

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 26 February 2026 at 6.30pm

**Present:** Kelly Palmer (Presiding Member), Daniel Bowbyes (Parent Representative), Milica Zivanovic (Parent Representative), Rebekah Gaffney (Staff Representative), Keira Harrison (Student Representative), Chris Taylor (Principal)

**Apologies:** Arif Ali (Parent Representative) Hoani Smith (Parent Representative)

**In attendance:** Jackie Schrijvers (Board Secretary)

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### 1. Welcome

Kelly welcomed those in attendance. Chris opened the meeting with a Kārakia. Board members were asked whether they had any additional conflicts of interest to declare for the register. No additional conflicts were declared.

### 2. Principal's Report

The report was read and received.

The storm damage to the Kura on Monday 23 February 2026 was significant. A decision was made to close the Kura. Several large trees fell, damaging the front fencing, and sections of roofing were stripped off. Pleasingly, the new gym roof remained completely undamaged.

Multiple leaks were reported throughout the school buildings. The Mārae experienced serious flooding and was unable to be used for the remainder of the week. Inspectors attended the site, and the Ministry of Education has pre-approved expenditure based on quotes received for land and building repairs.

The Ministry of Education has recently launched a new absence system. No changes have been made at this stage, as the Kura's current processes are already operating well.

#### Strategic Plan

The Board discussed the Strategic Plan in detail. Prior to the meeting the Principal had circulated the Strategic Plan to the Board for feedback and/or suggestions. The Presiding Member confirmed there was no feedback received, all members were happy with the Plan.

*Principal passed a motion to approve and accept the Strategic Plan.*  
C. Taylor / R. Gaffney

## Attendance Management Plan 2026/28

The Principal presented the Attendance Management Plan for Board approval. The Board moved to ratify the Plan, subject to any minor amendments that may arise during final review.

The Board holds legal responsibility for student attendance. Current processes will remain in place. It is now mandated that letters be sent to parents regarding attendance. Automated KAMAR messaging will be used for this purpose. The Board is also now legally required to include attendance data in the Board minutes.

The STAR programme is now operational in KAMAR. The Board will receive more regular updates with the Principal providing monthly data to inform initiatives for the Board's consideration and approval.

*Moved that the Board accepts the Attendance Management Plan.*  
C. Taylor / M. Zivanovic

## Disciplinary Process Plan

The Principal has engaged an employment lawyer to provide guidance and support in developing a Disciplinary Process Plan for staff.

The Principal will undertake the initial investigation and keep the Board informed. A sub-committee will then be formed, after which the Board will conduct its own independent investigation rather than relying solely on the Principal's findings. This approach ensures there is no conflict of interest and that the scope of the review is clearly defined.

The Principal proposes retaining responsibility for issuing formal written warnings for misconduct while matters involving gross misconduct will be referred directly to the Board. Ongoing performance issues may be escalated to misconduct if there is continued non-performance following multiple warnings.

**Action:** Amend the title of the Plan to include the word 'misconduct' to provide more clarification.

There was discussion about whether the Disciplinary Plan should be presented to the union. The Board agreed this was not necessary, as the Kura already follows PPTA guidelines.

*The Principal proposes the Disciplinary Misconduct Process Plan be accepted.*  
C. Taylor / D. Bowbyes

## EOTC Year 13 Hospitality and Careers Trip (PIHMS)

The Board approved the overnight experience for Year 13. The trip will include an overnight stay with evening staff supervision at the Hospitality School in New Plymouth.

It was agreed that all future trip proposals be presented directly to the Board for their consideration.

*The Principal passed a motion that the Hospitality, Management and Business Students careers trip be approved.*  
C. Taylor / K. Palmer

*Moved that the Board accepts the Principal's report.*  
C. Taylor / R. Gaffney

### **3. Staff Report**

The BOYD (bring your own device) programme has had a strong start to the term. Staff have noted the presence of the SLT (Senior Leadership Team) active and in classrooms during Term One has been positively received.

*Moved that the Board accepts the Staff Report.*  
R. Gaffney / C. Taylor

### **4. Student Report**

Bathroom vandalism has been identified as a significant concern and is causing considerable disruption.

The Board discussed potential funding for security to monitor the toilet blocks. It was noted that previous monitoring by the Senior Leadership Team during lunch breaks had been effective. An alternative approach considered was involving prefects or other students to address the ongoing vandalism at assemblies.

**Action:** Board members are to bring forward ideas at the next meeting to help address the issue. The Principal will investigate possible solutions and the cost of security and will email their findings to the Board.

*Moved that the Board approves the students report.*  
K. Harrison / D. Bowbyes

### **5. Marae Update**

The beginning-of-term pōwhiri was an engaging and positive event for all. The Principal noted that some students are uncomfortable with physical contact, and the Board discussed possible reasons for this.

Note and accepted.

### **6. Health & Safety Committee Minutes**

It was noted that there are ongoing challenges with staff recording incidents online.

*Motioned that the Board approves the Health and Safety minutes for February and March 2026.*  
C. Taylor / D. Bowbyes

7. **Minutes of the previous meeting**

Read and received.

*The Presiding Member motioned that the Board accepts the minutes of the January 2026 Board Meeting as a true and accurate record.*

K. Palmer / M. Zitanovic

7a. **Actions Register**

There is no current finance training available. The Board will be updated when relevant training becomes available.

It was recommended that all Board members do disciplinary training to better understand the process and their roles in managing misconduct, helping to avoid the risk of personal grievance claims.

The Board discussed engaging a member of the New Zealand School Boards Association (NZSBA) to provide guidance and deliver best practice advice in this area.

**Action:** All current Board members to complete disciplinary training in Term 2. Going forward all new Board members will also complete disciplinary training.

**Action:** Terms of Reference

The Principal will draft the Terms of Reference for the Health & Safety Committee.

A former Board member will draft the Terms of Reference for the Marae Committee.

8. **PEB**

*Moved that the Board goes into Committee at 8.38pm.*

K. Palmer / C. Taylor

The Board moved out of Committee at 8.51pm.

9. **Services Academy Funding Application**

This programme has been highly successful at the Kura achieving a 95% success rate for credits awarded.

*Moved that the Board agrees to apply for standard funding.*

K. Palmer / C. Taylor

Daniel closed the meeting with a Karakia. The meeting closed at 9pm.

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



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

8/5/26