

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 20 November 2025 at 6.30pm

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

Apologies:

In attendance: Nadine Bowen and Jackie Schrijvers (Board Secretary)

2. Welcome

Daniel shared a karakia. Milica opened the meeting and welcomed all those in attendance, including Jackie, the new Board Secretary. The Board members were asked if there were any additional conflicts-of-interest for the register. There was none.

3. Principal's Report

The report was read and received.

Chris shared that Aiscorp are very happy with their new facilities at Naenae College. Chris also shared that the SLT Operations Manager role is working out very well. Chris is conducting a tour of the school for past students of a 1965-year group on Saturday 22 November 2025.

The Board discussed, numeracy within the school has improved outstandingly and our results are only one point below the national rate. The extra teaching capacity in this area has proved to be very useful.

We have already received 170 enrolments for Year 9, 2026. If we get to 180+, this will be our maximum and out-of-zone requirements will kick in. Enrolments close on 24 November 2025, with confirmation of placements going out on 3 December 2025.

Moved that the Board approves the principal's report.

C Taylor / A Ali

Chris asked the Board for ratification on the following:

The Strategic Plan. Chris shared that all crucial information from the Board has been included in the current Plan. He requested that the Board approve the Strategic Plan for 2026/27/28 with a small change to the mission statement - '.....but by your actions.....'. Daniel is working on a diagrammatic version of the Strategic Plan.

Moved that the Board approves the Strategic Plan.

C Taylor/R Gaffney

Chris advised, we have developed a clear Sports Ethos - Participation vs Competitive policy as some parents have asked for clarity regarding competition vs participation at game time. The school's philosophy regarding sport teams is participation, competitive and social. We cater for all.

The Sports Director will ensure the school's position is clearly communicated to respective whanau, team managers and coaches, providing clear understanding around competitive or participatory/social teams; prior to signing up.

Our coaches and managers are often volunteers with varying degrees of experience. There was some discussion around external/sporting bodies policies regarding amounts of game time etc. It was recommended and accepted that we add a clause in the Policy acknowledging other sporting body policies.

Moved that the Board approves the Sports ethos - participation versus competitive policy.
C. Taylor/K Palmer

The Board discussed the Sensitive Expenditure policy. It was recommended the Policy needs to have clear guidelines around koha and gifting. Anyone at school may gain benefit from koha and gifting, there are separate outcomes controlled by the Auditor General guidelines.

Moved that the Board accepts the Sensitive Expenditure policy.
C. Taylor/D Bowbyes

Ratification of co-opting Derek Saumolia onto the Disciplinary Sub-Committee.
An email was sent earlier in the month, the Board approved this and were happy with it.

Moved that the Board approves co-opting Derek Saumolia to the Disciplinary Sub-Committee.
C. Taylor/M. Zivanovic

It was discussed and agreed, the Board supports co-opting Zinh Yee Liew onto the Marae Committee.

Moved that the Board co-opts Zinh Yee Liew onto the Marae Committee.
M Zivanovic/D Bowbyes

Moved that the Board approves the principal's report.
C Taylor / A Ali

4. Staff Representative Report

The report was read and received.

Rebekah shared that staff are very happy that the Board is continuing to commit to Te Tiriti and staff find this very encouraging. It was suggested we do an end-of-term morning tea for all staff to continue and encourage our staff morale.

Moved that the Board accepts the Staff Representative's Report.
R Gaffney/H Smith

5. Student Representative Report

The report was read and received.

The Board congratulated the Student Representative for submitting a very good report.

Moved that the Board accepts the Student Representative's Report.
K Harrison/R Gaffney

6. Sub Committee Reports

Resource Committee

Taken as read and received.

Daniel shared, he has reviewed the Resource Committee's cash-flow. Due to the review, Yvonne and Chris are currently revising the report.

The new roofing funding project has been approved. The school requires a Board representative on the upcoming roofing project.

The Resource Committee reviewed three proposals for ground maintenance. Programmed were approved, subject to reference checks. The contract with Programmed will take effect from 1 January 2026.

Keira shared that the water fountains need some attention. Chris suggested the Student Council present a case for the principal's consideration.

Moved that the Board accepts the Resources Committee report.
D Bowbyes/M Zivanovic

Marae Committee

The report was read and accepted.

Health & Safety

The report was read and accepted.

A detailed hazards register was provided to the Board. Milica shared, this was an excellent resource and thanked the Operations Manager for providing it. Milica said it was great to see all the risks, but this will not always be required. It was decided that any incidents and near misses continue to be reported and provided in-school. The Board is keen to see any patterns in incidences and that these continue to be reported. Chris shared that we don't have a Board representative on the Health and Safety Committee.

Moved that the Health and Safety Committee report is accepted.
M Zivanovic/C Taylor

7. Minutes of the previous meeting

Read and received.

The Actions Register was removed, and all current items are complete.

Moved that the Board accepts the minutes of the October 2025 Board meeting as a true and accurate record.
M Zivanovic/K Harrison

8. Correspondence

Renewal of lease of land Kohanga Reo is on. This was approved by the Board.

Naenae College Schedule of Delegations - this is up for review. Daniel will review and provide an up-to-date draft for the next Board meeting.

9. PEB

Moved that the Board goes into Committee at 7.40pm.
M Zivanovic / C Taylor

The Board moved out of Committee at 8.22pm.

10. General Business

There is a need to discuss co-opting members with the relevant skills and expertise to fill any gaps. The Board agreed to discuss this at the next Board meeting in 2026, including a review of committee terms of reference.

Training for Board members. There is on-line training for Board members regarding disciplinary matters. NZSBA can attend and provide training as required. Daniel suggested financial training too.

2026 Meeting Dates diarised - it was confirmed that no dates coincide with school holidays.

Upcoming Dates:

Senior Graduation - Thursday 27 November - Kelly confirmed he will attend.

Monday 8 December - Junior Prizegiving.

Thursday 29 January 2026 - BBQ/walk around school - to celebrate the start of the new year.

The Board thanked Nadine for all her mahi as Board Secretary.

The meeting concluded at 8:42pm with a karakia.

Signed: *Olivera Ivanovic* Date: *29/01/2026*