

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 29 February 2024 at 6.30pm

Present: Derek Saumolia (Presiding Member), Karen Shepherd (Deputy Chair), Loudeen Parsons (Parent Representative), Milica Zivanovic (Parent Representative), Chris Taylor (Principal), Finn Bowbyes (Student Representative)

Absent: Kamaia Renata (Staff Representative), Taneora Ryall (Parent Representative), Te Ana Fowell (Coopted Member)

In attendance: Nadine Bowen (Board Secretary)

1. Welcome and Karakia

Finn Bowbyes

2. Budget

Milica summarised the Resource Committee discussion around the budget. The Board provisionally accepted the budget, conditional on Chris re-circulating.

Moved that the Board provisionally accepts the 2024 Budget.

C Taylor / F Bowbyes

3. Limited Authorities

The Board asked Chris/Clare to request approval for limited authorities in writing. The following positions are seeking limited authority to approve purchases within department budget to the following values:

Accounts Administrator up to \$500

Business Manager up to \$5,000

Principal up to \$15,000 (with Business Manager counter approval over \$5,000).

Clare/Chris to circulate this to the Board for approval.

Derek and Milica to be set up as approvers for property expenses.

4. Cell Phone Policy

The Cell Phone Policy in on School Docs.

Chris to re-circulate the Cell Phone Policy to the Board for approval.

Karen said that it was normal process for the Presiding Member position to be rotated on an annual basis. She asked Derek if he wanted to continue or step down. Derek indicated that he would step down if there was someone else that wanted to be Presiding Member. **Karen asked and nominated Milica to be Presiding Member. Milica accepted and Derek seconded the nomination. Everyone was in favour, the decision was carried.**

Karen expressed thanks to Derek for his term as presiding member.

Loudeen nominated Karen to the position of Deputy Chair, this was seconded by Derek.

For consistency and to avoid any potential conflicts of interest, Derek will continue to work with Chris on all outstanding/unfinished matters.

5. Student Representative Report

Finn summarised his report and shared feedback on the lockdown. Feedback and suggestions included:

- Lockdown training could be held at Assembly
- Clarification for students needed around why we have a lockdown process
- Intercom message was very quiet and not heard at all outside (PE classes outside did not hear the alarm/intercom message)
- Curtains couldn't be closed
- Practice drills at least once a year
- Community training from the Police.

Chris said, it took seven minutes to get everyone inside.

Moved that the Board accepts the Student Representative Report.

F Bowbyes / K Shepherd

6. Staff Representative Report

Moved that the Board accepts the Staff Representative Report.

C Taylor / D Saumolia

7. Principal's Report

Karen said she liked the waka theme in Chris's report.

Chris said the school is in a good space.

Moved that the Board accepts the Principal's report.

C Taylor / D Saumolia

8. Sub Committee Reports

The Board reviewed the minutes from the Resource Committee and Marae Committee Meetings.

The Board discussed whether or not there would be a conflict with Milica's position as Presiding Member and her position on the Resource Committee.

Moved that the Board accepts the minutes of the Sub Committee Meetings.

M Zivanovic / C Taylor

9. Minutes of the meeting held 25 January 2024

The Board agreed the minutes are a true and accurate record of the last Board of Trustees meeting held on 25 January 2024.

Moved that the Board accepts the minutes of the meeting held on 25 January 2024.

D Saumolia / C Taylor

10. Correspondence

There is no correspondence to report.

11. General Business

- Loudeen had some questions around the Strategic Plan. Chris answered and said he would re-circulate the plan.
- Karen would like the Board to discuss a uniform review at the next meeting.
- Nadine confirmed that the Sport Uniform Audit action point is underway.
- Chris will help Finn with setting up a Student Council.
- Nadine and Yvonne to source jacket samples for the Board to try for sizes.
- Derek took responsibility for managing School Policy Documents. D Saumolia / C Taylor

Meeting concluded at 8:20pm

Signed:  Date: 02/05/2024

