

# NAENAE COLLEGE BOARD OF TRUSTEES

## Minutes of the Board of Trustees Meeting

Thursday 27 March 2025 at 6.30pm

**Present:** Milica Zivanovic (Presiding Member), Karen Shepherd (Deputy Chair), Derek Saumolia (Parent Representative), Loudeen Parsons (Parent Representative), Chris Taylor (Principal), Kamaia Renata (Staff Representative), Daniel Bowbyes (Co-opted)

**Apologies:** Liana Fecteau (Student Representative), Zinh Yee Liew (Co-opted)

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

### 1. Welcome

Karen 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 were none.

### 2. Principal's Report

Report was read and received.

The Principal spoke to the 2025 Priority Actions/Annual Plan.

Karen asked Chris about New Zealand Histories Curriculum potentially being removed from the compulsory curriculum. Chris said that NZ History could still be taught but if removed, would not be able to be assessed. Chris said that he would 'fight' to keep NZ History in the curriculum.

Derek asked if the chronic attendance reduction could be attributed to the Guidance team? Chris agreed, the reduction in chronic attendance is concrete evidence that the Board's decision to grow the guidance team was a good one. In the next Board meeting when the 2024 variance report is presented, this will be highlighted.

Daniel asked Chris for annual attendance statistics, trajectory information, etc. At this stage the figures are currently term by term.

Chris confirmed that the numbers in the Annual Plan are the attendance targets.

Chris does not want to set unrealistic targets, particularly when there is potentially a teacher strike looming and this would significantly affect attendance.

Non-attendance for medical reasons (including mental health) is classified as unjustified absence. There is uncertainty around how to deal with medical absences.

Milica asked about initiatives/plans for improving attendance and achievement. The Strategic Plan document has links to the initiatives that are being implemented. Other initiatives include letters for sending home to caregivers – letters tailored to each category of non-attendance, PLD for staff (e.g. classroom practice, trauma informed practice, dealing with disclosures, ADHD), attendance at cluster meetings with other schools, working with the local Intermediate schools etc.

Kamaia is responsible for reports of concern. The Critical Incident Team is engaged and takes action when required.

ACTION: The Principal is to provide regular updates for the Board on the progress with the priority actions, each term.

ACTION: Pasifika Action Plan to be added to the Strategic Plan.

*Moved that the Board approve the 2025 Priority Actions/Annual Plan.*  
C Taylor / M Zivanovic

Daniel said that the Principal's Report was a good read. Great to see a good spread of sporting events. Was there anything not going so well (lowlights) that the Board should be aware of?

There had been an incident on Tuesday, with a few stand downs as a result.

The school has received a small increase (.6) in staffing/funding.

The Ministry of Education has contacted the school regarding a zone/enrolment scheme. They will want to speak with Board in due course.

Karen asked and Chris confirmed the schools process for advertising for Teacher Aides.

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

### **3. Staff Representative Report**

Kamaia did not submit a written report this month so was open to questions from the Board. Staff are tired and feeling the effects of an eleven week term.

The 'new to teaching' staff are very skilled. Notable mentions are Mackenzie and Stavros – relational and skilled practitioners.

Incident on Tuesday gave staff an opportunity to practice what to do in a situation of threat.

Staff morale is mostly good. People are tired. The staff have their first social event of the year next Friday. Some staff continue to socialise outside of school and participate in sports together.

ACTION: Loudeen asked that next meeting the Board is updated on the ethnic minority whanau in our community.

Chris briefed the Board on the positive engagement with the ethnic minority community – Tabloid Sports Day was moved for Ramadan, a prayer room had been made available but has since been withdrawn due to student misbehaviour. A couple of staff members have reached out to a local mosque for support with times of prayer etc.

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

#### **4. Student Representative Report**

None.

#### **5. Sub-committee reports**

##### **Resource Committee**

*Moved that the Board accepts the minutes of the February 2025 Resource Committee meeting.*

D Bowbyes / M Zivanovic

Daniel summarised the March meeting.

The financial statements weren't ready for the March meeting – the school accountants have had a change in staffing.

There is a meeting next week with the Ministry of Education regarding the 10 year property plan (of which the five year plan comes out of). Chris, Milica and Daniel will be at this meeting. Work on the marae building will likely be considered in the five year property plan.

Daniel met with Gil from AISCorp regarding the server and backups. It was a good meeting and Daniel is waiting on AISCorp's response to some further questions. The backups are the priority at this stage.

