

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting

Thursday 30 July 2026 at 6.30pm

Present: Daniel Bowbyes (Acting Presiding Member), Arif Ali (Parent Representative),
Chris Taylor (Principal), Keira Harrison (Student Representative)

Apologies: Kelly Palmer, Rebekah Gaffney, Hoani Smith, Milica Zivanovic

In attendance: Jackie Schrijvers (Board Secretary)

1 Welcome

Daniel opened the meeting and welcomed all those in attendance. Daniel welcomed Tracey, who was attending as an observer and as a potential co-opted Board member. Keira shared a Karakia.

2 Principal's report

Note and accepted.

The Principal reported that Term 3 is well underway, and that the Education Review Office (ERO) will be visiting the school in week five to undertake their review. The Board discussed the upcoming visit and saw it as an opportunity for ERO to review and provide valuable feedback on the Kura's performance and outcomes. The Principal shared that a compliance check is required and must be reviewed and signed off by the Board.

ACTION: The Student Representative will meet with the Principal and do the initial interview. A Board member will do a quality assurance check with the Principal. This will be shared with the Board for their approval.

Policy Review

The Principal shared that they are considering engaging a consultant to support the Board and staff in understanding and navigating the use of Artificial Intelligence (AI).

Volunteer/Coach Responsibilities

It was noted that all school volunteers are Police vetted. However, the need to ensure that volunteers fully understand the duties and responsibilities associated with their roles was highlighted. The Board discussed developing a checklist to support this process and agreed that coaches should meet to review relevant policies and familiarise themselves with their obligations.

Health and Safety - Risk Matrix

The school is responsible for managing risk. The Health and Safety committee meets monthly to review all reported incidences. The Principal reports to the Board on a quarterly basis. It was noted that staff are reporting incidences and hazards well.

Property

On Monday 3 August 2026 Holmes Construction will be on site to commence the re-roofing project. The Board noted that the project is anticipated to be completed by September 2027. Regular progress updates will be provided to the Board as the project progresses.

Chris moved to approve the Principal's July 2026 Report.

C Taylor / K Harrison

3 Staff Representative Report

The Staff Representative was absent from the meeting. The (Acting) Presiding Member accepted the Staff Representative's report as tabled and thanked them for the information provided. The Board received and noted the report.

4 Student Representative Report

No report was submitted. The Student Representative shared her experience of participating in a five-week exchange in America.

5 Sub-Committee Reports

Resource Committee

The minutes of the July Resource Committee meeting will be discussed at the next meeting.

Marae Committee

It was noted that the Marae roof has been leaking significantly and was not fit for purpose. Repairs to the roof have now been completed, resolving the immediate issues, however, the roof is showing signs of rust deterioration and will require further attention soon.

Health and Safety Committee

Note and accepted.

The Committee reviewed the reported health and safety incidents and confirmed that each had been considered and appropriately addressed. The Board noted the Committee's oversight of incident reporting and follow-up actions. There was some discussion regarding concussions in rugby, including the importance of player safety, concussion awareness and ensuring that appropriate procedures are followed for identification management and return to play of students who may have sustained concussion.

6 Minutes from the previous Meeting

Read and received.

Moved that the Board accepts the Minutes of the June 2026 Board meeting as a true and accurate record.

D Bowbyes / C Taylor

7 Correspondence

No correspondence was received.

8 General Business

- The Board considered two funding applications, both of which were signed. It was subsequently clarified that there is no cost associated with the Sporty funding application.
- The re-roofing project is scheduled to commence on 3 August 2026.
- In Kelly's absence Daniel, in his capacity as Acting Chair, was delegated the authority to review, approve, and sign all documents relating to the roofing project.

The Principal moved that the Board formally appoint Daniel as Acting Chair and authorise him to sign on behalf of the Chair.

C Taylor / K Harrison

- There was a brief discussion regarding co-opted members of the Board. It was noted that co-opted members are appointed for a specific purpose and, while serving in that role, have the same rights and responsibilities as other Board members.
- The Wood Workers Guild approached the college asking permission to hold its Guild workshops on the premises. The Board discussed and considered the request. The Acting Chair expressed support for the proposal and endorsed the Guild's use of the workshop premises for this purpose. The Guild also offered students free entry to its courses.

The Principal moved that the Board approve the Wood Workers Guild's use of the college premises for this purpose.

C Taylor / D Bowbyes

9 PEB

Moved that the Board go into Committee at 8.37pm.

D Bowbyes / A Ali

The Board moved out of Committee at 9.12pm.

Keira closed the meeting with a Karakia at 9.15pm.

Signed: _____



Date: _____

