

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 26 June 2025 at 6.30pm

Present: Milica Zivanovic (Presiding Member), Karen Shepherd (Deputy Chair), Chris Taylor (Principal), Daniel Bowbyes (Co-opted), Loudeen Parsons (Parent Representative), Liana Fecteau (Student Representative)

Apologies: Zinh Yee Liew (Co-opted), Derek Saumolia (Parent Representative), Kamaia Renata (Staff Representative)

In attendance: Nadine Bowen (Board Secretary)

1. Welcome

Daniel shared a karakia. Milica opened the meeting and welcomed all those in attendance. Everyone present introduced themselves. Milica asked the Board members if there were any additional conflicts-of-interest for the register. There was one addition.

2. 2024 Department Reports

Martin Laing – HOD Languages

Successes:

- The impressive pass rates in Level 1 English
- The shift with Year 9s across the year
- Staff confidence with assessment requirements. External moderation improved.

Challenges:

- CAAs explicit teaching required to prepare students
- The number of staff teaching English, difficult to keep in touch, geographic layout. Movement of staff between rooms (timetabling issue).
- Student placement from Whānau Heads – more communication and context required.

The Board discussed further with Martin, the placement of students in classes. This process needs to slow down in order to place students as best as possible. Support from the Board for the English department in the areas of BYOD and AI would be appreciated.

Anthony Yeo – HOD Arts & Technology

Anthony spoke about the challenges of continuity with speciality teachers for subjects like Hard Materials. Meredith was teaching Maths but jumped to Hard Materials/Tech, in a sole charge position. The department ideally needs half a teacher to be able to run Metalwork. Speciality teachers are hard to come by and costly.

Hospitality is a good news story. From one teacher and one class in 2023 to now three teachers, more classes and the approval to offer Level 3.

Gary has been working hard in Drama and is a fan of the Year 9 rotations.

Having a second teacher, Stephen Perry in the digital space is helpful.

Jessica Kim – HOD Maths

Chris read Jessica's report in her absence.

Successes:

- Readiness for CAA, teachers are more confident with Numeracy, PLDs have played a key role in this
- Year 11 Numeracy pass rate (61.6% passed Level 1)
- Improvement in Year 9 and 10 end of year results
- Progress in 2025 is pleasing.

Challenges:

- Level 1 Numeracy – many students face difficulties due to low attendance, low engagement and limited understanding of foundational maths
- Year 9 and 10 end of year results – significant number of students still below expected levels, underscoring the need for targeted interventions
- Encouraging course selection. It is essential to encourage students to challenge themselves and choose Level 2 and 3 Calculus.

7:50pm Martin and Anthony left the meeting.

3. Principal's Report

Report was read and received.

The Board discussed the Principal's request to employ an additional permanent Maths Teacher, going above the school's staffing allocation by one. The additional teacher would allow for more teaching time with the students that are struggling.

The Board questioned the need for a permanent placement versus fixed term. The Board were supportive of the additional Maths teacher and asked that Chris ensures proper process is followed with the appointment and advice is sought from NZSBA regarding the nature of the appointment (fixed term or permanent).

Gratis payments were proposed to acknowledge the effort and going above and beyond the staff have put in to ensure smooth running of the admin block. The board agreed to recognise the additional effort and time staff have put in by granting 3 days of special leave to: Nadine, Jane, Karen and Chris.

The letter to the MOE regarding the enrolment scheme/zoning was approved. Chris to remove the last line of the letter and send on the Board's behalf.

Chris shared with the Board, recent professional development experiences. The Board noted that wellbeing funding for Principals is being removed.

Moved that the Board accepts the Principal's Report.

C Taylor / D Bowbyes

4. Student Representative Report

Liana shared a verbal report.

The LAR Council is now up and running. Liana is continuing work on inclusive representation on the Council and is finalising a terms of reference and person specifications.
Multicultural Day was great.
Pride Week celebrations were great and a huge step forward for the kura.

Moved that the Board accepts the Student Representative's Report.
L Fecteau / K Shepherd

5. Sub-committee reports

Resource Committee

Daniel summarised the last Resource Committee meeting.

Moved that the Board accepts the minutes of the Resource Committee meeting.
D Bowbyes / M Zivanovic

6. Minutes of the previous meeting

Moved that the Board fills the current parent representative vacancy by selection. Daniel Bowbyes to move from Co-opted to Parent Representative, by selection.
M Zivanovic / K Shepherd

Two amendments to be made to the previous meeting minutes and the Actions Register was updated.

Moved that the Board accepts the minutes of the May 2025 Board meeting as a true and accurate record.
C Taylor / L Parsons

7. Correspondence

None.

8. PEB

Moved that the Board goes in to Committee at 9:32pm.
M Zivanovic / C Taylor

The Board moved out of Committee at 9:53pm.

9. General Business

BNZ bank signatories updated as per the mandate.

Motion: that the Naenae College Board of Trustees remove the current signatory Clare Marie Gibson (Business Manager) as a signatory of the BNZ bank account and to be replaced with Yvonne Manuel (Finance Manager).

Moved: ____ C Taylor _____ Seconded: ____ M Zivanovic _____

Funding application from Yvonne.

Moved that the board approves the funding application for \$3,960 for accommodation in Palmerston North for the upcoming Netball Tournament.

Loudeen asked the LAR Council and Student Mentors for three ideas to help with current challenges of the kura: CAAs, Maths and School Attendance.

Meeting concluded at 10:14pm with a karakia.

Signed: Alicia Ivanovic Date: 31/07/2025