

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 27 February 2025 at 6.30pm

Present: Milica Zivanovic (Presiding Member), Derek Saumolia (Parent Representative), Loudeen Parsons (Parent Representative), Chris Taylor (Principal), Liana Fecteau (Student Representative), Zinh Yee Liew (Co-opted), Daniel Bowbyes (Co-opted)

Apologies: Karen Shepherd (Deputy Chair), Kamaia Renata (Staff Representative)

In attendance: Nadine Bowen (Board Secretary)

1. Welcome

Milica opened the meeting with a karakia and welcomed all those in attendance. Milica reviewed and the Board discussed an addition to the conflict-of-interest register.

2. Principal's Report

Report was read and received.

Daniel commented in favour of the new format of the Principal's Report. Zinh asked about WIFI access for Board members when they are onsite.

The Resource Committee members summarised the 2025 Budget and confirmed their thorough review and approval. The budget has been simplified and is now much easier to understand. Currently, a deficit of approximately \$180k is forecast.

*Moved that the Board approve the 2025 Budget.
C Taylor / D Bowbyes*

Milica asked Chris to consider creating a three-to-five year financial plan/forecast, factoring in where and how he would like the school to invest. Chris confirmed he is currently working on the 2025 Annual Plan with intention to create a longer term 'business plan'. Loudeen agreed, saying planning ahead for the next cohort is important.

Chris mentioned three areas of planning focus – roll growth (zoning), the Marae, and the ten-year property plan (still waiting on the MOE for this).

ACTION: Board to follow up on this discussion. Chris to report/come back to the Board once more information/longer term plan shapes up.

Chris had a sample of the College vest that is a proposed addition to the school uniform. The cost of the vest has been quoted at \$65. The Board asked Chris to do his best to try and reduce this cost so it was more affordable for the Naenae students and community.

*Moved that the Board approve the addition of a vest into the official school uniform.
C Taylor / M Zivanovic*

Daniel asked, next time Chris reports on attendance that he supports the actual numbers with the target numbers.

Health and Safety Committee

Chris shared the minutes of the meeting that was held this afternoon. Chris ran the meeting in Clare's absence and he will remain on the Committee on the Boards behalf. The Health and Safety Committee meet once a term. However, Chris will run an additional meeting this term.

The biggest concern for the Committee at the moment is the tech equipment.

ACTION: Chris will look for, update and maintain the Risk Register and this is to be brought to the Board once a quarter.

Wellbeing and Community Engagement Committee

This Committee does not exist and will be removed from the Sub-Committees list.

6. Minutes of the previous meeting

Moved that the Board accepts the minutes of the November 2024 Board meeting as a true and accurate record.

M Zivanovic / Z Yee Liew

7. Correspondence

Planning and Reporting Information for 2025. Chris is currently working on the Annual Plan and will send this to the Board once complete, ahead of approval by 31 March 2025.

School Board elections. ACTION: The Board to think about how they want the election process run and discuss at the next meeting.

Chief Ombudsman. The Board and the school has been cleared.

Vibe Report 2024. This was well received.

8. PEB

Moved that the Board goes in to Committee at 8:09pm.

M Zivanovic / D Bowbyes

The Board moved out of Committee at 8:13pm.

9. General Business

- a) The Board agreed to leave the Presiding Member and Deputy Chair positions as they are.
- b) The Resource Committee Chair has been appointed.
- c) The Board agreed to fill the Board vacancy by selection. ACTION: The selection process will be confirmed and initiated soon after.
- d) The 2025 Budget has been approved.
- e) Delegations 2025. Daniel took the Board through the delegations policy document and proposed some changes. Chris agreed to refine the financial delegation figures and Daniel will refine wording around budgeted and pre-approved costs. Alos, 1i needs to be refined and discussed. Final document to be circulated and approved via email.

Chris confirmed that the school employed two part time fixed term staff members to manage the new school lunches (distribution, clean up, etc.). The school has been given \$3,000 per term to help cover this extra cost.

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

3. Staff Representative Report

Kamaia's report was taken as read.

4. Student Representative Report

Report was read and received.

Liana spoke to the school lunches. The general feel from students is that they don't like the new lunches. Students do eat and enjoy the snacks.

The lunch containers are difficult to open and the food is in an aluminium container.

Liana was grateful to the Board for their offer of support with the 're-build' of the Rainbow Club.

ACTION: Liana to come to the Board on progress of rebuilding the rainbow community and any support that the Board can provide.

Liana advised the Board that she will be away for the next meeting as she will be at Outward Bound.

Moved that the Board accepts the Student Representative Report.
L Fecteau / L Parsons

5. Sub-committee reports

Resource Committee

The Resource Committee notes were read and received.

Daniel gave the Board a brief summary and update. The Budget and the variances were the main topics for discussion at the Resource Committee meeting. Refreshing the financial delegations and policies was discussed.

Chris noted that there were two sets of Resource Committee minutes tabled and asked that it be recorded that he does not agree with the appended (second) set of minutes.

The Board agreed that the minutes did not have to be accepted tonight.

ACTION: Resource Committee to meet and come to an agreement regarding the minutes.

Marae Committee

Alex will endeavour to get these minutes to the Board.

Zinh attended the meeting and gave the Board a quick summary. Zinh did share some concern regarding the Maraetanga protocols/process and wanted to better understand the roles of the members.

- f) Due to time constraints, the School Policy Review schedule, Board Governance Manual and Board Plan will all be discussed at the next meeting.
- g) Critical IT issues. The Board acknowledges the risk and agreed that the server and backups do need to get sorted. Daniel agreed to work with Chris to consider all options before bringing these back to the Resource Committee/BOT.
- h) Vaping illegal on school grounds. Zinh requested more signage be put up around the school.
- i) The car park in front of Bee Healthy is Naenae College property.
- j) Jackets to be sourced for the new Board members.

Meeting concluded at 9:20pm with a karakia.

Signed: Milica Iwanovic Date: 27/03/25