



## TE KURA O ŌHINETAHI | GOVERNORS BAY SCHOOL

### BOARD OF TRUSTEES MINUTES HELD IN THE STAFFROOM

TE 18 Pipiri | June 2025

Meeting held in the Governors Bay School Staffroom. Meeting commenced at 6.07pm

#### 1. Administration

- a. Present: Christine Murphy, Annie Collins, Sally-Ann Fitzhardinge, Callum Arnold, and Ruth Renwick
- b. Apologies: Glen Naysmith
- c. Visitors: None
- d. Speaking rights
  - i. Rebecca Baynes - Finances

**Motion: That Rebecca Baynes be given speaking rights in relation to Agenda Item 3.e.**

**Moved: Sally-Ann Fitzhardinge**

**Seconded: Annie Collins**

- e. Declaration of Interest: None
- f. Confirmation of previous hui Minutes

**Motion: The minutes of the BOT meeting held on 21 May 2025 are to be Passed.**

**Moved: Sally-Ann Fitzhardinge**

**Seconded: Ruth Renwick**

- g. Review and confirm any actions items
  - i. Revised budget to be emailed to the BoT by Christine Murphy - Completed
  - ii. Delegation Policy to be emailed to the BoT - Completed
  - iii. Correspondence in re Letter of Endorsement for a staff member - In this Meeting
  - iiii. Investigate Grant applications - Ongoing - Action Item. Other topics was school fundraising.
  - iv. Hazards Form to be removed from school docs - Completed
  - v. Health and Safety Walkthrough - Completed
- h. Correspondence In:

- i. Audit
- ii Letter of Endorsement from a staff member - this was minuted in the last meeting - Approved.

## **2. Strategic Decisions**

- a. EOTC
  - i. None to review
- b. Health and Safety
  - i. School Docs Policy Review - Tuesday 24th June to be completed.
  - ii. Wellbeing - Action item.
- c. Property
  - i. Review Upcoming Projects - none to report on. On the walk around small maintenance items to be addressed.  
Civil and Land have agreed to cover the costs of fixing the artificial mounds.
- d. Confirm BoT Election Date and agree the recommended timeline.  
The BoT would like to change to a staggered election. Board Chair to contact NZSBA. Election date will be either the 10 or the 19th of September. With the returning officer being selected as Rebecca Baynes. There will be 3 elected parent members and continue with the current co-opted member.
- e. Communication - Board contribute to either/or the Update or the Bay News.
  - i. Bay News Deadlines: Saturday 28 September and Saturday 30 November
  - ii. The School Update is published fortnightly in odd weeks
  - iii. Confirm content topics and who is writing these. - Action Item.

## **3. Monitoring**

- a. Report to the Board re Science - Ruth Renwick presented a report to the Board around what is happening in the school regarding science. Talked about creating long term goals to equip the school with science resources. A long term plan for teaching science in the school is in process and a slideshow was presented to the Board. No new current science curriculum has been adopted as of yet.
- b. Principal's Report - Taken as read
- c. Consultation with whānau Maori and Mana Whenua - Discussions around how the consultation will look and ways and times to engage again. A meeting to be set for the beginning of Term 3. 30 July from 4.30pm - 6.00pm has been suggested.
- d. Finance Report
  - i. Profit and Loss Report
  - ii. Finance Notes

**Motion: The monthly finance report for 31 May is received and payments**

**within are approved by the Board.**

**Moved: Ruth Renwick**

**Seconded: Callum Arnold**

e. Revised 2025 budget in relation to 2024

- i. Now that the 2024 audit has been finalised, Solutions and Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts.

**Motion: The Board approves the use of these documents in the 2025 Annual Report**

**Moved: Ruth Renwick**

**Seconded: Callum Arnold**

#### **4. In Committee**

a. Budget sustainability

**Motion: That the meeting move into a Public Excluded session at 7.36pm 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 7.58pm 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 30 July 2025**

a.

#### **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
Investigate Grants - Ongoing Include fundraising ideas as well.	Whole Board
Health and Safety - Wellbeing	To be addressed again this year.
Confirm content topics and who is writing the articles for The Bay News and our Update	Board