

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 21 March 2024 at 6.30pm

**Present:** Milica Zivanovic (Presiding Member), Loudeen Parsons (Parent Representative), Derek Saumolia (Parent Representative), Chris Taylor (Principal), Finn Bowbyes (Student Representative), Kamaia Renata (Staff Representative),

**Absent:** Karen Shepherd (Deputy Chair), Taneora Ryall (Parent Representative), Te Ana Fowell (Coopted Member)

**In attendance:** Nadine Bowen (Board Secretary)

### 1. Welcome and Karakia

Milica welcomed everyone and acknowledged the handover of the Presiding Member role from Derek to herself. Apologies were received from Karen and Taneora. Loudeen lead the karakia.

### 2. Planning session

Milica is going to create a calendar for the Board for the year, a living Word document of what is coming up and what the Board should be working on/addressing throughout the year.

Milica went round the table asking for contributions/ideas of what the Board would like to see and add to the calendar:

- NZSTA recommended actions
- Admin block opening
- Election cycle (2025)
- Chris to forward to Milica relevant school activities/events that the Board would like to know about and or attend
- Principal's appraisal (NZSTA formulated)
- Board meeting invitation to HODs (x6)
- ERO
- Strategic Plan updates (next meeting a Variance Report is due)
- Regular pastoral reports from Kamaia and her team.

### 3. Board sign-offs required

#### Budget

The 2024 Budget had been recirculated as requested after the last Board meeting in February.

*Moved that the Board accepts the 2024 Budget.*  
C Taylor / Finn Bowbyes

### **Limited authority to approve expenditures in 2024 and beyond**

Chris is seeking approval from the Board of Trustees for the following positions within the College to sign off budgeted amounts accordingly:

1. For the Accounts Administrator to approve expenditure of up to \$500 for pre-allocated department budgets only
2. For the Business Manager to approve expenditure of up to \$5,000 for pre-allocated department budgets only
3. For the Principal to approve expenditure of up to \$15,000 with a counter signature of the Business Manager for pre-allocated budgeted expenses
4. For the Board Chairperson to approve building expenditures that the Board has already approved on the Ministry of Education ‘Salesforce’ platform.

The Board discussed the Limited Authorities and confirmed that once the budget is approved by the Board, then all budgeted expenditure is approved.

Nic created a document when he was Principal – Nadine to locate this to ensure we're not missing anything.

If expenditure is outside the budget and over \$20,000 it must be discussed and approved by the Resource Committee.

The Resource Committee must report to the BOT on variances and expenditure over \$15,000.

*Moved that the Board accepts the Limited authorities to approve expenditures in 2024 and beyond as written, discussed and amended.*

C Taylor / L Parsons

### **Strategic Plan**

Chris is seeking approval from the Board for the 2024 Strategic Plan.

Loudeen suggested that the Board approves the plan in one week's time, via email, to enable all Board members the time to review. Finn agreed to Loudeen's suggestion.

The Strategic Plan needs to be amended to reflect the change of Presiding Member.

### **Cell Phone Policy**

The Cell Phone Policy was recirculated as requested at the February meeting.

*Chris moved that the BOT accepts the proposed Cell Phone Policy as written and submitted.*

C Taylor / M Zivanovic

### **4. In Committee**

### **5. Student Representative Report**

Finn summarised his report and shared his feedback on the Attendance letter that went out to whānau.

Chris said he had received many emails and calls regarding the letter and that the purpose of the letter was to raise awareness of the importance of attendance and to start conversation with the community.

Kamaia personally shared the impact of the letter on her family.

Feedback on the attendance letter has been mixed. The Board discussed at length the nature of the letter and the way in which it was worded and the affect that it had on students and their families.

Loudeen emphasised the need for a more positive spin or focus and that the communication should be addressing the students that are at 40 – 60% attendance. Phone calls or visits to families with poor attendance rates works better. Loudeen shared her disappointment that there is no funding for addressing attendance.

Derek said as a parent he didn't read the emails from the school and that this may be the case with other whānau.

Chris acknowledged the feedback and the opinions of the Board and would consider alternative ways to address and communicate attendance rates.

It was suggested that there would be further discussion at the next meeting.

*Moved that the Board accepts the Student Representative Report.*  
F Bowbyes / M Zivanovic

## **6. Staff Representative Report**

No report this month.

## **7. Principal's Report**

Chris summarised his report for those that had not yet read it.

*Moved that the Board accepts the Principal's report.*  
C Taylor / M Zivanovic

## **8. Sub Committee Reports**

No reports this month.

## **9. Minutes of the meeting held 29 February 2024**

The Board raised two errors with the minutes. Nadine to amend the minutes accordingly.

The Board asked Nadine to add more detail to the minutes moving forward.

*Moved that the Board accepts the amended minutes of the meeting held on 29 February 2024.*  
M Zivanovic / D Saumolia

## **10. Correspondence**

There is no correspondence to report.

## **11. General Business**

- Chris proposed Matariki weekend for the Admin Block opening. Completion date is 21 June. The Board agreed to celebrating the opening at sunrise on Saturday 29 June 2024.
- School lunches – we await the Government's decision. Links to a petition to continue the lunches have been circulated on the College's social media – it is crucial to continue to raise awareness of the importance of school lunches for our community. The Board questioned whether the school could continue the lunches if they are discontinued by Government?
- Afio Mai evening – this was summarised in the Principal's report.

- Items for next meeting – Sport uniform audit, Jacket sizing, Board member photos, School uniform review.

Loudeen closed the meeting with a karakia and best wishes for the Easter break.

Meeting concluded at 9:10pm

Signed: Dilica Ivanovic Date: 02/05/2024