20 staff in mid-December to increase the number of staff with a first aid certificate.

Milica to be included in Health & Safety Committee meetings moving forward.

Moved the minutes of the Health & Safety Committee be accepted.

C Taylor / K Renata

(c) Resource Committee

Milica summarised the minutes of the meeting. The accounts are looking great and are making sense. Chris has spoken with Accounting for Schools and is working on a Business Plan based on a three year spend.

Moved the minutes of the Resource Committee be accepted.

M Zivanovic / K Renata

5. Strategic Planning Progress

John has made updates to the plan after the planning weekend last month. Chris will supply the Board with a soft copy of the plan for feedback and edits. Next meeting Chris will be asking the Board to finalise and approve.

The Board thanks John for his hard mahi.

6. General Business

- Funding applications

The Board reviewed, briefly discussed and approved the funding applications submitted by Yvonne Manuel.

- Ignite Sport Leadership Programs 2024. Apply to Pub Charity for \$7,500.00
- Accommodation for Volleyball National Championships March 17-22, 2024. Apply to NZCT for \$7,500.00
- NZ Uniforms for sports uniforms. Apply to Lion Foundation for \$10,257.66

Moved that the Board accept and approve the three fundings applications.

TA Fowell / K Renata

Karen suggested that there is an audit undertaken to ensure an equitable process for replacing sports uniforms across all codes. Nadine will work with Yvonne on this. To support Yvonne, Chris is looking into specialist assistance for future funding applications.

- 2024 meeting dates

The Board agreed that 2024 Board meetings will be held on the last Thursday of every month, except December. The start time will remain as it is, 6:00pm for 6:30pm start.

Board meeting dates for 2024 are as follows:

25 January
29 February
28 March
25 April (ANZAC Day)
30 May
27 June
25 July
29 August
26 September
31 October
28 November.

A slightly different meeting will go ahead in January 2024, to cover photos of the Board members, uniform review discussion, Finn's Breakfast Club plan, finalise the Strategic Plan, a walk around the school and to make a start on an invite list for the opening of the new admin building.

7. Minutes of the previous meeting

A few amendments were noted e.g. the spelling of Board member names and to add the school policy documents back on the Action Register.

The Board agreed the minutes are a true and accurate record of the last Board of Trustees meeting held on 26 October 2023.

Moved that the Board accepts the minutes of the meeting held on 26 October 2023.

M Zivanovic / C Taylor

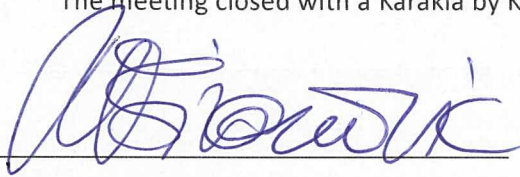
8. Correspondence

Correspondence had been received that was discussed In Committee.

Meeting concluded at: 9.08pm

The meeting closed with a Karakia by Karen Shepherd.

Signed: _____



Date: _____

29 Feb 2024