



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

# TE 22 ŌKETOPA | October 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.c 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 3 September be passed***

**Moved:**                      **Seconded:**

- g. Review and confirm any actions
  - I. Investigate Grants - **Ongoing**
  - II. Board communication to the community/school - **Ongoing** (Article in Spring Edition of The Bay News)
  - III. Code of Conduct to be reviewed - Agenda item 2b
  - IV. Investigation into how to bring another staff member onto the Board - Agenda item 2a
  - V. Board Calendar/Comms to be set up - **Completed**
  - VI. Board advised to seek NZSBA training opportunities for finances etc. - **Ongoing**
  - VII. Christoph to send information to Christine regarding staff relationships - Completed
  - VIII. Playground moving forward - **Ongoing**
  - IX. Changes to the format of Principal's Report have been suggested - Agenda item 3a
  - X. Strategic Planning Consultation - Agenda item 2d
  - XI. 2026 Dates to be approved by email - Agenda item 2e
- h. Correspondence in
  - i. [Email from Minister Stanford re: Curriculum Roadshow](#)
  - ii. Application for Parental Leave

## 2. Decisions

- a. Decision to invite Ange Rayner to attend meetings as a PLD opportunity & provide speaking rights for her on a meeting by meeting basis..

**Motion:** *The Board approves of granting speaking rights to Ange Rayner on a meeting by meeting basis as required.*

**Moved:**                      **Seconded:**

- b. Board Code of Conduct

- i. Any changes or additions to contribute to our own Code of Conduct to be discussed

**Motion:** *The Board approves of and adopts the Code of Conduct as discussed.*

**Moved:**                      **Seconded:**

- c. Finance

- i. Profit & Loss report  
ii. Finance Notes

**Motion:** *The monthly finance reports for 30 September 2025 are received and payments within are approved by the Board.*

**Moved:**                      **Seconded:**

- d. Strategic Planning - Determine our next steps (as highlighted in Principal's report):

- i. Continue with community consultation and prepare a draft strategic plan for 2026-2030.  
ii. Extend the start date for our next strategic plan by a year from 1 January 2026 to 1 January 2027.

**Motion:**

**Moved:**                      **Seconded:**

- e. Proposed 2026 Dates - another adjustment

2.a. - h. Presiding Member, with  
Tumuaki

<p><b>Motion: <i>The Board approves of and adopts the amended 2026 Dates as discussed.</i></b></p> <p><b>Moved:</b>                      <b>Seconded:</b></p> <p>f. Health &amp; Safety including Wellbeing, School Docs</p> <p>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.</p> <p>i. Internal Review - Health Support</p> <p><b>Motion: <i>The Board accepts the changes to the policies in SchoolDocs as indicated above and moves the Principal to make procedural adjustments as required..</i></b></p> <p><b>Moved:</b>                      <b>Seconded:</b></p> <p>g. Review EOTC Documentation for Wellington Camp</p> <p><b>Motion: <i>The Board approves the documentation for the upcoming overnight camp to Wellington.</i></b></p> <p><b>Moved:</b>                      <b>Seconded:</b></p> <p>h. Property</p> <p>i. Review upcoming projects - as required</p>	
<p><b>3. Discussions / Reports / Presentations</b></p> <p>a. Principal's report - taken as read but discuss any key points</p> <p>b. Budget 2026 - discuss process for setting and approving budget</p> <p>c. Board Governance Policies</p>	<p>3.a - c. Presiding member with Tumuaiki</p>
<p><b>4. Identify Agenda Items for next hui on 26 November 2025:</b></p> <p>PLD Report</p> <p>2026 Draft Budget</p> <p>Attendance Management Plan</p> <p>Emergency Management Plan</p>	<p>4 - Presiding Member</p>

Student Achievement Targets Principal's Appraisal	
<b>5. Administration</b> <ul style="list-style-type: none"> <li>a. Correspondence out <ul style="list-style-type: none"> <li>i. Strike action email to community</li> </ul> </li> </ul>	5.a. Presiding Member
<b>6. Closure of Hui</b> <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 <ul style="list-style-type: none"> <li><b>Kia hora te marino.</b></li> <li><b>Kia whakapapa pounamu te moana.</b></li> <li><b>Hei huarahi mā tatou i te rangi nei.</b></li> <li><b>Aroha atu, aroha mai.</b></li> <li><b>Tātou i a tātou katoa.</b></li> <li><i>May peace be widespread. May the sea be like greenstone; a pathway for all of us this day. Let us show respect for each other, for one another. Bind us all together.</i></li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>1. Hui Closed:</li> </ul>	6.a. - 6.b. Presiding Member  6.c. Tumuaki