

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 26 March 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)

Absent: Hoani Smith (Parent Representative)

In attendance: Jackie Schrijvers (Board Secretary)

1. Welcome

Kelly welcomed those in attendance. The Principal 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 Principal asked if any members had questions regarding the Annual Plan. There was a detailed discussion around attendance and how it compares to last year. It was noted there is a higher attendance rate overall.

Moved that the Board accepts the Principal's report.

C. Taylor / M. Zivanovic

Annual Plan 2025 Analysis of Variance Report

The Principal asked if any members had questions about the Annual Plan 2025 - Analysis of Variance Report which was distributed to all members. The Plan is a requirement by the Ministry of Education. A public version of our data will be available on the Ministry's website.

Strategic Plan

The Strategic Plan encompasses the Principal's reflection of the 2025 Plan. There was a detailed conversation around this. There are a lot of positives within this data. We have lifted our Pasifika pass rate which shows success. Our Pasifika students are also showing a lot of energy which is pleasing to see. Our work-on approach keeps us improving and it is vital we continue to discuss this as a Board.

Action: The Principal will invite Mātua Alex Māehe (*April/May Board meeting*) to present on Māori achievement within our Kura. Māori make up our largest ethnic group. We recognise that there is an opportunity to grow and increase Māori pass rates; what can we do together to improve these and how can we lift Māori student achievement; and better support their success?

Annual Variance Statement

The Board agrees with the Variance Statement. Achievement rates are increasing and continue to climb. The targets were mutually agreed with the Board. We want our values to give a sense of belonging for our students.

STAR

Step attendance response is now compulsory.

Faculty Reports

Strategic, School Focus, Head of Faculty all produce their own reports. Our work-on approach is emphasised in all departments. It was agreed to invite the Heads of Faculty to present to us. All members of the Board are to read the reports and come to the May meeting with good quality questions for discussion.

Action: The Principal will invite the second half of Faculty Heads to present at the May Board Meeting as per the two-year rotation which began last year.

Action: The Principal will list the Faculties and the Reports. Assign Board Members to ask questions of each group.

Moved that the Board accepts the 2025 Annual Variance Report.

C. Taylor / M. Zivanovic

Moved that the Board publish the Annual Variance Report on the school website.

C. Taylor / M. Zivanovic

3. Staff Report

EOTC applications are now managed by the Principal as there needs to be good governing and good decision making. The application form is more robust, and teachers need to ensure their applications arrive on time. There is a lot of EOTC happening in Social Sciences which creates positive peer pressure with other students.

Moved that the Board accepts the Staff Report.

R. Gaffney / K. Harrison

4. Student Report

Tabloids Sports Day was a lot of fun and was enjoyed by many students. Last month the Board discussed bathroom vandalism within the Kura as a significant concern and causing considerable disruption. There has been no improvement. The Student Representative will focus on speaking to the full-school assembly about this matter and ask the students to refrain from this behaviour. It is costing the Kura a considerable amount of money to maintain the bathrooms and this money could be better spent on the students.

There is no progress yet regarding security measures for the bathrooms. The Principal is looking into this and should be able to bring some ideas to the next meeting. A board member stated that all schools have these types of similar issues.

Moved that the Board approves the student report.

5. **Sub-Committee Reports**

Resource Committee

Cashflow requires further work prior to the next Resource Committee Meeting.

Roofing Project

The Principal discussed the roofing project. While we very much like and appreciate the current provider, the scale of the project requires engaging a contractor with greater cashflow capacity.

Credit Card - EOTC

The Sports Director is looking into the option on an EOTC credit card and will also look into any alternative methods for the Board's consideration.

The Board approves the EOTC Credit Card.

D. Bowbyes / C. Taylor

Health & Safety Committee Minutes

A number of injuries were recorded from Tabloids Sports Day. This was discussed at length. It was unanimously decided to carry on holding this event as it is enjoyable for the students and were isolated incidents. However, the need to review and strengthen safety measures was noted.

Motioned that the Board approves the Health and Safety minutes for February and March 2026.

C. Taylor / D. Bowbyes

6. **Minutes of the previous meeting**

Read and received.

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

K. Palmer / K. Harrison

Actions Register

All completed actions have been removed.

Action: All current Board members are to complete disciplinary training in Term 2. Moving forward all new Board members will complete disciplinary training. It was decided that the Staff Representative and Student Representative be excluded from disciplinary training.

The Board moved to accept the Disciplinary Misconduct Process Plan.

K. Palmer / K. Harrison

7. Correspondence

Auditor General

Noting and acknowledging the correspondence received.

8. PEB

Moved that the Board goes into Committee at 8.01pm.
K. Palmer/ C. Taylor

The Board moved out of Committee at 8.54pm.

9. General Business

Legacy Foundation Presentation

The Board discussed how this approach would operate and the benefits it could bring to the entire school. The Principal will draft a letter addressing the equity and management implications, noting that further work is needed to better engage with our community.

10. Planning and Review

School-Docs Review Schedule 2025/2027

This Policy appears to be easy to review but it is far more complex beneath the surface.

Provide assurance that our processes are being consistently followed. The Principal will present an example review to the Board for agreement. The Board will then undertake biannual reviews of its policies and processes to ensure clarity, consistency, and a shared understanding.

Week 6 or 7 Term 2 was agreed upon as the target timeframe, with a commitment to get ahead and develop a review exemplar.

Action: Principal to draft a template model and version for discussion in June/July meeting. Approve the dates at the next meeting.

The Chair discussed that the Board needs to support the Principal in his role. We need to look at our meetings, and decide are we getting the best out of it, and the most out of the Principal's report? We need front forward-facing conversations, and to be initiative-taking.

A Board member commented that the Resource Committee should not be looking in the rear vision mirror.


Noted:

The Chair will be absent for the next three weeks. Daniel will step in as Deputy Chair if required.

A Board representative stated that we are aware the Board has some projects coming up and it would be useful to look at co-opting other members. The Board member suggested they would speak to someone they had in mind.

Daniel closed the meeting with a Karakia.

The meeting closed at 9.38pm.

Signed:  _____

Date: 8/5/26. _____