



TE KURA O ŌHINETAHI | GOVERNORS BAY SCHOOL BOARD OF TRUSTEES HUI

# TE 26 WHIRINGA-Ā-RANGI | November 2025

## 6pm, Staff room

<p>NOTE: <a href="#">School Docs Policies and Procedures</a></p> <p>Please review the policy before the meeting by clicking on the policy and then clicking the red 'Under Review' button on the right. You will be asked for your role (Board Member) and your name.</p>	<p>Username: governorsbay</p> <p>Password: Jetty</p>
<p><b>Karakia Timatanga:</b></p> <p>Unuhia te pō, te pō whiri mārama Tomokia te ao, te ao whatu tāngata Tātai ki runga, tātai ki raro, tātai aho rau Haumi e, hui e, tāiki e!</p> <p><i>From confusion comes understanding From understanding comes unity We are interwoven, we are interconnected Together as one!</i></p> <p><b>Mihimihi</b></p> <p>Kei ngā maunga whakahī, Kei ngā wai tuku kiri, Kei ngā mātāwaka o te motu, Ka nui te mihi. <i>To those who connect to the mountains, the rivers and oceans across the land. Hello and welcome to you.</i></p>	<p>Attachments</p>
<p><b>Rebecca Baynes - Recording minutes</b></p>	
<p>Items</p>	<p>Led by</p>
<p><b>1. Administration</b></p>	<p>1.a. - 1.h. Presiding Member</p>

- a. Present
- b. Apologies
- c. Visitors

None

- d. Speaking rights
  - 1. Rebecca Baynes - Finances
  - 2. Ange Rayner

**Motion: *That Rebecca Baynes be given speaking rights in relation to agenda item 2.e and that Ange Rayner be given speaking rights within this meeting.***

**Moved:**

**Seconded:**

- e. Declaration of any Conflict of Interest
- f. Confirmation of previous hui Minutes - linked above

**Motion: *The minutes of the BOT meeting held on 22 October be passed***

**Moved:**

**Seconded:**

- g. Review and confirm any actions
  - I. Concerns and Complaints Policy and Board Code of Conduct to be put on the Board page on the school website - Completed
  - II. Term Deposits to be reinvested - Completed
  - III. Ask the Board for a brief bio for the website - Completed?
  - IV. Adjustment to the Update with the changed start and finish school dates - Completed
  - V. Report on termly changes to SchoolDocs to be produced & shared - Agenda item 2.g
  - VI. Community Consultation out to community and staff again - Completed
  - VII. Board to reach out to PTA co-chair to set a meeting re the playground. Recirculate the plans to the Board, meet with Ruth and Angie to talk about next steps - Agenda item 2.d
  - VIII. Investigate Alarm Monitoring - **Ongoing**
  - IX. Investigate Grants - **Ongoing**

<p>h. Correspondence in</p> <p>i. <a href="#">Email from Leanne Otene (NZPF President) re: Acknowledging Leadership in a time of Significant Change</a></p> <p>ii. Audit Engagement Letter (Nov 2024)</p>	
<p><b>2. Decisions</b></p> <p>a. Strategic Planning - Update</p> <p>i. Discussion around Board's obligation to Te Tiriti o Waitangi</p> <p>ii. Set date for Strategic Planning workshop in January 2026</p> <p><b>Motion:</b></p> <p><b>Moved:</b> <b>Seconded:</b></p> <p>b. Board Policy Review - any comments/amendments</p> <p>i. B1 - Board Roles &amp; Responsibilities</p> <p>ii. B3 - Board member remuneration and expenses</p> <p>iii. C1 - Meeting-protocols</p> <p><b>Motion: <i>The Board approves of and adopts the above Board Policies as discussed.</i></b></p> <p><b>Moved:</b> <b>Seconded:</b></p> <p>c. Board Work Plan 2026, including discussion around Principal's Report format</p> <p><b>Motion: <i>The Board approves of and adopts the above Board Work Plan 2026 as discussed.</i></b></p> <p><b>Moved:</b> <b>Seconded:</b></p> <p>d. Board ways of working</p> <p>i. Communicating with the community</p> <p>ii. Playground Committee</p> <p>iii. Assurance (policy) Committee</p> <p><b>Motion:</b></p> <p><b>Moved:</b> <b>Seconded:</b></p> <p>e. Finance</p> <p>i. Profit &amp; Loss report</p>	<p>2.a. - i. Presiding Member, with Tumuaki</p>

