

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 31 July 2025 at 6.30pm

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

Apologies: Loudeen Parsons (Parent Representative)

In attendance: Nadine Bowen (Board Secretary)

Online presentation from Manu Luke and Steve Meertens regarding Alumni Society.

Manu shared his background and reasons for wanting to 'give back' to the College, to create a space where past students can connect and support the kura and community.

The Board requested more information, particularly from other schools, examples where this is in place and how it's working.

After the meeting, Nadine and Zinh agreed to find out more information.

1. Welcome

Zinh shared a karakia. Milica opened the meeting and welcomed all those in attendance. Milica asked the Board members if there were any additional conflicts-of-interest for the register. There was one addition.

2. Principal's Report

Report was read and received.

The Board acknowledged the change in attendance rates and thanked the staff for their efforts.

The Principal requested approval for an EOTC application (overnight tramping trip). In the Principal's opinion, there were no 'red flags'.

The Board were concerned about the timing of the tramp, later in the year would be better when the weather is more predictable. The Board requested more information, a written plan, and agreed to review out-of-cycle.

Moved that the Board accepts the Principal's Report.

C Taylor / D Bowbyes

3. Staff Representative Report

Report was read and received.

The Board asked what they could do to support everyone since the tragic passing of the student and teacher. Kamaia said people need time.

Karen suggested a morning tea next week for staff (from the Board).

Moved that the Board pays for a morning tea for staff in week 4 of Term 3.
K Shepherd / D Saumolia

The school has received lots of support from the wider community, including an afternoon tea with Heretaunga College and counselling support from all other schools in the Hutt Valley.

Kamaia talked about a change of staff within the Guidance Team (maternity leave cover). A current teacher aide will cover the maternity leave and a fixed term teacher aide will be sought.

Moved that the Board accepts the Staff Representative's Report.
K Renata / K Shepherd

4. Student Representative Report

Liana shared a verbal report.

The first week of Term was rough due to the passing of the student and teacher. The Assembly on the first day back was heavy but beautiful.

School has ramped up and the students are learning two Haka. Students are engaged. The girls football team won their semi-final and will play in the final in week 4.

Liana will come back to the Board at a later stage regarding the three ideas requested at a previous Board meeting – there has not been the right time to pick this up.

Moved that the Board accepts the Student Representative's Report.
L Fecteau / Z Yee Liew

5. Sub-committee reports

Resource Committee

Daniel summarised the last Resource Committee meeting and the management report.

Moved that the Board accepts the minutes of the Resource Committee meeting.
D Bowbyes / K Shepherd

Terms of Reference

Existing term of reference for the finance and resource committee have not been able to be found. In preparation for the upcoming board elections the finance and resource committee would like to ensure that foundation documents exist to support newly elected board members quickly come up to speed.

The Board discussed the number of Board members on the finance and resource committee and what constitutes a quorum. The Chair of the Finance and Resources Committee should be different to the Board Chair. The review of the terms of reference should coincide with the review of the Governance Manual.

Daniel will make the necessary amendments.

Moved that the Board accepts the Terms of Reference for the Finance and Resource Committee.
D Bowbyes / K Shepherd

Marae Committee

Minutes of the last Marae Committee were provided for information only.

Health and Safety Committee

Derek summarised the last Health and Safety Committee meeting.

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

D Saumolia / C Taylor

6. Minutes of the previous meeting

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

M Zivanovic / D Bowbyes

Actions Register

The Actions Register was updated.

The Board discussed what level of risk register information should come to the Board from the Health and Safety Committee. The Board are keen to see a risk matrix showing risk severity.

7. Correspondence

None.

8. PEB

Moved that the Board goes in to Committee at 8:36pm.

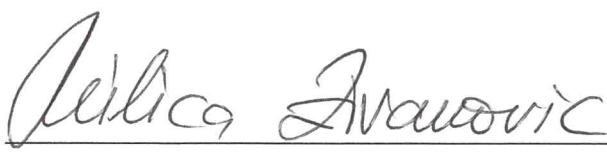
M Zivanovic / C Taylor

The Board moved out of Committee at 9:14pm.

9. General Business

Karen Shepherd resigned from the Board of Trustees, effective immediately.

Meeting concluded at 9:25pm with a karakia.

Signed:  Date: 28/08/2025

