

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 26 October 2023 at 6.30pm

Present: Derek Saumolia (Presiding Member), Karen Shepherd, Taneora Ryall, Kamaia Renata (Staff Representative), Milica Ziavanovic, Finn Bowbyes (Student Representative), Te Ana Fowell (Coopted Member), Chris Taylor (Principal)

Absent: Loudeen Parsons (Parent Representative)

In attendance: Nadine Bowen (Board Secretary)

Karakia – Kamaia Renata

1. Student Representative report – Finn tabled.

Finn took the Board through his first Student Representative report. Chris shared with the Board Finn's scholarship achievement with Finn adding that he is putting some of the scholarship dollars towards the school breakfast club.

Moved that the Board accept the Student Representative report.

F Bowbyes / K Renata

2. Staff Representative report – Kamaia – tabled as read.

The Board noted the staff profile in the Staff Representative report – it was great to read about Whetu. There was a recommendation from the Board regarding the Ball, that for the student's comfort, staff should be seated at their own table and not amongst the students.

Taneora asked a couple of questions in regard to the Marae Committee component of Kamaia's report. In particular, how the Board can support the Marae Committee. Kamaia suggested support was needed around clarity of delegations and with improving communications. Chris replied, advising the Board that he would like to address some improvements that have been suggested by a number of staff that have been in discussions with him (Māori Achievement Plan), when the Board gets together 'offsite' at the Strategic Planning retreat.

There was a brief discussion regarding the need to replace the mattresses in the Marae. The Board was in full support of the Marae Committee going ahead with this.

Chris addressed the concerns around the departmental budgets and that he and Clare Gibson, Business Manager, are currently working with the staff on the budgets and that these will be tabled at a future meeting.

Moved that the Board accept the Staff Representative report.

K Renata / T Ryall

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

Karen said it was a very succinct report and asked Chris to explain his point about 'our reputation as an innovative College'. Chris shared with the Board the Chamber of Commerce

and Media Design School initiatives, offering level four programs to students at Naenae College.

Milica asked when the Board would see the work that John Russell is doing re attendance. Chris said they would be covering this at the Strategic Planning retreat.

Moved that the Board accepts the Principal's report.

C Taylor / M Ziavanovic

4. Sub-committee reports

(a) Resource Committee

Karen, Milica and Chris spoke to the report. The Board agreed that it was helpful seeing a full set of accounts but that they trust that the Resource Committee would highlight the detail the Board needs to be aware of and that they would bring *the meaning* to the Board meetings.

Karen suggested the Balance Sheet as being the clearest financial report as far as understanding the current financial position.

Moved the minutes of the Resource Committee be accepted.

K Shepherd / F Bowbyes

5. Strategic Planning Progress

The Principal, Chris Taylor spoke to the Board about addressing the next steps for the Strategic Plan/NELP's at a Strategic Planning retreat.

The Board agreed to a Strategic Planning retreat at Waikawa Beach the weekend of 18 November 2023.

6. General Business

- **Bank authorities**

The Board discussed and agreed to add Clare Marie Gibson, Business Manager as an Account Operating Authority and as an Additional Signatory to the Naenae College BNZ Bank accounts.

Clare Marie Gibson

Business Manager

cng@naenae-college.school.nz

027 213 8621.

The Board also discussed and agreed to the removal of the following signatories:

Nicholas Richards as of 16 July 2023

Nicole Rose as of 5 June 2023.

Therefore, the full list of bank account signatories for the Board and the Bank's records are:

Christopher Taylor

Alexander Maehe

Jane Hambidge

Clare Gibson.

Moved that the Board accept the bank authority and signatory changes as discussed.

TA Fowell / K Renata

- IRD access for filing
The Board approved to appoint Clare Gibson, Business Manager as the Executive Office Holder to enable access and to file GST returns for Naenae College directly with the Inland Revenue.
Moved that the Board appoint Clare Gibson as the Executive Office Holder for Naenae College with the Inland Revenue.
D Saumolia / C Taylor
- School docs policy review
The Board agreed to discuss this at the Strategic Planning retreat.
- Board meeting start time
Derek raised changing the meeting start time to 5:30pm for a 6:00pm start. Most of the Board were in favour of the change. Taneora will kōrero with his whānau and will get back to Derek.

7. Minutes of the previous meeting

The Board agreed the minutes are a true and accurate record of the last Board of Trustees meeting held on 28 September 2023.

Moved that the Board accepts the minutes of the meeting held on 28 September 2023.
K Renata / TA Fowell


8. Correspondence

The Board agreed to meet 'In Committee' immediately after the closure of the meeting to discuss the recent correspondence [REDACTED]

Moved that the Board of Trustees meet 'In Committee' to discuss the correspondence.
D Saumolia / TA Fowell

Meeting concluded at: 7.55pm

The meeting closed with a Karakia by Taneora Ryall.

Signed:  Date: 3rd Nov 2023