



TE KURA O ŌHINETAHI | GOVERNORS BAY SCHOOL

BOARD OF TRUSTEES MINUTES HELD IN THE STAFFROOM

TE 26 MĀEHE | MARCH 2025

Meeting held in the Governors Bay School Classroom. Meeting commenced at 6.05pm

1. Administration

a. Present: Christine Murphy, Annie Collins, Sally-Ann Fitzhardinge, Callum Arnold, Glen Naysmith and Ruth Renwick

b. Apologies: Rebecca Baynes

c. Visitors: Ange Rayner

d. Speaking rights

i. Ange Rayner - present Maths Update to the Board

Motion: That Ange Rayner be given speaking rights in relation to Agenda Item 3.a.

Moved: Sally-Ann Fitzhardinge

Seconded: Christine Murphy

e. Declaration of Interest: Nil

f. Confirmation of previous hui Minutes

Motion: The minutes of the BOT meeting held on 19 February 2025 are to be passed.

Moved: Annie Collins

Seconded: Glen Naysmith

g. Review and confirm any actions items

i. Chromebooks for sale for parents - Completed - all sold.

ii. Remove the logs from the bottom playground - working bee this Sunday. Bark still to be fixed. Logs will be removed when playground is opened

iii. PTA meeting regarding the bottom playground and topping up bark - Completed

iiii. School Donation Letter to be updated - Action Item

h. Correspondence In:

i. Confirmed ERO Report and Board Assurance

ii. Draft Annual Financial Statements for 2024

2. Decisions

a. Review and Approve 2025 Budget -

- i. Christine and Rebecca went through the draft budget and identified some differences around Tapex and other budgeted amounts. These were brought to the attention of the BoT. These need to be clarified before the budget is confirmed.
- ii. Christine is available to relieve to fill her additional time (0.2) if needed.
- iii. BOT - fundraising options. Ruth to look into grants as a possibility.
- iiii. Further clarification is required by the board before the final budget is approved by 31 March 2025.

**Motion: The 2025 budget has been approved with the updated amendments.
Not moved until further clarification.**

b. Finance

- i. Profit and Loss Report
- ii. Finance Notes

Motion: The monthly finance report for 28 February 2025 is received and payments within are approved by the Board.

Moved: Callum Arnold

Seconded: Sally Ann Fitzhardinge

c. Health and Safety including Wellbeing, School Docs. Reviewed.

- i. Check who is the Health and safety office. Is this Christine and Rebecca?
- ii. If there is a hazard, staff fill form? Check and change if needed.
- iii. A member from BOT will walk around with Christine to have a walk-through Christine to calendar this and to add to School docs.

d. Review EOTC documentation for Week 9:

- i. 2025 Waipara Camp Documentation - Checking and confirming ratio around water is 1:6

Motion: Review EOTC has been approved with the updated amendments.

Moved: Sally Ann Fitzhardinge

Seconded: Ruth Renwick

e. Property

- i. Review upcoming projects - Work has been completed on the Outdoor Learning and Drainage projects. Final payments are being processed. No other upcoming projects
- f. Review delegations list and draft any additional elements and allocate as required
 - Principal away = clearly define who is the Senior leader (Ange R or Ruth)
 - Reviewed letter that has been sent out to previous senior leaders.

3. Discussions/Reports/Presentations

a. Maths Report to the Board - Ange Rayner.

Ange presented the report to the Board. No questions from BOT.

Notes:

- We are on track, if not ahead, on rolling out the brand new curriculum
- Ange feels confident that we are teaching the new (current) curriculum well. Ange has been sharing and supporting staff to implement the new curriculum.
- We need to keep parents updated on the process and progress of the new Maths Curriculum.
- Ange will put together a blurb around what is happening and where we are at now.

b. Principals Report -

- i. Christine presented her report. Commenting that most items are in the current implementation plan.

c. Review Annual Implementation Plan prior to being published on Website

The BoT looked at the Implementation Plan and Christine updated and aligned the points that Meagan Kelly had created. Moving forward, each item needs specific goals. The plan should be published by 31 March 2025

4. Identify Agenda Items for the next hui on Wednesday, 14 May 2025

- a. Does the school pay for PASA? Does NZPF cover everything
- b. Ruth to look at grants as an option for fundraising

5. Administration

- a. Correspondence out - None

6. 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 - **8:02 pm**

Public Excluded - No

Action Item	Responsible
Remove logs from bottom playground	Christine Murphy
School Donation Letter Updated	Sally-Ann Fitzhardinge
Contact MOE regarding Tapex, staffing and our financial position	Christine Murphy
Grants	Ruth Renwick
Final Budget to be approved before 31 March 2025	BoT
Check who the Health and Safety Officer is and whether there are appropriate forms. Glen to do a walk through the school with Christine	Christine Murphy and Glen Naysmith
Does the school pay for PASA? Does NZPF cover everything - what is the difference?	Agenda Item for May meeting
Maths Curriculum Blurb	Ange Rayner