The order of the roofing works has shifted a little due to asbestos and scaffolding works.

Karen discussed putting aside contingency planning dollars. The Asset Register was good to see but further actions are required to assist with planning asset replacement/maintenance.

The next Resource Committee meeting falls in the school holidays. Due to unavailability, there will be no Resource Committee in April.

ACTION: Karen will email regarding signatories, signing off bank reconciliations. The management report can be circulated via email.

##### **Marae Committee**

The meeting minutes will be discussed at the next meeting, when Zinh is in attendance, as she was the only one present who can speak to these minutes.

##### **Health and Safety Committee**

The last meeting minutes were tabled at the last Board meeting. The next Health and Safety Committee meeting is on Thursday 3 April.

#### **6. Minutes of the previous meeting**

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

D Bowbyes / C Taylor

##### **Actions Register**

Board vacancy – community notified, nothing received to date. Action for next meeting.

The Board discussed the upcoming school board election process. In the past this was administered by the Principal's Assistant. Due to current workload Chris and Kamaia suggested that this year, an outside organisation takes care of the process. There is money in the Board's budget to cover costs.

*Moved that the Board approves outsourcing the school board elections process, to an approximate cost of \$8,000. Chris to come back to the Board should the cost be significantly different.*

M Zivanovic / D Saumolia

Health and Safety, Risk Register – this should be tabled quarterly. Health and safety meetings take place twice a term, 3:30pm on a Thursday.

ACTION: Chris to invite Derek to the Health & Safety Committee meeting.

ACTION: Chris to add Justin's MOE reports to the Board meeting packs.

Milica has not had a chance to work on the Board calendar. She will do so in April.

## **7. Correspondence**

*Moved that the Board approve Stephen Perry's leave request.*

C Taylor / K Shepherd

*Moved that the Board approve Brenda Morrison's leave request.*

C Taylor / K Shepherd

The Board discussed the EOI received and decided to leave things as they are until the upcoming elections.

ACTION: Milica will make contact with the interested community member and advise next steps.

NZSBA community engagement course was attended by Milica. The Board discussed events where they could attend and engage more with the community e.g. to involve the community in the strategic plan. For example, the possibility of the Board attending the Careers Expo in Term 3 was discussed. If Board members had name badges they may be approached/be more approachable to community members. Loudeen talked about 'lifting our game' in sharing what we know regarding things like attendance and how the school is addressing the priorities. It's important that we give the 'Pacific data to the Pacific parents' – enabling them with the data to help with change.

ACTION: Add Board community engagement to the Actions Register for further discussion.

Energy Survey. Completed by the Business Manager.

SchoolDocs Policy Review – the Board assigned the following members to review policies:

Risk Management – Daniel

Healthcare – Derek

Health, Safety and Welfare - Karen

Safety Management System – Karen  
Worker Engagement, Participation and Representation - Chris  
Recording and Reporting Accidents, Incidents and Illness - Chris.

ACTION: First Board meeting in Term 2 the Board will assign the Term 2 scheduled policy reviews.

## 8. PEB

*Moved that the Board goes in to Committee at 8:42pm.*

M Zivanovic / C Taylor

The Board moved out of Committee at 8:56pm.

## 9. General Business

### Naenae College Schedule of Delegations 2025

The wording regarding delegated authority to the Deputy Principal in special circumstances was discussed and agreed. Daniel edited the document accordingly in the meeting.

The financial delegation to the Principal was reviewed and the figures agreed. This was also edited directly into the document by Daniel.

Delegations retained by the Board – 1.(l) 'significant or sensitive' was agreed.

Board delegations to the Principal – 3.(f) words after (eg payroll) were removed.

*Moved that the Board accepts the Naenae College Schedule of Delegations 2025 as discussed, making the necessary amendments.*

D Bowbves / L Parsons

*It was resolved that a request be made to One Foundation for the delivery and facilitation of Life101 programs for the amount of fifteen thousand, six hundred and forty dollars (\$15,640.00) excluding GST.*

K Shepherd / D Saumolia

ACTIONS: Board to discuss the Governance Manual and Plan/Calendar at the next meeting.

## 10. PEB

*Moved that the Board goes in to Committee at 9:46pm.*

11. M Zivanovic / C Taylor

The Board moved out of Committee at 10:04pm.

Meeting concluded at 10:05pm with a karakia.

Signed: Melina Zivanovic Date: 08/05/2025

