

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 8 May 2025 at 6.30pm

Present: Milica Zivanovic (Presiding Member), Chris Taylor (Principal), Daniel Bowbyes (Co-opted), Zinh Yee Liew (Co-opted), Liana Fecteau (Student Representative)

Apologies: Karen Shepherd (Deputy Chair), Derek Saumolia (Parent Representative), Loudeen Parsons (Parent Representative), Kamaia Renata (Staff Representative),

In attendance: Nadine Bowen (Board Secretary), Leigh-Ann Ung (member of the public)

1. Welcome

Daniel shared a karakia. Milica opened the meeting and welcomed all those in attendance, including Leigh-Ann Ung.

Milica asked the Board members if there were any additional conflicts-of-interest for the register. There were none.

2. Principal's Report

Report was read and received.

The Principal spoke to the 2024 Annual Plan Analysis of Variance Report.

ACTION: The Principal to add a colour key to the strategic plan review.

The Board decided to schedule time with the HOF/HODs over the next few Board meetings (three per meeting, 15-30 mins each) in order to respond to their department reports and answer any questions.

Chris addressed the areas in the strategic plan review that were unfinished and ongoing: Restorative Practice, Literacy and Numeracy, Monitoring and Evaluation and Maintenance.

The Board made a recommendation for the Property Manager to take over the responsibility of the maintenance schedule and to present this to the Resource Committee when complete.

Moved that the Board accepts the 2024 Annual Plan Analysis of Variance Report.

C Taylor / M Zivanovic

Moved that the Board accepts the Principal's Report.

C Taylor / M Zivanovic

3. Staff Representative Report

Kamaia was not in attendance.

4. Student Representative Report

Liana gave a verbal report. It has been a busy time with Outward Bound, Tabloid Sports Day and Relay for Life. Over \$10,000 was raised at Relay for Life and this was a positive experience for all those involved.

The pace of Tabloid Sports Day was better this year. The chants were great and there was better whānau engagement.

The Rainbow Club member numbers have increased from four to 15. The meeting space is a relaxing environment.

Pride Week is coming soon and is the same week as Samoan Language week.

Winter sport has started. Students are actively learning. There has been some sickness with the start of the cold weather.

Moved that the Board accepts the Student Representative's Report.

L Fecteau / C Taylor

5. Sub-committee reports

Resource Committee

Not held.

Marae Committee

There hasn't been any work done on the Marae due to scaffolding already in use elsewhere. Zinh confirmed the minutes to be accurate.

Health and Safety

Chris and Derek attended the meeting on 3 April. Chris spoke to the meeting minutes provided.

The Board would like to see the Risk Register once it has been completed and asked the Principal to present a summary of risks and solutions once a year.

Moved that the Board accepts the minutes of the Health and Safety Committee meeting.

C Taylor / M Zivanovic

Leigh-Ann Ung left the meeting at 7:30pm.

6. Minutes of the previous meeting

Moved that the Board accepts the minutes of the March 2025 Board meeting as a true and accurate record.

M Zivanovic / D Bowbyes

Actions Register

Milica went through the actions on the register and updated it.

Term 2 policies for review were assigned:

Planning and Preparing for Emergencies, Disasters, and Crisis – Zinh

Communicating During an Emergency, Disaster, or Crisis – Zinh

School Closure – Chris

7. Correspondence

- Maximum roll increase Sacred Heart College – noted.
- School enrolment scheme – discussed. MOE is developing an enrolment scheme for Naenae College.

Moved that the Board approve Lyriks Activity Centre as a Special Programme and therefore not included for zoning.

C Taylor / M Zivanovic

- Proposal: Alumni Association for Naenae College. The Board are interested in more information from Manu Luke. Zinh and Chris will meet with Manu to discuss further.
- Request for leave: Charlotte Curtis. The Board approved the extended leave.
- Contractors Report. Noted.
- Lyriks Activity Centre Report. The Board loved the report from Justin. Chris will ask Justin to attend a Board meeting in a couple of months.

8. PEB

Moved that the Board goes in to Committee at 8:22pm.

M Zivanovic / C Taylor

The Board moved out of Committee at 8:47pm.

9. General Business

Governance Manual 2025.

Moved that the Board accepts the Governance Manual 2025.

D Bowbyes / C Taylor

Nadine updated the Board on the upcoming election process.

Meeting concluded at 9:05pm with a karakia.

Signed: Milica Zivanovic Date: 3/06/25