ii. Finance Notes

**Motion: *The monthly finance reports for 31 October 2025 are received and payments within are approved by the Board.***

**Moved:**

**Seconded:**

f. Audit Engagement Letter

**Motion: The Board approves the audit engagement with BDO Christchurch Audit Limited for the years ending 31 December 2024 to 31 December 2026.**

**Moved:**

**Seconded:**

g. Health & Safety including Wellbeing, School Docs

i. School Docs reviews for Term 4 to be completed - Board members are expected to review SchoolDocs policies on a termly basis, before the end of each term. Please make sure if you have any comment/concerns questions regarding the policies up for review that they are done by the last meeting of term, otherwise they will be taken as read and approved.

ii. Introduction of termly policy assurance reports (7th October & 11th November).  
Emergency Management Plan - developed from Emergency Procedures & SchoolDocs

**Motion: *The Board accepts the changes to the policies in SchoolDocs as indicated in the reports above and moves the Principal to make procedural adjustments as required.***

**Motion: *The Board accepts the Emergency Management Plan as read and moves the Principal to make adjustments as required.***

**Moved:**

**Seconded:**

h. Review EOTC Documentation for Year 4 On-site Camp

**Motion: *The Board approves the documentation for the upcoming overnight camp at Governors Bay School.***

**Moved:**

**Seconded:**

<p>i. Property - Discuss cyclical maintenance plan and determine if it is necessary to paint the library during 2026:</p> <ul style="list-style-type: none"> <li>i. Continue with painting schedule as listed in Cyclical Maintenance Plan</li> <li>ii. Update the Cyclical Maintenance Plan to push the library painting out until 2027.</li> </ul> <p><b>Motion:</b></p> <p><b>Moved:</b>                      <b>Seconded:</b></p>	
<p><b>3. Discussions / Reports / Presentations</b> - taken as read but discuss any key points</p> <ul style="list-style-type: none"> <li>a. Attendance Management Plan</li> <li>b. Draft Budget 2026</li> <li>c. End of year reflection of student achievement - Tracking Class Targets</li> <li>d. Principal's report</li> <li>e. Staff PLD Update</li> <li>f. Principal's PGC update</li> </ul>	<p>3.a - c. Presiding member with Tumuaki</p>
<p><b>4. Identify Agenda Items for next hui xx</b></p>	<p>4 - Presiding Member</p>
<p><b>5. Administration</b></p> <ul style="list-style-type: none"> <li>a. Correspondence out <ul style="list-style-type: none"> <li>i. Strategic consultation email to community</li> </ul> </li> </ul>	<p>5.a. Presiding Member</p>
<p><b>6. Closure of Hui</b></p> <ul style="list-style-type: none"> <li>a. Resolution for extension of time not normally exceeding 30 minutes if needed</li> <li>b. Preparation for next hui</li> <li>c. Karakia Whakamutunga <p><b>Kia hora te marino.</b>  <b>Kia whakapapa pounamu te moana.</b>  <b>Hei huarahi mā tatou i te rangi nei.</b>  <b>Aroha atu, aroha mai.</b>  <b>Tātou i a tātou katoa.</b>  <i>May peace be widespread. May the sea be like greenstone; a pathway for</i></p> </li> </ul>	<p>6.a. - 6.b. Presiding Member</p> <p>6.c. Tumuaki</p>

*all of us this day. Let us show respect for each other, for one another. Bind us all together.*

1. Hui Closed: