



TE KURA O ŌHINETAHI | GOVERNORS BAY SCHOOL

BOARD OF TRUSTEES MINUTES HELD IN THE STAFFROOM

TE 21 HARATUA | MAY 2025

Meeting held in the Governors Bay School Staffroom. Meeting commenced at 6.06pm

1. Administration

- a. Present: Christine Murphy, Annie Collins, Sally-Ann Fitzhardinge, Callum Arnold, and Ruth Renwick
- b. Apologies: Glen Naysmith
- c. Visitors: Sandy Dunn (Solutions and Services) on Zoom, Alex Dieudonne and Janina Konia (MOE) on site.
- d. Speaking rights
 - i. Ministry of Education representatives (Alex Dieudonne and Janina Konia as well as our financial services administrator Sandy Dunn from Solutions and Services will be given speaking rights in relation to Agenda item 4a.

Motion: That Alex Dieudonne, Janina Kona and Sandy Dunn be given speaking rights in relation to Agenda Item 4.a.

Moved: Annie Collins

Seconded: Callum Arnold

- e. Declaration of Interest: None

- f. Confirmation of previous hui Minutes

Motion: The minutes of the BOT meeting held on 26 March 2025 are to be Passed.

Moved: Annie Collins

Seconded: Sally-Ann Fitzhardinge

- g. Review and confirm any actions items
 - i. Logs removed from the bottom playground - Done
 - ii. School Donation letter reviewed and sent out - Done
 - iii. Contact MOE regarding Tapex and Staffing - Done plus Ongoing
 - iiii. Investigate Grant applications - Ongoing
 - iv. Final Budget reviewed and approved by 31 March - This was completed and a revised budget is being presented at this meeting.
 - v. Hazards Form removed from School Doc - Ongoing

- vi. H&S Walkthrough undertaken - Ongoing
- h. Correspondence In:
 - i. Initial bargaining - Primary Teachers and Primary Principals
 - ii Letter of Endorsement.

2. Decisions

- a. Delegations agreement for Principal/Board
 - b. Finance
 - i. Review and Approve Re-forecasted 2025 Budget - being discussed In Committee under 4.a
 - ii. Profit and Loss Report
 - iii. Finance Notes - Sandy Dunn present April accounts
 - iiii. Transfer \$4580 to savings account as per March 24 minutes for Cyclical Maintenance

Motion: The monthly finance report for 31 April is received and payments within are approved by the Board. The BoT agree to transfer \$4580 to the savings account for Cyclical Maintenance. The revised budget will be approved by email once the changes have been agreed.

Moved: Sally-Ann Fitzhardinge Seconded: Callum Arnold
 - c. Health and Safety including Wellbeing, School Docs.- By end of Term 3 - next meeting
 - d. Confirm EOTC documentation that was circulated and approved via email by all BoT Members - Wainui Camp
- Motion: Review EOTC has been approved with the updated amendments.**
- Moved: Sally-Ann Fitzhardinge Seconded: Annie Collins**
- e. Property
 - i. Review upcoming projects - none in place.
 - f. Review and approve Delegation policy and draft any additional elements and allocate as required - this has been reformatted and the BoT will look over this and approve by email.
- The BoT has approved the Schedule of Delegations for 2025**
- To be approved by email.**

3. Discussions/Reports/Presentations

- a. Principal's Report - Tabled - The top pedestrian crossing was discussed about whether this was actually a crossing. It was decided that it was not and that it would be safer to cross further up on the road - both ways. This will not be manned going forward.
- b. Board Succession - next meeting
- c. 2024 Annual Report - The Annual Report will be confirmed by email.

d. Māori whānau/mana whenua consultation opportunities in 2025 - next meeting

4. In Committee

a. 2025/26 Budget and Financials

Motion: That the meeting move into a Public Excluded session at 6.14pm under Section 48(1) of the Local Government and Official Information and Meetings Act 1987, for reasons of legal and professional privilege and to protect the privacy of natural Persons.

Moved: Sally-Ann Fitzhardinge

Motion: That the meeting resume in Public Session at 7.54pm and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Moved: Sally-Ann Fitzhardinge

5. Identify Agenda Items for the next hui on Wednesday 18 June 2025

- a. School Docs Policy Review for the Term - School Docs are all considered reviewed unless notes have been put in by individual BoT members
- b. Health and Safety
- c. Board Succession
- d. Māori whānau/mana whenua consultation opportunities in 2025

6. Administration

- a. Correspondence out -None

7. Closure of Hui

- a. Resolution for extension of time not normally exceeding 30 minutes if needed - No
- b. Preparation for next hui -

Karakia Whakamutunga

Kia hora te marino.

Kia whakapapa pounamu te moana.

Hei huarahi mā tatou i te rangi nei.

Aroha atu, aroha mai.

Tātou i a tātou katoa.

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.

Hui Closed - **8:06 pm**

Public Excluded - Yes

Action Item	Responsible
Revised budget to be emailed to BoT	Christine Murphy
Delegation Policy to be emailed to BoT	Christine Murphy
Correspondence in re Letter of Endorsement for a staff member - Board to make a decision	Christine Murphy
Investigate Grants	Whole Board
Hazard Form to be removed from School Docs	Christine Murphy
Health and Safety Walkthrough	Christine Murphy and Glen Naysmith