

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 29 May 2025 at 6.30pm

**Present:** Karen Shepherd (Deputy Chair), Chris Taylor (Principal), Daniel Bowbyes (Co-opted), Zinh Yee Liew (Co-opted), Derek Saumolia (Parent Representative), Loudeen Parsons (Parent Representative), Kamaia Renata (Staff Representative), Liana Fecteau (Student Representative)

**Apologies:** Milica Zivanovic (Presiding Member), Nadine Bowen (Board Secretary)

**In attendance:** Vanessa Hunger (Minute Taker)

### 1. Welcome

Loudeen shared a karakia. Karen opened the meeting and welcomed all those in attendance. Everyone present introduced themselves.

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

### 2. Department Reports

#### *Justin - Lyriks*

Justin provided an overview of Lyriks, the work they are doing with rangatahi, and the condition of the property.

Daniel inquired about the impending risks advised in the previous report. Chris advised that the risks are not likely to come to anything.

Daniel asked what the Board can do to provide support to Lyriks? Justin advised that continuing to focus on the shared common goals with Chris (Naenae College) provides great support.

Karen enquired about the welfare of the students and staff.

#### *Rebekah Gaffney - Social Sciences*

Rebekah provided an overview of the department, the increased uptake from students and the need to ensure that they retain and nurture the current staff.

There was a discussion on the current Social Sciences curriculum and subject credits.

Kamaia spoke to the impressive student engagement for the Sociology Expo held by the Social Sciences Department.

#### *Kiri Shaw - Physical Education*

Kiri advised that one of the biggest challenges is the literacy gap. Finding experienced PE teachers/relievers has also been challenging.

Daniel asked what the Board can do to provide support? Kiri advised some help with the use of Technology would be valuable.

### **3. 5 Year Property Plan**

Frank spoke at a high level on the plan.

*Moved that the Board accepts the 5 Year Property Plan. Carried.*

C Taylor / K Renata

### **4. Principal's Report**

Report was read and received.

The Principal spoke to the improvement in the stand down and suspension statistics.

The Principal advised that our Service Academy Director had indicated his intention to retire in 2026, and spoke to a plan to support the continued effectiveness of the Service Academy.

Noted a correction to the plan of a preferred full-time position for an incoming Service Academy Director, not a part-time/job share position.

*Moved that the Board accepts the Services Academy Transition Plan.*

C Taylor / D Bowbyes

The Principal spoke to the proposal to Enhance Pasifika Student Success and Family Engagement.

The objective: To develop a Community driven space to support our Pasifika Community.

Loudeen suggested we ask families to sign up to confirm their commitment to participate.

*Moved that the Board accepts the Proposal: Enhancing Pasifika Student Success and Family Engagement. Carried.*

C Taylor / L Parsons

The Principal spoke to the Proposal: Administration team outline.

The Board accepts the Proposal pending further clarification around Contract Management between the administration management team.

ACTION: Chris to request written confirmation from the College lawyer, to the Board, that there is no risk with the redeployment of roles.

*Moved that the Board accepts the Proposal: Administration team outline  
Karen In Favour - Pending Amendments*

C Taylor / K Renata

*Moved that the Board accepts the Principal's Report.*

C Taylor / K Shepherd

### **5. Staff Representative Report**

Kamaia read a letter from a student regarding the positive impact our Rainbow Community has had.

*Moved that the Board accepts the Staff Representative Report.*

K Renata / D Bowbyes

## **6. Student Representative Report**

Liana read her report. There have been a number of events since the last meeting including, Pink Shirt Day, May Music Month and voting for the LAR Committee Representatives.

Liana noted the impressive engagement from students voting for the LAR Committee voting. "This brings me joy because it means students are interested and invested in their experience at this school". Pink Shirt Day ran smoothly with so many students turning up to school wearing pink to support the anti-bullying message. May Music Month saw different senior music groups performing on Wednesdays at lunchtime.

Chris advised that he had been asked why there is no Māori Prefect, which prompted a discussion about the possibility of having Representatives from the school groups i.e Pasifika, Rainbow.

ACTION: Liana to approach the Student Council about including representatives from college groups.

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

L Fecteau / Z Liew

## **7. Sub-committee reports**

### **Resource Committee**

Daniel provided some updates. AISCorp will be starting work on the Server / in the Server Room in the term break.

Chris advised that the Auditor has no further questions.

Karen advised that she left the meeting early as an amendment to the minutes.

*Moved that the Board accepts the minutes of the Sub-Committee meeting.*

D Bowbyes / C Taylor

### **Marae Committee**

Zinh confirmed the minutes to be accurate.

ACTION: Ensure that users of the marae check that ALL the windows are closed/secured. Vanessa will add this to the Marae Hire Contract.

*Moved that the Board accepts the minutes of the Marae Committee meeting.*

Z Liew / K Shepherd

### **Health and Safety**

Chris and Derek attended the meeting on 22 May 2025. Derek spoke to the meeting minutes provided.

ACTION: The Board would like to see a policy/procedure developed regarding the management of concussion experienced by students and staff upon their return to school/work.

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

D Saumolia / C Taylor

#### **8. Minutes of the previous meeting**

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

D Bowbyes / C Taylor

#### **Actions Register**

Removed from Agenda due to the late hour.

*All agreed*

#### **9. Correspondence**

- School enrolment scheme – discussed and clarity provided by Chris around priority levels and roll numbers.

ACTION: Daniel encouraged the Board to support a letter Chris will write to the Ministry of Education opposing the Zoning of Naenae College.

*All agreed*

#### **10. PEB**

No discussion

#### **11. General Business**

No general business to discuss.

Meeting concluded at 10:50pm with a karakia.

Signed: \_\_\_\_\_

*Cs Taylor*

Date: \_\_\_\_\_

*9 July 2025*